

**Article I. Stephen F. Austin State University**  
**Article II. National Pan-Hellenic Council**  
**Article III. Constitution 2018-2019**

**Article I. NAME**

Section 1. The name of this organization shall be the Stephen F. Austin State University National Pan-Hellenic Council (NPHC).

**Article II. MEMBERSHIP**

Section 1. The following National Greek Letter organizations eligible for membership in NPHC when they are recognized by Stephen F. Austin State University and sanction by their national to be on the SFA campus:

- 1.1 Alpha Phi Alpha Fraternity, Inc.
- 1.2 Alpha Kappa Alpha Sorority, Inc.
- 1.3 Delta Sigma Theta Sorority, Inc.
- 1.4 Kappa Alpha Psi Fraternity, Inc.
- 1.5 Phi Beta Sigma Fraternity, Inc.
- 1.6 Zeta Phi Beta Sorority, Inc.
- 1.7 Omega Psi Phi Fraternity, Inc.
- 1.8 Sigma Gamma Rho Sorority, Inc.
- 1.9 Iota Phi Theta Fraternity, Inc.

Section 2. Each affiliated member organization shall be entitled to one vote.

- 1.1 Voting by proxy of the voting representative shall be prohibited
- 1.2 Voting by non-financial (fines, dues pending) organizations shall be prohibited.
- 1.3 In order to remain in active status, a member shall be enrolled at SFA and in good standing with the University and his/her organization.

**Article III. OFFICERS**

Section 1. The officers of the organization shall be:

- 1.1 President
- 1.2 Vice President
- 1.3 Administration & Finance
- 1.4 Historian
- 1.5 Sergeant at Arms

Section 2. Qualification to hold office:

- 1.1 Full time undergraduate member in good standing with their chapter
- 1.2 Must have a 2.5 or higher GPA.
- 1.3 The term of office for the officers of one year
- 1.4 Shall be from May of the regular academic year to May.
- 1.5 No one member organization can hold the positions of president, vice president and treasurer during one calendar year.

**Article IV. OFFICER SELECTION**

Section 1. Officers will chosen through an election process

Section 2. Vacancies of offices shall be as follows:

- 1.1 If the president is removed or leaves office, then the Vice President will assume the presidency
- 1.2 All other officer openings will be elected by nominations at the first general council meeting and voted on at the next general meeting.

**Article V. EXECUTIVE BOARD**

- Section 1. The Executive Board shall consist of the President, Vice President, Administration & Finance, Historian, Sergeant at Arms and the Advisor
- Section 2. All executive and legislative power granted herein shall be vested in the Executive Board.
- Section 3. The Executive Board shall be empowered to recommend priorities for various projects and to plan activities.

**Article VI. MEETINGS**

- Section 1. The regular meetings of the voting membership shall be determined at the beginning of each long semester. Voting membership meetings will be held the second and fourth week of the month. Executive board meetings will be held within the hour prior to the regular meetings. Special meetings shall be called by the President and each organization shall be notified of a special meeting at least three (3) days prior to the meeting, unless immediate action is required.
- Section 2. A quorum to convene and transact business shall consist of majority of active delegates.
  - a. One member from each active chapter should be present, excluding the chapter members on the Executive Board.
  - b. If one member cannot be present, they must receive special permission from the NPHC President.

**Article VII. COMMITTEES**

- Section 1. The Council Vice President shall establish any other committees necessary to carry out the programs of the Council.
- Section 2. Each committee Chair shall give a report at each general meeting stating the progress and activities currently being carried out.

**Article VIII. IMPEACHMENT AND REMOVAL**

- Section 1. Officers may be impeached and, if convicted, removed from office by a two-thirds majority of the voting delegates on the basis of not fulfilling their duties as outlined in the Constitution and By-Laws.
- Section 2. Members may be impeached and, if convicted, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the purpose of the organization.
- Section 3. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.
- Section 4. Any member of the organization may initiate impeachment proceedings.

**Article IX. AMENDMENTS**

- Section 1. Proposal of Amendments. Amendments to these By-laws may be proposed by affiliate chapters through their representatives.
- Section 2. The By-laws may amend as follows:

1.1 Annual review of the By-laws will be in April. Proposed Amendments to the Bylaws will be submitted to the Sergeant of Arms at least 15 days before the meeting at which they will be voted upon.

1.2 The Sergeant of Arms shall circulate the proposed amendments to all representatives at least 15 days before the meeting at which they will be voted upon.

Section 3. Proposed amendments to the By-laws shall be considered adopted by a two-thirds (2/3) vote. Adopted amendments become effective immediately when they are adopted.

**Article X. PARLIAMENTARY PROCEDURES**

Section 1. Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with this Constitution, this constitution takes priority.

Article IV.

Article V.

Article VI.

Article VII. Date Ratified \_\_\_\_\_

Article VIII. Alpha Kappa Alpha Sorority, Inc. \_\_\_\_\_

Article IX. Alpha Phi Alpha Fraternity, Inc. \_\_\_\_\_

Article X. Delta Sigma Theta Sorority, Inc. \_\_\_\_\_

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

Article XII. Kappa Alpha Psi Fraternity, Inc. \_\_\_\_\_

Article XIII. Omega Psi Phi Fraternity, Inc. \_\_\_\_\_

Article XIV. Phi Beta Sigma Fraternity, Inc. \_\_\_\_\_

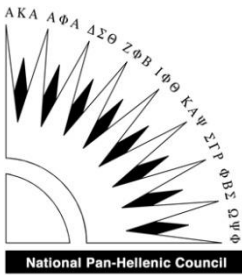
Article XV. Sigma Gamma Rho Sorority, Inc. \_\_\_\_\_

Article XVI. Zeta Phi Beta Sorority, Inc. \_\_\_\_\_

Article XVII. NPHC President \_\_\_\_\_

Article XVIII. NPHC Vice President \_\_\_\_\_

Article XIX. Greek Adviser \_\_\_\_\_



**Article XX. Stephen F. Austin State University**  
**Article XXI. National Pan-Hellenic Council**  
**Article XXII. By-Laws 2016-2017**

**Article XXIV.**

**Article XI. FINANCES**

Section 1. Dues will be \$5 per member of chapter per long semester.

Section 2. Funds will be used for the operation of NPHC.

Section 3. The funds shall be held in trust at CBTx.

1.1 Signatures on the Account shall be the President, Vice President and Administration & Finance

1.2 In order for a check to be written a minimum of two signers must sign the check.

Section 4. In the event of loss of organization recognition, any funds remaining in the organization's campus account shall revert to the National Pan-Hellenic Council.

**Article XII. DUTIES OF OFFICERS**

Section 1. The President shall:

1.1 Preside over all NPHC meetings as well as the NPHC executive board.

1.2 Prepare weekly agenda

1.3 Serve one (1) office hour weekly.

1.4 Effectively communicate with advisor, chapters, and other Greek related persons via phone, email, and face to face.

1.5 Review, approve, and sign all contracts and checks involving NPHC.

1.6 Approved signer for the bank accounts: NPHC at CBTx and SORF.

1.7 Represent NPHC upon all requests and act in the best interest of the Greek community at all times.

1.8 Serve as a member ex-officio of NPHC with voice, but no vote.

1.9 Be responsible for regular communication with the President of the Panhellenic Council, Interfraternity Council, and Multicultural Greek Council to coordinate joint business meetings and to discuss other items of concern to all councils.

1.10 Communicate with the Chapter Presidents on all policy violations and promote Greek affairs.

1.11 Perform all other duties involved in this office in a timely manner.

Section 2. The Vice President shall:

1.1 Be responsible for presiding over the Council in the absence of the President.

1.2 Be responsible for the organization of the committees formed by the NPHC Representatives.

1.3 Be in charge of planning, implementing and conducting special events including Greek Week, National Hazing Prevention Week, and any other related events.

1.4 Perform all activities and initiatives involving scholarship endorsed by the council.

1.5 Serve one (1) office hour weekly.

1.6 Represent NPHC upon all requests and act in the best interest of the Greek community at all times.

1.7 Perform all other duties involved in this office in a timely manner.

Section 3. The Administration & Finance shall:

1.1 Finance

a. Supervise all of the finances of the National Pan-Hellenic Council.

- b. Prepare a budget each semester, which will be distributed to each fraternity/ sorority upon its approval.
- c. Collect all fraternity/sorority dues each semester by first distributing bills to each chapter then by following up until payment is received.
- d. Be in charge of all billing to chapters and collection of fines due to lack of performance.
- e. Pay all NPHC bills promptly and give monthly financial reports to the NPHC Executive Board and Council.

#### 1.2 Administration

- a. Take attendance at every NPHC meeting
- b. Keeping detailed minutes of NPHC meeting. Minutes should be typed and saved to Google Docs.
- c. Weekly email to NPHC members highlighting important information from NPHC meeting.
- d. Maintain Google email and calendar, check multiple times a week.
- e. Keep a record of all correspondences of the National Pan-Hellenic Council
- f. Maintain the upkeep of the NPHC work space, including the maintenance of the office supplies.
- g. Immediately notify the Council of any conflicts in tentative calendars of the member chapters.

1.3 Serve one (1) office hour weekly.

1.4 Perform all other duties involved in this office in a timely manner.

#### Section 4. The Historian shall:

##### 1.1 Community Service

- a. Extend the fraternity/sorority effort of service towards the community at all times.
- b. Preside over Service Committee meetings and Service Chair meetings with fraternity/sorority members.
- c. Coordinate at least one MGC Service Function, or Philanthropy, per semester.

##### 1.2 Public Relations

- a. Be responsible for correspondence between all fraternities/sororities and the council.
- b. Be responsible for all press releases involving fraternities/sororities and their current activities, as well as corresponding with each fraternities/sororities' national headquarters.
- c. Be responsible for the publication of an NPHC newsletter, at least once per semester to send to chapter members, parents, and alumni.
- d. Be responsible for keeping an up-to-date file on all publicity released.
- e. Be responsible for updating and maintaining the information on all social media outlets and the MGC Web-page.
- f. Be responsible for the publication of any recruitment, orientation, or other related materials for the council.

1.3 Serve one (1) office hour weekly.

1.4 Perform all other duties involved in this office in a timely manner.

#### Section 5. The Sergeant of Arms shall:

- 1.1 Be at least of sophomore standing and an active member of their fraternity/sorority, be in good standing with both the school and respective chapter, have a cumulative GPA of 2.25 or higher, and may not be a new member.

- 1.2 Act as parliamentary for meetings insuring the meetings are in line with the procedures set forth by the constitution, bylaws, and Roberts Rules of Order.
- 1.3 Preside over the judicial board and maintain all judicial files.
- 1.4 Be responsible for the constant evaluation and up-dating of the Multicultural Greek Council constitution and by-laws. His/her interpretation of these by-laws shall be a reference to MGC throughout his term in office.
- 1.5 Meet with the judicial board once a semester for training on the policy and procedure of the MGC Judicial Board.
- 1.6 Meet with all the chapters new members every semester to discuss hazing and other risk management issues.
- 1.7 Identify areas of risk in the Greek community and take measures to correct them.
- 1.8 Serve one (1) office hour weekly.
- 1.9 Perform all other duties involved in this office in a timely manner.

**Article XIII. DUTIES OF ADVISOR**

Section 1. A Faculty Advisor shall be appointed by a the University

Section 2. The Advisor shall be a non-voting member of the Executive Board.

**Article XIV. ELECTIONS**

Section 1. For the general election, nominations will be held on the first general meeting in November. Elections will be held in the second general meeting in November,

Section 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III, Section 2 of the Constitution.

Section 3. Candidates running for office shall be members of one of the affiliated organizations. The candidates will be financial with their member organization at the time of their election and during their term of office.

Section 4. Candidates running for office must be registered students in good standing with at least a 2.25 GPA at the time of their nomination and must maintain that status during their term of office.

Section 5. Other specific guidelines for the election procedure are left to the discretion of the organization.

**Article XV. SANCTIONS, SUSPENSIONS, AND APPEAL RIGHTS**

Section 1. A vote of three fourths (3/4) of the governing board of the NPHC shall be required to impose any penalty against an affiliate organization

Section 2. Violations include:

1.1 Acts of violence including hazing.

1.2 Embezzlement of Council funds.

1.3 The presence of alcohol or illegal drugs at Council functions.

Section 3. Any affiliate member or organization being accused of violation shall be notified of such accusation and given a date to present his/her case before the Council.

Section 4. The Council may probate any and all sanctions with due cause.

Section 5. The affiliate member of organizations must abide by any sanctions levied against the organization.

Section 6. APPEAL: Any sanction levied against an organization that is not a violation of University policy can be appealed to the NPHC Regional Director. In the event of an unsatisfactory ruling, the decision of the Regional Director can be appealed to the National Executive Board of the NPHC.

**Article XVI. FUNDS AND OBLIGATIONS**

- Section 1. Membership Dues. Beginning with the 2nd general meeting an organization will be assessed a \$15 late fee for every general meeting the bill goes unpaid.
- Section 2. Regional Dues. Dues and other assessments for Regional Pan-Hellenic shall be forwarded within the specific time specified hypothecation.
- Section 3. National Dues. Dues, fines and other assessments for National Pan-Hellenic shall be collected and forwarded within the time specified by the notification.
- Section 4. An organization shall be considered inactive by the Council and denied voting privileges as well as picking of event dates until their dues and assessments are paid in full. Assessments must be paid a week prior to the picking of event dates. If the date of the event date selection or any other NPHC activity passes the organization will no longer be eligible to participate.
- Section 5. Each fundraiser held by NPHC is mandatory and each organization will be held responsible for contributing the same amount.
- Section 6. Chapters are obligated to participate in the following NPHC events: one unity event per semester, one service event per semester, Weeks of Welcome, National Hazing Awareness Week, Homecoming, MLK Day, Greek Week and any other all Greek event.

**Article XVII. ORGANIZATIONAL FINES**

- Section 1. Scheduled NPHC Meetings
  - 1.1 Absence from scheduled NPHC meeting without proper notification constitutes a \$20 organizational fine for the first missed meeting.
  - 1.2 On the second absence your organization will owe another \$20 fine and your organization will lose a party date.
  - 1.3 On the third absence your organization will owe \$100 fine and lose their week. If your organization's week has already passed your organization will lose 3 party dates. National Pan-Hellenic officers are excluded from organization representation.
- Section 2. Scheduled NPHC Events
  - 1.1 Absence or lack of participation from scheduled NPHC event will constitute a \$50 fine for the first absence.
  - 1.2 On the second absence your organization will owe another \$50 fine and your organization will lose a party date.
  - 1.3 On the third absence your organization will owe \$150 fine and lose their week. If your organization's week has already passed your organization will lose 3 party dates. There will be \$15 fine for tardiness.
- Section 3. Clean-Up Responsibilities
  - 1.1 Failure to have specified number of persons per organization for clean-up responsibilities following a NPHC event will constitute a \$50 fine for the first absence.
  - 1.2 On the second absence your organization will owe another \$50 fine and your organization will lose a party date.
  - 1.3 On the third absence your organization will owe \$150 fine and lose their week. If your organization's week has already passed your organization will lose 3 party dates. There will be \$15 fine for tardiness.
  - 1.4 Fines collected will be donated to the cause in which the event was given.

Section 4. Absentee Notices - Absentee notices are to be given to the president or vice president 24 hours prior to scheduled NPHC meetings and/or events.

Section 5. Notification of Fines - Notification of fines will be announced at each meeting or event and billed at the end of each month or your fine will be doubled.

**Article XVIII. EVENT DATES**

Section 1. The programs of the Council cannot violate any provisions of the Regional NPHC By-laws, NPHC Constitution and By-laws, University policies, or either of the affiliate member organization's National policies.

Section 2. Party Dates:

1.1 Chapters will receive two party dates per semester or one party date in addition to their week.

1.2 The trading or giving up of any dates shall be done by filling out a form stating that your organization is giving up its date, or trading dates" with another organization.

1.3 The form must have both organizations names on it and it must be signed by the Advisor and the President.

1.4 Homecoming is an open date for all organizations. Any organization wishing to have a function on this date may do so regardless of any organization's functions.

1.5 If one organization has a date reserved for a party on a specific date, another organization cannot have a party on that same date. If the organization chooses to do this, the offense will be a fine of \$800. \$400 of the fine will go to the other organization and \$400 will go to NPHC. If the organization does not pay the fine they will be inactive.

1.6 Party dates and social functions shall be determined by completion of Greek Life standards, current on dues owed to NPHC, and then a lottery style system.

a. No other organization may hold an event on the date of the event without written permission from the organization that holds the date. This document must be signed by the acting president of the organization holding the date, as well as the advisor.

b. If sororities & fraternities have a specific week, they automatically get the whole week Sunday through Sunday. The week of homecoming is not a week. Chapters may request to change weeks, the semester prior to the new school year.

(a) Alpha Phi Alpha: 2<sup>nd</sup> week of Spring semester

(b) Alpha Kappa Alpha: 1<sup>st</sup> week of April

(c) Zeta Phi Beta: Last week of February

**Article XIX. OPERATING PROCEDURES**

Section 1. If an organization's dates become open due to not being in good standing with NPHC, organizations interested in using the date will draw to use the date in the next general meeting.

Section 2. No organization shall post or distribute handbills that are not registered through the university and/or not sponsored by a department or registered student organization unless they are co-sponsoring the event under the definition by the University. If an organization is found in violation by this statement, their actions immediately are reported to the University judicial office.



- Section 3. The programs of the NPHC cannot violate any provisions of the Regional NPHC By-laws, NPHC Constitution and By-laws, University policies, or either of the affiliate member organization's National policies.
- Section 4. Where the Constitution and By-laws do not address appropriate decorum, Robert's Rules of Order shall govern.
- Section 5. Each affiliate member organization shall maintain financial and moral status commensurate to good practices toward the Council programs.
- Section 6. Conferences: NPHC will pay for at least the top two (2) officers to attend the National Pan-Hellenic Regional Conference and when required by the National Office, the National Pan-Hellenic National Convention.

**Article XX. CHAPTER RECOGNITION REVOKED**

Section 1. Lack Of Members

- 1.1 Organizations which have become inactive or have lost charter due to the insufficient number of members.
- 1.2 May become active in the NPHC once the school and/or the organizations National recognizes them.
- 1.3 Must have a grace period in which the following stipulations must be meet:
- 1.4 Will not be able to hold any offices on NPHC executive boards for a term of one semester.
- 1.5 May serve on the judicial board and have voting delegates in NPHC.
- 1.6 Must remain in good standing for this time with their Nationals and SFA.

Section 2. Probation/ Suspension:

- 1.1 A time in which an organization is not in good standing with SFA or the organizations' Nationals and is on a trial period. A time frame in which the chapter is deferred from being active in privileges of Greek Letter Organizations
- 1.2 May become active once the organization's probation/suspension has been lifted or has ended.
- 1.3 While organization is going through this process they are allowed to keep their founder's week until a sentence has been given or in full effect. Party dates are no longer available for their use verdict has been given
- 1.4 In result with the organizations probation/suspension the following penalties will be in effect: one semester after the sentence has been lifted
- a. May not pick party dates or use dates for one semester after the sentences has been lifted.
  - b. Organizations will still be required to attend NPHC meetings and service events (no social events).

Section 3. If an appeal is made on behalf of the accused organization the above penalties will remain in effect until outcome is received.

Section 4. Documentation must be received from nationals in order for penalties to be reversed. If organization ruling is reversed but not in good standing with the NPHC or SFA they will not receive party dates back, founder's week, or votes for a 1 semester period.

Section 5. Held offices will not be given back to the organization if position has already been filled in. They will not be put in lottery until after a one semester grace period.

**Article XXI. AMENDMENTS**

Section 1. Proposal of Amendments. Amendments to these By-laws may be proposed by affiliate chapters through their representatives.

Section 2. The By-laws may be amend as follows:

1.1 The President shall circulate the proposed amendments to all representatives at least 15 days before the meeting at which they will be voted upon.

Section 3. Proposed amendments to the By-laws shall be considered adopted by a simple majority vote.

Adopted amendments become effective immediately when they are adopted.

## **Article XXV. HAZING**

Section 25.01 NPHC is unequivocally opposed to any activity by a member organization or individual(s) within the member organization that is herein defined as hazing.

### **Section 25.02 Definitions**

- a. Hazing. Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in that organization.

### **Section 25.03 Hazing acts include but are not limited to:**

- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, etc.;
- b. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk or harm;
- d. Any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;
- e. Any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

### **Section 25.04 Committing an Offense.**

The organization and any individual involved in hazing

- a. Commits an offense by;
  - i. *Engaging in hazing;*
  - ii. *Soliciting, encouraging, aiding or directing another engaging in hazing;*
  - iii. *Intentionally or knowingly permitting hazing to occur;*
  - iv. *Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the SFA Judicial Officer or the Director of Student Engagement.*

Recruitment for NPHC

## **Article XXVI. Recruitment**

- A Earned 30 credit hours at SFASU. Transfer students must have earned 12 credit hours of the 30 hours required from SFASU.
- A Must have a 2.500 cumulative GPA
- A Fifteen (15) hours of verifiable community service
- A A full-time, currently enrolled student
- A Does not have any outstanding student conduct code violations
- A Complete one (1) NPHC Training Course during or before the semester of MIP participation.

- Article XXVII. Date Ratified \_\_\_\_\_
- Article XXVIII. Alpha Kappa Alpha Sorority, Inc. \_\_\_\_\_
- Article XXIX. Alpha Phi Alpha Fraternity, Inc. \_\_\_\_\_
- Article XXX. Delta Sigma Theta Sorority, Inc. \_\_\_\_\_
- Article XXXI. Iota Phi Theta Fraternity, Inc. \_\_\_\_\_
- Article XXXII. Kappa Alpha Psi Fraternity, Inc. \_\_\_\_\_
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- Article XXXIV. Phi Beta Sigma Fraternity, Inc. \_\_\_\_\_
- Article XXXV. Sigma Gamma Rho Sorority, Inc. \_\_\_\_\_
- Article XXXVI. Zeta Phi Beta Sorority, Inc. \_\_\_\_\_
- Article XXXVII. NPHC President \_\_\_\_\_
- Article XXXVIII. NPHC Vice President \_\_\_\_\_
- Article XXXIX. Greek Adviser \_\_\_\_\_