

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

BYLAWS

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February 18, 1994
Amended:
April 24, 2001
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**Article I
Membership**

**Section 1
Chapter Eligibility Requirements**

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

**Section 2
Eligibility Requirements for Executive Board**

- A. All candidates must be in good standing with the University and their individual chapters.
- B. Candidates must not be on academic nor disciplinary probation with the University.
- C. Candidates must be available to attend all general and Executive Board meetings.

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

- 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 or 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 Delegates

- A. All delegates (1 per chapter) of the NPHC shall be required to attend all regularly scheduled NPHC meetings. In the event that a chapter is unable to provide one (1) delegate for NPHC, the organization must inform NPHC Executive Board and the Office of Student Engagement and Leadership stating reasoning and requesting approval to provide otherwise by the second meeting of the semester.
- B. All presidents must be present at NPHC meetings. In the event that a chapter president is unable to, the organization must inform NPHC Executive Board and the Office of Student Engagement and Leadership stating reasoning and requesting approval to provide otherwise by the second meeting of the semester.
- C. After the first two absences (one (1) 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 (in a semester), its voting privilege will be revoked for the next Executive Board Election.
- D. 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. He/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 a 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 a simple 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 its recommendations which must be approved by a simple vote of the entire membership.
- C. In the case of all other 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

NPHC shall elect a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Member At-Large to serve as officers to the Executive Board.

- A. Delegates and/or alternates shall be responsible for submitting nominations to NPHC no later than the first regularly scheduled NPHC meeting in November.
1. Candidates must be present for 3 NPHC general meetings before nomination.
 2. In the event that nominations are not received for an office, the Executive board will recommend instituting proceedings under the NPHC bylaws Article 1, Section 5.

Section 2 The Electorate

- A. Only the chapter delegate is 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 Fall semester no later than the second regularly scheduled NPHC meeting in the month of November.

**Section 4
Election Procedure**

- A. All elections shall be held by secret ballot.
- B. Where only one (1) candidate has been nominated for an office, NPHC may instruct the Secretary to cast a ballot for the election of the nominee.
 - 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 no more than two (2) members run for office on the Executive Board.
- C. 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, B. Only one vote shall be cast per member chapter represented at the regularly scheduled NPHC meeting where elections are held.
- D. Elections shall not be conducted in the absence of an election quorum. An election quorum shall be defined as 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 Chairperson of Greek Expo.
4. Approve all checks/vouchers for expenditure of the budgeted funds;
5. Enforce rules and regulations of the University and the UL Lafayette NPHC.
6. Ensure the executive board is performing their expected duties.

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 an ex-officio member of all committees.
4. Act as chief of Public Relations.
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. Obtain a list from each chapter of its one (1) delegate and President.
 - 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. 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. Collect and receive itemized budgets from all committees at least two (2) weeks prior to the event.
3. Perform all duties customary with this office not mentioned in the Constitution.
4. 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.
4. Inform the Executive Board when an officer or member is in violation of the NPHC Bylaws Article I, Sections 3 and 4.

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.
2. Plan at least one community service event per semester.
3. 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 Spring semester to the end of the following Fall semester.

Article IV
Executive Board
Section 1 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.
- 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. Student Engagement and Leadership 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.

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 Vice 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 Community Service/Outreach Committee shall:

1. Recommend projects and/or activities to be implemented.
2. Plan and coordinate projects and/or activities approved by NPHC.
3. Reach to the community for any needed services NPHC may implement

B. The Fundraising Committee shall:

1. Recommend fundraising projects and/or activities to be implemented.
2. Plan and coordinate projects and/or activities approved by NPHC.

C. The Social/Bonding/Banquet Committee shall:

1. Recommend bonding projects and/or activities to be implemented.
2. Plan and coordinate social events on and off campus approved by NPHC and Student Engagement and Leadership.
3. Recommend banquet suggestions to be implemented; and
4. Plan and coordinate annual banquet held each consecutive Spring semester.

Section 3 Special Committees

Special Committees deemed necessary to carry on the work of the UL Lafayette NPHC shall be appointed by the Vice 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 up to thirty percent (30%) as deemed necessary per event with a council vote_ (e.g. Community Service, NPHC Week, Meet the Greeks, Fundraisers, etc.).
- B. In the event that the member chapter is on any form of probation with the University or chapter's National Organization, that organization will still be required to participate in NPHC events. Unless stated otherwise by the University or the chapter's National Organization_
- C. Chapters shall be notified of mandatory events no later than two (2) weeks in advance.
- D. Greek Expo has its own rules, regulations, and excuse policy that NPHC will abide by according to Article IX, Sections 1 and 2.

Section 2 Absences

- A. In the event that the member chapter is unable to attend a mandatory NPHC event (Community Service, Greek Week, and Meet the Greeks), the chapter must inform both Student Engagement and Leadership and the NPHC Executive Board in writing via email no later than two (2) weeks prior to the mandatory event.
- B. Student Engagement and Leadership will then determine the validity of the reason submitted and the secretary will notify the aforementioned chapter of the Executive Board's decision.
- C. The Executive Board will work with chapters of fewer than two (2) members.

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 (Community Service, Greek Week, and Meet the Greeks) 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.
 2. **Second Violation**: For the second mandatory event (Community Service, Greek Week, and Meet the Greeks) missed in a semester, the chapter will

be fined \$75 plus \$1.50 per active member in chapter due to NPHC no later than two weeks after notification of the fine.

1. **Third Violation**: For the third mandatory event (Community Service, Greek Week, and Meet the Greeks) missed in a semester, the chapter will be referred to the Greek Judicial Board and fined \$100 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 Student Engagement and Leadership.

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 Student Engagement and Leadership 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, NPHC President and the Greek advisor 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.
 3. NPHC executive board will make the final decision.

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 by the second scheduled NPHC general meeting in the Fall semester.

1. All chapter and individual dues are due to the treasurer of NPHC no later than the announced deadline of each semester.

2. All chapters will be subject to a late fee of \$25 for each week the dues are not paid..

Article X Amendment Process

The *Bylaws of the UL Lafayette National Pan-Hellenic Council (NPHC)* may be amended by a simple 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 XI Ratification

The provisions of these *Bylaws of the UL Lafayette National Pan-Hellenic Council (NPHC)* shall go into effect immediately upon passage by a simple 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 XII 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 simple majority vote of the member NPHC delegates, or by proxy, member NPHC alternates at a regularly scheduled meeting of NPHC.

Standing Rules:

NPHC Greek Expo

Section 1 Rules and Regulations

1. Obscenities, obscene gestures, vulgarity, or profanity will not be allowed. This includes: step teams, MC's, DJ's, and also special guests or attractions.
2. There will be a fifteen (15) minute time limit for each step performance.
3. All defamatory or derogatory remarks about other organizations or individuals are strictly prohibited.
4. Anyone caught destroying any property, fighting, or involved in any unlawful behavior will be turned over by the proper authorities for prosecution.
5. Each organization will draw for the order of performances during an official NPHC meeting with a representative from the Office of Student Engagement and Leadership and the current President and Vice President present. Once everyone has drawn, organizations have the options to switch with another organization, but the same representatives must be present and the order must be re-voted on at an official meeting at least two (2) weeks before the show.
6. Seating arrangements for UL NPHC Organizations are ranked according to highest men's and women's GPA separately. If an organization has more seats than needed, it is expected to allow another organization to occupy their unoccupied seats.
7. Organizations with two (2) or fewer able members may choose not to participate without a penalty.

Organizations that have three (3) or more members must participate in Greek Expo.

8. In the event that the member chapter is unable to attend Greek Expo, the chapter must inform both Greek Affairs and the NPHC Executive Board in writing no later than four (4) weeks prior to the mandatory event.
9. Keep in mind this is a collaborative event/fundraiser hosted by NPHC as a council showcasing each chapter's stepping abilities.

Section 2

Consequences

1. DJ's – Will sign a contract to perform at Greek Expo. The contract will state that the DJ is not to curse or play explicit music. Any cursing or explicit music played will be considered a breach of contract and the NPHC will not be responsible for paying the DJ.
2. MC's – Will sign a contract to host Greek Expo unless the MC is a member of one of the NPHC organizations. If a contract is signed, any cursing or vulgarity will be considered a breach of contract and NPHC will not be in charge for paying the MC. If a non-contract MC is being used, he/she will be warned once. Any other violations will result in the MC having to leave the stage and being replaced by whomever the Office of Student Engagement and Leadership sees fit.
3. Special guests or attractions will be informed of the rules and regulations. If they are not followed, there will be no warning. They will be removed from the stage and escorted from the building.
4. Any chapter in violation of any of the rules and regulations, that chapter may be subjected to a fine of \$500.00. If a member of a chapter whose show is in question by the current President or Vice President of NPHC, he/she will remove him or herself from the Board and will be replaced by the NPHC Secretary.
5. It is the responsibility of each chapter to make sure that each person stepping is aware of the rules and regulations. Each person stepping must be currently enrolled at UL Lafayette and an active member of the organization the semester of Greek Expo. A step team roster, including CLID, must be submitted to Student Engagement and Leadership due by the Monday before Greek Expo.
6. If a chapter that has been fined does not pay that fine by the last week of the semester, the issue and the chapter will be taken to the NPHC exec board.

NPHC Week Guidelines:

- Organizations will submit week request by email to Greek@louisiana.edu and allow 4 business days for approval or denial from the Office of Student Engagement and Leadership.
 - o Denial from the Office of Student Engagement and Leadership can be for reasons such as; the time requested is during another NPHC organization's week, there is a large campus event that week, or a new member presentation is taking place at that time. This reason will not be shared by the Office of Student Engagement and Leadership.
- Requests will be first come first serve beginning the first day of the fall semester for that academic year.
- If the chapter moves forward with events during the week that was denied by the Office of Student Engagement and Leadership, the chapter will be fined \$200 per event.
- If an organizations event conflicts with another organization's week, they will be notified by the Office of Student Engagement and Leadership and each of the organization's presidents will meet with the Greek advisor to resolve the issue within a week of notification.