

**THE TENNESSEE TECHNOLOGICAL UNIVERSITY CHAPTER
OF
THE NATIONAL PAN-HELLENIC COUNCIL
CONSTITUTION AND BY-LAWS
Cookeville, Tennessee**

PREAMBLE

In order to promote the best interests of Tennessee Technological University and the organizations represented. We, the representatives of historically established community of service fraternities and sororities, similar in structure and background, recognizing that there are certain areas of action and programming, and bind ourselves to abide by and establish the provisions of the following Constitution and By-Laws to insure cooperation and improve the relationship between the fraternities and sororities recognized by the National Pan-Hellenic Council.

ARTICLE I - NAME AND OBJECTIVE

Section 1. The name of this chapter shall be the National Pan-Hellenic Council, Inc. of Tennessee Tech University.

Section 2. The objectives of this organization shall be:

- A. To serve as the official voice of the NPHC social fraternities and sororities represented on the campus of TTU.
- B. To provide a medium of exchange for ideas and needed assistance among the organizations represented on the campus of TTU.
- C. To promote longevity and ensure the viability of the NPHC social organizations represented on the campus of TTU.
- D. To enhance common standards of member organizations represented on the campus of TTU.
- E. To promote membership in the NPHC organizations represented on the campus of TTU.
- F. To assist the University in the retention and recruitment of minority students.

ARTICLE II - PURPOSE

The purpose of The NPHC is to initiate cooperative actions, maintain and oversee programs, activities, matters of mutual concern and serve as a united voice of representation for all affiliate fraternities and sororities.

ARTICLE III - MEMBERSHIP

- Section 1.** The Chapter shall accept membership of all NPHC organizations officially chartered at Tennessee Technological University.
- Section 2.** Standards for registration of additional social organizations shall be as follows:
- A. The NPHC Council will consider the need for additional organizations on the campus of the Tennessee Technological University. Evaluations of such need will be based on the following considerations:
 - 1. Strength of existing organizations
 - 2. Female/Male population of the University
 - 3. Diversity to be provided by a new organization
 - B. The criteria for the petitioning group shall be as follows:
 - 1. A petition for colonization must contain names of at least 3 potential members, each of whom has a cumulated 2.25 GPA on a 4.00 scale. The numerical qualification may not be exempted.
 - 2. To be recognized as an organization chapter, the colony must have continuously maintained a minimum of three (3) academically eligible members for one (1) academic year.
 - 3. The group petitioning for colony status must be affiliated with a national organization, which is a member of The NPHC. The petitioning group will be excused before discussion and voting on an interest group. For passage, a majority vote of NPHC voting members shall be required.
 - 4. The recommendation of The NPHC will be submitted to all members of the NPHC for a vote of approval.
 - 5. The recommendation will be passed to the Student Affairs Committee who will make the final decision about the organization's recognition at Tennessee Tech University.
- Section 3.** The Director of Orientation and Greek Life, and/or his/her designee, shall be a non-voting ex-official member of The NPHC.

ARTICLE IV - OFFICERS

- Section 1.** The officers of the Council shall be: President, Vice-President, Secretary, Treasurer and Chief Justice. These officers, along with the Director of Orientation & Greek Life, and/or his/her designee, shall be the Executive Committee of the NPHC. The Director of Orientation & Greek Life and/or his/her designee shall be a non-voting member.
- Section 2.** Nominations for Council shall be held at the first meeting in April and elections shall be held at the following meeting. The newly elected officers shall be installed and take office at the meeting following their election.
- Section 3.** VACANCIES: If the office of President is vacated, the Vice-President shall become President. An election shall be held within the Council to fill the Vice-Presidency. If any other office is vacated, then an election shall be held at the first meeting after occurrence. In the situations above, nominations, and voting shall take place in one meeting, and the newly elected officer shall take office at once.
- Section 4.** Officers shall hold office for one year unless they fail to maintain a cumulative grade point average of 2.20. In that case, Section 4, above, shall be followed.
- Section 5.** Any officer of The NPHC may be removed from office by a 2/3 vote of the voting membership of the NPHC.
- Section 6.** No organization shall furnish three (3) consecutive NPHC presidents. Every organization shall be represented by no more than two (2) on the Executive Committee before another member of the same organization can be represented.
- Section 7.** The President and Chief Justice cannot be members of the same chapter organization.

ARTICLE V - DUTIES OF OFFICERS

- Section 1.** Duties of the President of The NPHC shall be as follows:
- A. To preside over all regular meetings and any special meetings.
 - B. To serve as chief administrative officer of the Council.
 - C. To appoint all committee chairmen and committee members. These committees and chairmen shall be subject to a 2/3 approval of the Council.

- D. To serve as the official representative of The NPHC, and represent the NPHC in all dealings with the SGA/UPC, the University administration, and the general public.
- E. To cast tie-breaking votes

Section 2. The duties of the Vice-President of the NPHC shall be as follows:

- A. To preside over meetings and to assume all other duties of the President in his/her absence.
- B. To be directly responsible for the efficient and effective conduct of all committee work of The NPHC.
- C. To assume other executive functions as may be delegated to him/her by the President of The NPHC.

Section 3. The duties of the Secretary shall be as follows:

- A. To assist the Executive Committee in preparing the agenda for each regular and special meeting.
- B. To keep complete and accurate minutes of all NPHC meetings.
- C. To read the minutes of previous meetings at each meeting.
- D. To check roll of all members at each meeting.
- E. To be responsible for all general files of the Council.
- F. To serve as official correspondent for the Council.
- G. To be responsible for contacts in case of special meetings.
- H. To be responsible for typing minutes of the previous meeting and mailing copy to each chapter delegate, officer, and advisor.

Section 4. The duties of the Treasurer shall be as follows:

- A. To handle all financial matters pertaining to The NPHC.
- B. To make a monthly report of the NPHC's financial condition to the NPHC and to the member organizations.
- C. To be responsible for notification and collection of all dues and fines levied by The NPHC.

Section 5. The duties of the Chief Justice shall be as follows:

- A. To preside over the NPHC Judicial Board.
- B. To assume other executive functions as may be delegated to him/her by the President of The NPHC.

ARTICLE VI -COMMITTEES

Section 1. Standing Committees. The Standing Committees of The NPHC shall be: Program; Budget and Finance; Membership; Nomination; Election; and Constitution and Bylaws.

ARTICLE VII -EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall be charged with the responsibility of directing the day-by-day functions of The NPHC.
- Section 2.** The Executive Committee shall be composed of the elected officers of The NPHC.
- Section 3.** The President of the NPHC shall be Chairman of the Executive Committee.
- Section 4.** The Executive Committee will follow the same parliamentary procedure as followed in regular NPHC meetings.

ARTICLE VIII - DELEGATES

- Section 1.** There shall be two (2) delegates from each organization in good standing with The NPHC.
- Section 2.** Each chapter shall have only one (1) vote.

ARTICLE IX - MEETINGS

- Section 1.** The chapter meetings shall be set at the beginning of each semester by the elected NPHC president.
- Section 2.** The council shall meet bi-monthly.
- Section 3.** The Executive Committee shall meet bi-monthly.

ARTICLE X - FINANCE

- Section 1.** All checks must have signatures from both the President and the Treasurer.
- Section 2.** All chapter check requests must be submitted in writing to the Treasurer via check request forms.
- Section 3.** Check request forms will be provided for all delegates upon request.

Section 4. Delegates must provide an original receipt for purchases no later than 24 hours after the purchase has been made.

Section 5. If a delegate fails to provide the original receipt for the purchase he/she will be held accountable for any Chapter funds that are not accounted for in the bank statement immediately following the violation.

ARTICLE XI - QUORUM

- Section 1.** A Quorum for conducting business consists of two-thirds (2/3) of the membership present of the Council or Committee.
- A. Council Quorum must have the President present.
 - B. Council committee must have the Committee chair present.

ARTICLE XII - AMENDMENTS

Section 1. The Constitution may be amended by a two-thirds (2/3) vote of the Council provided that the amendment was introduced at a previous official meeting.

Section 2. The By-Laws may be amended by a two-thirds (2/3) vote of the Council provided the proposed amendment was introduced at the previous official meeting.

**NATIONAL PAN-HELLENIC COUNCIL BY-LAWS
TENNESSEE TECHNOLOGICAL UNIVERSITY
Cookeville, TN.**

ARTICLE I - DUES

- Section 1.** Each affiliate chapter represented in the Council shall be required to pay dues, the amount will be assessed by the Treasurer of The NPHC each semester payable by October 10 and March 10.
- Section 2.** A ten-percent service charge (per semester) will be added to an organization's delinquent dues. After fourteen (14) days of delinquency, a letter will be sent to the organization's National Headquarters, informing them of the organizations negligence and that chapter will lose all voting privileges until receipt of the full balance.
- Section 3.** The amount of The NPHC dues may be amended by 2/3 vote of The NPHC Council.

ARTICLE II - FINES AND REGULATIONS

- Section 1.** Absences from meetings in succession will be penalized as follows:
- A. Each organization representative and/or chapter president will be allowed one absence per semester with no penalty.
 - B. Second absence - \$10.00 per representative
 - C. Third absence - \$25.00 per representative
 - D. Fourth absence and each successive absence - \$25.00 per representative.
 - E. Fines must be paid within two weeks after notification. Failure to meet payment deadlines will increase the fine by \$1.00 per day until the fine is paid, up to a 30-day maximum. After thirty days, an organization with unpaid fines will lose all NPHC voting privileges and the organization's national Office will be informed of the situation.
- Section 2.** Any organization that cannot attend Chapter fundraisers or service projects must give 24 hours notice in writing, or in the case of an emergency. At their earliest convenience. The fine for not giving 24 hours notice shall be \$50.00.
- Section 3.** Member organizations involved in misconduct either at another member organization's event or an event of The NPHC shall be fined the following: \$200.00 or \$50.00 per member in violation: whichever is the greater amount, as restitution to that organization.

- Section 4.** Member organizations that have an event on another member's assigned event date shall be assessed a fine of \$300.00 as restitution to that organization. An event is considered anything registered through the Office of Orientation and Greek Life. This fine can be avoided by contacting the president of the opposed organization within ample time of the date. Mediation between the two presidents will be worked out and one president is responsible for contacting the President or Parliamentarian of The NPHC. If no agreement was made and the event is held regardless, then the chapter who scheduled the event last will be responsible for the \$300.00 fine.
- Section 5.** The Treasurer must be notified of a violation at The NPHC meeting immediately following the violation.
- Section 6.** Notification shall be sent to the violating organization from the Treasurer stating details of the violation and the fine (if applicable) within one (1) week (7days) of the violation.

ARTICLE III - JUDICIAL BOARD

- Section 1.** The Judicial Board is established to promote and perpetuate the best interests of the Tennessee Technological University and the organizations represented; to insure cooperation among civil authorities and the community in a manner that the condition of the organization's relations and actions with the University and community may be established.
- Section 2.** The NPHC, through its Judicial Board shall have:
- A. Jurisdiction over any and all cases after being referred to in writing by the appropriate Director of Orientation Greek Life, the President of the NPHC Council, or any member of the NPHC Council, to include Executive Committee of the a NPHC Council.
 - B. Jurisdiction over the constitution and By-Laws of the NPHC Council.
 - C. Jurisdiction concerning disputes arising between or among member organizations.
 - D. Jurisdiction over violation of rules of the Tennessee Technological University pertaining to organizations when referred by the Director of Student Orientation and Greek Life and/or his/her designee.
 - E. Jurisdiction over any action or behavior that would reflect poorly on the reputation of the organization system and Tennessee Technological University.

Section 3. Organization: The NPHC Council Judicial Board shall consist of the NPHC Vice President as Chairman, the NPHC Secretary as recording secretary, a faculty/staff designee of the Director of Orientation & Greek Life, and a justice from each member organization. The Justice will be either the chapter president or the NPHC representative. Justices may be neither on academic nor disciplinary probation. The NPHC Council Secretary, and the designee of the Director of Orientation & Greek Life shall have no vote. The NPHC Vice President votes only in case of a tie. The term of the office of the Justices shall be for one academic year (fall semester through spring semester).

Section 4. Complaints: All complaints must be in writing and submitted to the Chairman of the NPHC Judicial Board (see Article IV, Section 5-K). The Chairman shall receive any complaints and refer them to the Judicial Board for its review. If the complaint(s) are substantiated, charges will be drawn up by The NPHC.

Board and a hearing held to consider them. If charges are not made, the organization(s) involved will be notified in writing of the results of the review.

Section 5. Procedure: If charges are found, the Judicial Board chairman shall submit to the organization and/or organizations involved a letter stating the charges brought in addition, the Judicial Board Chairman shall call them to appear before the Judicial Board at a reasonable (at least five (5) days unless waived by the accused) and appropriate time and place. At such time as the NPHC Council Judicial Board meets, the following procedures will be observed:

- A. The Chairman shall present charges and prosecute the case against any organization or individual designated for such action by the appropriate authority. The letter of complaint shall be read to the Board in the presence of the president(s) and/or individual(s) of the organization involved.
- B. All testimony shall be oral or in the form of signed statements subject to cross-examination by the Board. The organization or defendant shall be allowed to present such witnesses, as they deem necessary with the approval of the Chairman of the Board.
- C. The Chairman shall establish and apply all rules of due process. Within the limits of this Constitution, the Judicial Board may establish rules for the procedure.
- D. The Board members will question the organization or organizations involved in order to further clarify the issues and evidence.
- E. The organization or organizations involved will be questioned by the Board meeting and the voting Board members and the designee of the Director of Orientation & Greek Life will deliberate in executive

session. All participants shall be excused from the meeting during deliberation and voting.

- F. After discussion is completed, the issue of guilt or innocence will be decided by secret ballot.
- G. If guilt is determined, the Judicial Board shall determine appropriate penalties or actions and shall reveal it to the organization or organizations involved.
- H. In the case of guilt, within twenty-four (24) hours of the Board meeting, the Secretary shall communicate to the organization organizations involved a written statement indicating the action of the NPHC Council Judicial Board. Copies of this action shall also be filed with the Director of Orientation & Greek Life, The President of the NPHC, all presidents and advisors of all involved organizations. Also, a copy will be sent to the appropriate national headquarters.
- I. Its president must represent each organization involved in a complaint to the NPHC Judicial Board. Other witnesses may be called as approved by the Judicial Board Chairman.
- J. All complaints of the Board shall be held in confidence by Board members. Official release of information to the public concerning cases can be made by the Vice President of Student Affairs.
- K. If at any time an organization whose representative is serving as Chairman of the Judicial Board shall become a party to any litigation, the chairmanship shall be automatically filled by the Secretary of the NPHC Council. The position shall be effective only until a final decision is rendered. A non-voting temporary secretary shall be appointed by the NPHC President. If the secretary is also a party to the litigation, the chairmanship shall be filled by the treasurer of the NPHC.
- L. In the event a case comes before the judicial Board involving an organization of which one of the Justices is a member, the justice of the accused organization shall be excused from the Board until a final decision is remembered. When a complaint against an organization is brought by another organization, the justice of the accusing organization shall also vacate his position on the Board. These positions are not to be filled during litigation.

Section 6. Penalties: The following is a partial list of penalties that may be levied by the NPHC Council Judicial Board.

- A. Required University or community service or educational programs for specified groups.
- B. Monetary fine: Amount to be determined by the Judicial Board, but not to exceed \$200 total for any offense or multiple violations of the same offense. Failure to pay a fine within one month shall be considered an additional violation and referred to the NPHC Judicial Board.

- C. Letter to the National Office of the organization.
- D. Probation, the nature of which shall be determined by the Board, duration not to exceed one semester.
- E. Loss of NPHC vote for a period no longer than a semester.
- F. Suspension from social or NPHC functions on Tennessee Technological University campus for a specified period of time.
- G. In the case of vandalism, in addition to a fine, letter to National Office, or probation, the guilty organization shall be responsible for replacing or repairing any damage.
- H. Recommendation to the Vice President of Student Affairs that the organization shall be suspended and the chapter's charter shall be removed.
- I. Any combination of the above penalties.
- J. Any other penalty the Judicial Board considers fitting and proper.

- Section 7.** Appeals: Appeals shall be made, in writing, to the President of the NPHC.
- A. Appeals will be heard by a three-person board comprised of the President and Treasurer of the NPHC and the Vice President of Student Affairs or his/her designee. If any member of this board is a member of an organization which is involved in the litigation, he shall vacate his position on the board until a final decision is made.
 - B. Appeals must be submitted in writing by 4:30 p.m. of the third school day following the NPHC Judicial Board decision.
 - C. Appeals may be made under any of the following circumstances:
 1. Improper procedure was used by the Judicial Board, this fact to be determined by the NPHC Appeals Board. If the Appeals Board finds that there have been improper procedures, it can order a new hearing to be held.
 2. Additional evidence becomes available after the decision has been rendered that could affect the decision rendered.
 3. The penalty rendered by the Board is felt to be excessive by the guilty party.

ARTICLE IV - INTAKE

- Section 1.** Intake shall be open during the course of each academic year.
- Section 2.** The official regulations on intake, and initiation will be found on page 30 of the NPHC handbook and will be considered as Appendix A of the constitution for reference purposes.
- Section 3.** The following Intake Rules will be in effect for both spring and fall semesters.
- A. "Hot-Boxing" (which is the act of making someone feel uncomfortable enough not to leave a organization function on his own, having more than 3 members to one potential member ratio in an isolated area, preventing a potential member from leaving) or excessive coercion for a potential member to accept an invitation to join is not permitted.

B. Each organization can be held responsible for the actions of anyone involved in the intake process including alumni, hostesses, advisors, etc. All must follow the intake rules and regulations or the chapter can be held liable.

C. Slander of other organizations is strictly prohibited.

Section 4. The last day in any semester that a chapter can remove a member from its roll will be the Friday before Finals Week. Any member removed after this date will remain on the chapter's grade report for that semester.

Section 5. Anyone desiring to become a member of an NPHC organization at TTU must have or maintain a cumulative Tennessee Technological University grade point average of 2.20 or above on a 4.00 scale. The summer term will count as one provided the potential member has twelve (12) semester hours at Tennessee Technological University.

Section 6. Each organization holding membership in the NPHC is required to have at least (1) one awareness meeting per semester.

Section 7. A minimum of two potential members every two years shall be recruited by each organization holding membership in the NPHC, unless their national headquarters has placed a moratorium on intake.

Section 8. Organizations that fail to comply with the minimum intake standards (defined in Sections 6 and 7, above) shall be placed on chapter probation for membership for two (2) semesters. The organization shall submit a plan of membership intake for the following four (4) semesters. At the conclusion of probationary period if the intake minimum standards are not met, the organization shall be referred to The NPHC Judicial Board for further action.

ARTICLE V - SCHOLARSHIP

Section 1. The minimum academic standard for a chapter shall be a 2.20 grade point average on a 4.00 scale. Failure to achieve or maintain this standard will result in sanctions by the NPHC.

Section 2. The NPHC will impose the following sanctions on a chapter that fails to meet scholastic standards.

A. The first semester that a chapter falls below the 2.20 standard, the chapter will be placed on scholastic probation. Probation will serve as a warning period for the chapter to meet or exceed the GPA standard.

B. The second consecutive semester that a chapter remains below the 2.20 standard will result in social restrictions upon the chapter for the following semester. The chapter may only sponsor three social events during the restricted semester. The three events must be presented and approved by the NPHC at least two weeks prior to the event. Other than the three approved social events, the chapter can not sponsor or co-sponsor a social event. Restrictions include any mixers or informal gatherings that might appear to be a party. Violations of this sanction will be referred to the NPHC Judicial Board.

- C. The third consecutive semester that a chapter remains below the 2.20 standard will result in further sanctions. In addition to the social restriction above, the chapter will be restricted from participation in any University sponsored events. This will include Homecoming, Step-Shows, Intramurals, and any other events sponsored by the University.
- D. The fourth consecutive semester that a chapter remains below the 2.20 standard will result in total suspension of the chapter and the loss of recognition in the NPHC. The only chapter activities allowed will be Chapter Meetings. This sanction will remain in effect until the chapter meets or exceeds the 2.20 standard.

Section 3. The NPHC Judicial Board will reserve jurisdiction over any or all violations or disputes concerning the terms of these sanctions.

ARTICLE VI - PARLIMENTARY AUTHORITY

Section 1. *Robert's Rule of Order, Newly Revised* shall serve as the parliamentary authority for The NPHC.

ARTICLE VII - RULES OF PROCEDURE

Section 1. The order of business of all meetings shall be as follows:

- A. Calling the meeting to order
- B. Calling the roll
- C. Reading and approving of the minutes of the previous meeting
- D. Reports of the officers and committees
- E. Old business
- F. New business
- G. Announcements
- H. Advisor's report
- I. Adjournment

Rule 1. Any member who offers a motion shall be permitted to speak in favor of that motion, then any concurring or opposing position is heard.

Rule 2. No member shall be permitted to speak more than once on a particular motion.