



By-Laws

Approved Fall, 2003
Revised Spring 2005
Revised Fall 2005
Revised Spring 2008
Revised Spring 2010
Revised Spring 2013
Revised Spring 2014
Revised Fall 2015

PREAMBLE

We the representatives of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc. recognize the need for coordination of activities amongst historically Black-Greek lettered organizations similar in structure and background. We recognize the need for cooperation in areas of action

and programming by all the above-mentioned organizations that can best be realized by a formal organization. We do hereby join in the establishment of such an organization and bind ourselves to abide by the provisions of all the National Pan-Hellenic Council at the University of Central Florida and the following Bylaws.

ARTICLE 1 - NAME

The name of this organization shall be the National Pan-Hellenic Council at the University of Central Florida. The organization may also refer to itself as “NPHC at UCF”. And hereafter will be referred to as NPHC at UCF.

ARTICLE II – MISSION AND GOALS

The purpose of this organization shall be consistent with that of the National Pan-Hellenic Council, Incorporated.

Section I

Mission: The stated mission and purpose of the organization in 1930 was, “Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as *The National Pan-Hellenic Council, Incorporated*.

Purpose:

- A. To serve as the governing body for the historically Black Greek-Lettered organizations approved for membership by the Office of Fraternity and Sorority, Life at the University of Central Florida and the National Headquarters of each respective Black Greek-Lettered organization.
- B. To promote an atmosphere of mutual respect, unity, and cooperation between the historically Black fraternities and sororities,
- C. To establish and develop high academic, scholastics and leadership standards.
- D. To facilitate cooperative activities and function with all of the Fraternity and Sorority Governing Councils on the campus of the University of Central Florida.
- E. To disseminate information to foster a better understanding of fraternity and sorority functions and purpose throughout the University of Central Florida community.
- F. To assist the University of Central Florida, hereafter, refer to as “the University” administration in attaining its educational and cultural objectives.

Section II

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of The Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

Article III – MEMBERSHIP

Section I Roster

- A. The NPHC at UCF shall submit a list of current officers and members twice a year, September and January to the Office of Student Involvement, the Office of Fraternity and Sorority Life and the NPHC at UCF advisor.
- B. Its affiliate members shall submit a list of current officers and members twice a year, September and January to the Office of Student Involvement, the Office of Fraternity and Sorority Life , the UCF NPHC advisor and the NPHC at UCF President (or his/her designee).

Section II Meetings

- A. The NPHC at UCF Executive Board shall meet bi-weekly starting the second week of the new academic year, beginning with the Fall semester and ending with the Spring semester. The Executive Board is allowed to meet outside of the academic year as need be.
- B. The NPHC at General Body shall meet bi-weekly on the opposite schedule of Executive Board meetings starting the second week of the new academic year, beginning with the Fall semester and ending with the Spring semester.
- C. Dress code for all official NPHC Executive and General Body Meetings is business casual, unless directed otherwise by the NPHC at UCF President.
- D. Members of the Executive Board and each chapter's delegates must inform the NPHC President and the NPHC Secretary of a potential tardy or absence:
 - a. Tardy: At least two (2) hours in advance
 - i. Tardiness will be defined as fifteen (15) minutes late
 - b. Absence: At least twenty-four (24) hours in advance

Section III Calendar

A calendar for all official NPHC meetings, events and activities, OFSL sponsored meetings and activities and Greek Council events and activities will be provided at the start of each Fall and Spring semester. This calendar shall coincide with the UCF calendar/ academic year, beginning with the fall semester and ending with the end of the spring semester.

Article IV – ATTENDANCE

Section I. Attendance Requirements

Attendance requirements will be decided on a rolling basis on the size of the respective organization's chapter. For every 5 active and in good standing members, an organization must have 1 (one) representative minimum. The following illustrates this thought:

If a chapter has one (1) to five (5) members than one (1) delegate is required at all NPHC at UCF events and activities (excluding the written rules on General Body representation)

If a chapter has two (2) to ten (10) members than two (2) delegates are required at all NPHC at UCF functions.

If a chapter has eleven (11) to fifteen members (15) than three (3) delegates are required at all NPHC at UCF functions.

Section II. Strike System

A strike system shall be in place for attendance purposes beginning with the Fall semester, and ending with Spring semester. The strike system applies to any official NPHC meeting or event that is hosted or sponsored by the Council; any Office of Fraternity and Sorority Life mandated events such as but not limited to risk management workshops and National Hazing & Prevention Week; and Greek Council events such as Trick or Treat on Greek Street, Greek Week. It is the expectation of NPHC at UCF that all affiliate member organizations will send at least the minimum required number of representatives to such events as aforementioned.

The following details the sanctions against attendance violations:

- E. Two (2) unexcused tardies or two (2) unexcused absences results in one (1) strike
- F. For Executive Board members: three (3) strikes results in process of removal from office.
- G. Chapters, whose delegates have one (1) or more unexcused tardies or absences, are subject to the following strike system:
 - a. One (1) strike results in a written warning and a ten (\$10) fine.
 - b. Two (2) strikes result in a fine of \$50 to NPHC at UCF and a probation period of 45 day. During this probation period, an organization can not occur additional strikes.
 - i. If an organization clears the probation period with no additional violations, their standing is reset at zero (0) strikes
 - ii. If an organization incurs another strike during the probationary period they move on to strike 3
 - c. Three (3) strikes result in a loss of one (1) immediate upcoming chapter calendar day the same semester of the infraction. If the infraction occurs and the organization has no calendar days remaining in the same semester of the infraction then they must then pay \$85 within 10 business days of

notification of infraction. If they fail to do so they are no longer in good standing with OFSL and NPHC and can not move forward with events until the fine is paid in full. The organization will also be moved to the bottom of draft pick for calendar days for the next semester.

- H. After a chapter has reached three (3) strikes, the system starts back at strike 2 and the fine of \$50.00 and if necessary, the consequences will be repeated.

Section III Retreat

- A. Mandatory Executive Board retreat shall be conducted between the time period of after the commencement ceremonies once the Spring semester has ended and prior to the Fall semester beginning. If an elected-officer cannot attend the retreat, the elected-officer may be excused by the NPHC at UCF advisor with a valid reason or justification that must be submitted two (2) weeks prior.
- B. Mandatory summer Presidents meeting shall be conducted between the time period of after Spring commencement ceremonies and prior to the Fall semester beginning. At this meeting, all Presidents will be informed of policies, procedures and regulations of the Office of Fraternity and Sorority Life, NPHC at UCF, the Office of Student Involvement and any other resources that may be beneficial to the newly elected President of each respective organization.

Article V- EVENT PLANNING

Section I Calendars

- A. The NPHC at UCF shall have priority in choosing calendar dates over all other affiliate members' dates, excluding annual events and Founders' days.
- B. The NPHC at UCF shall host the following events each academic year
- a. NPHC Week (reserved to seven consecutive calendar days)
 - b. NPHC Greek Expo (Fall and Spring)
 - c. NPHC Fall retreat (before the beginning of the Fall semester)
 - d. NPHC Mid-year retreat/evaluation (beginning of Spring semester)
 - e. NPHC Greek Extrav
 - f. NPHC Study Nights (To be held once per semester and organized by the Scholarship Director)
 - g. Community Service
 - i. 1 closed community service event per semester (only NPHC members may attend)
 - ii. 1 open community service event per semester (public event)

- h. 1 event in conjunction with a different council on the university campus per semester (Interfraternity Council, National Panhellenic Conference and Diversified Greek Council)
- C. Lack of participation such as but not limited to the following: missed event, less than required percentage attendance or inadequate attendance time required from each chapter as per Article IV, Section I will automatically be counted as one (1) strike for the chapter.
- D. Organizations will be awarded their founding date as an automatic reserved calendar date. This date will not count in the designated number of dates assigned to each chapter.
- E. Each organization will be allotted twelve (12) reserved calendar days per academic year. Each organization will be limited to a maximum of seven (7) days of events per semester.
- F. Each active affiliate shall have the opportunity to choose calendar dates at the General Body meetings at the end of the previous Spring for Fall, and at the end of Fall for the upcoming Spring semester. Priority for choosing calendar dates is given to the organization with the highest GPA for the previous semester, in descending order.
- G. Organizations will be awarded up to three (3) annual events on the calendar. Annual events will be counted as part of the total number of days designed to each chapter.
 - a. The annual event will be defined as an event that has taken place for the previous three (3) years with a consistent name and theme and is registered with Office of Fraternity and Sorority Life as an annual event.
 - b. No chapter's annual event shall be duplicated by another NPHC at UCF organization.
 - c. In case of a discrepancy based on academic or NPHC at UCF calendar, the organization with the highest GPA will have priority.
- H. An organization may not make changes or exchanges to their calendar day selections after the first fifteen (15) days of the semester including date changes or cancellations. Proper paperwork must be filed in order for the request to be processed.

- a. If a chapter deems necessary to make a date change or exchange a date after the first fifteen (15) days, the chapter will be assessed a fine of \$30.00 that must be paid within seventy-two (72) hours of the properly filed request. If the fine is not received, the request will be denied.
- I. An organization may switch dates with any other affiliated organization after written permission is filed in the Office of Fraternity and Sorority Life. All organizations must be made aware of the change on the calendar.
- a. If the proper paperwork is not filed in a timely manner, a calendar violation fine of \$75.00 will be assessed to the soliciting organization.
 - i. If the organization does not pay this fine within ten (10) business days, the fine will be assessed with an additional 25% late fee.
 - ii. If after an additional three (3) business days the fine is not paid, the organization will forfeit the requested date.
- J. If an organization does not host an event on their calendar day, a fine of \$100.00 will be assessed. This shall be enforced if the chapter does not file proper paperwork indication why the event could not be hosted prior to fifteen (15) days of the cancellation.
- a. An organization may pick up the date by filing proper paperwork based on first come, first served basis.
- K. An organization may not host a public event (excluding invitation only events and interest meetings) on any calendar date other than their reserved dates without written permission from the organization that holds the calendar date. The permission form, entitled NPHC Collaboration Form, must be turned in to the Office of Fraternity and Sorority Life at least one (1) week-- seven (7) calendar days-- prior to the event that is taking place.
- L. If a chapter of NPHC at UCF holds a public event on a day reserved to another organization, the organization entitled to that day has the capability to fine the organization a fee of \$100.00 for any non-profit event and \$250.00 for a profited event.
- a. The organization being fined can either pay the fine(s) listed above or go before the Judicial Board.
 - b. To file this infraction, pictures and flyers from the event must be turned in to the Office of Fraternity and Sorority Life within five (5) business days of the event that is taking place by any member of the organization that

originally held the calendar date. A fine will be imposed if found guilty in which:

- i. Half of the fine assessed will profit the organization that originally had the date
- ii. Half of the fine assessed will profit NPHC at UCF.
- iii. The fine will be determined by the Judicial Board, and will not exceed \$1,000.00

Article VI- SPECIAL MEETINGS

Section I All special meetings shall be called by the President of the NPHC at UCF, the General Body of NPHC at UCF (two-thirds majority vote) or advisor of the Office of Fraternity and Sorority Life.

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

Section III All special meetings shall be called and all persons involved must be notified within forty-eight (48) hours prior to the meeting being scheduled.

Section IV Organizations that are not notified forty-eight (48) hours in advance and thus are unable to have representation at special meetings shall not be subject to sanctions for their absence.

Article VII- RULES OF PROCEDURE

Section I The Rules of Procedures shall stand amended by a majority vote taken at a General Body meeting of NPHC at UCF. The Executive Board shall construct Rules of Procedure prior to the first General Body meeting each semester, in order to address any temporary changes in regards to representation and conduct at meetings. These Rules of Procedure are binding after a majority vote.

Article VIII- VOTING PROCEDURES

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

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

- B. Representatives of an organization with three (3) infractions will be noted as present, but will lose voting privileges for that specific meeting.
- C. It shall take a majority vote to pass any motion within the body.
 - a. Motions may include but are not limited to:
 - i. Vote
 - ii. Participation in any NPHC at UCF activity, forums, service events, meetings, and other NPHC at UCF involvement.
- D. The Judicial Board shall use the same method when implementing sanctions or disciplinary action as referenced in the constitution.

Article IX- RISK MANAGEMENT

Section I All organizations shall be responsible for following the Constitution and Bylaws of NPHC at UCF. Failure to abide by the Constitution and Bylaws of NPHC at UCF will result in penalty according to the Judicial Board and the Judiciary Committee as outlined in the above stated documents.

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

The Director of Risk Management will provide tips to reduce risk at each General Body Meeting and will also in conjunction with the Office of Fraternity and Sorority Life and the Greek Council host/plan at least 2 (two) events for risk management per semester.

Article X – SUCCESSION OF PRESIDENCY

Section I The President shall be nominated through the use of the procedure as stated in Article V,II Section II of the UCF NPHC Constitution. Members of an inactive organization are not eligible for nomination.

- A. If no one accepts the nomination or meets these qualifications, we will revert back to succession as stated in the current constitution.

Article XI- REMOVAL FROM OFFICE

Section I

- A. The General Body may devise a separate list of grievances against any or all officers on the Executive Board. At a General Body meeting, the General Body may then bring the list of grievances to a vote to be filed as grounds for

impeachment of the officer. This must pass by a two-thirds vote of active members in favor of the grievances as expressly written in the list. If the General Body voted by two-thirds active members to impeach an officer, the Judicial Board will then hold an impeachment hearing. The Judicial Board will consider each separate list of grievances from the General Body. The Judicial Board will rule either in favor or not in favor of impeachment. Either judgment entered must pass by two-thirds vote of the Judicial Board.

- B. The President is the only officer with the ability to remove appointed committee chairs from their positions.

Article XII- SANCTIONS AND CHARGES

- Section I** An organization reserves the right to charge another organization with misconduct and violation of the NPHC at UCF Constitution and By-laws through a written letter and any available documentation with evidence.
- Section II** All charges/sanctions adopted by the NPHC at UCF shall be remanded to the Judicial Board.
- Section III** All sanctions are to be determined by the rules and policies as defined by the Judicial Board procedure.

ARTICLE XIII – AMENDMENTS

- Section I** Upon changing the By-Laws, the following actions shall be made:
 - A. The updated By-Laws shall reflect a date of change and replace the current version of the By-Laws available through all NPHC communication organs.
 - B. A copy of all former Constitutions and By-Laws shall be filed within the Office of Fraternity and Sorority Life, for historical and documental purposes.