



Bylaws

The Iowa State University

Chapter of the

National Pan-Hellenic Council, Inc.

ARTICLE I - COPIES

Complete copies of the Bylaws shall be kept on file in the NPHC office. The members of the Executive Board shall each have a complete copy of the Bylaws, and a copy shall be made for each organization represented within NPHC.

ARTICLE II - CONSTITUTIONAL SUPREMACY

Whenever there is a conflict between the Constitution of NPHC and the Bylaws of NPHC, the Constitution of NPHC shall always be supreme.

ARTICLE III - LEGISLATIVE ASSEMBLY OPERATING PROCEDURE

- A. **Meetings of the Legislative Assembly:** meetings of the Legislative Assembly shall be held weekly.
- B. **Availability of minutes and agendas:** minutes and agendas shall be made available to the members of NPHC.
 - 1. **Permanent File:** two copies of the minutes and agendas shall be kept on record in the NPHC office.
 - 2. **Copies:** copies shall be made available to the organizations and members within NPHC.
 - a. One copy of the minutes of Assembly meetings must be placed in the NPHC Office mailboxes of organizations within NPHC no later than three days after such meeting.
 - b. One copy of the agenda of Assembly meetings shall be placed in the NPHC Office mailboxes of organizations within NPHC no later than 1 day prior to such meeting.
 - c. Copies of the minutes and agenda shall be made available at Assembly meetings for members of NPHC.
- C. **Order of business:** the agenda of Assembly meetings shall be arranged as follows:
 - 1. **Call to order:** Meetings shall be called to order by the President.
 - 2. **Roll Call:** Attendance shall be taken by the Recorder.
 - a. Members serving as the voting delegate for their respective organization shall notify the recorder during roll call.
 - b. An attendance sheet shall be circulated during the meeting and shall serve as the official record of attendance.
 - 3. **Reading of the minutes:** The President shall ask for any amendments to the minutes as written.
 - a. The minutes do not have to be read aloud during the meeting since copies are available prior to the meeting.
 - 4. **Open Forum:** Time set aside for individuals or organizations to make presentations to the Assembly.
 - a. Each presentation shall be limited to five minutes, unless modified by a majority vote of the Assembly.
 - 5. **Officer Reports:** each NPHC officer, including the advisor, shall give a report of their activities.
 - 6. **New Business:** Business that is being brought before NPHC for the first time.
 - a. No votes enacting motions pertaining to financial expenditures shall be made during new business.
 - 7. **Old Business:** Business that has been discussed as new business in a previous NPHC meeting.
 - 8. Announcements
 - 9. Adjournment
- D. Guidelines for the submission of legislation
 - 1. Motions concerning fiscal expenditures and/or changes to the bylaws must receive two readings, seven days apart, before being voted upon.
 - 3. The first reading is purely a formality with discussion and action not taking place until the second reading. The sponsor of the motion may briefly speak to the intent of the bill.
 - 4. Members are encouraged to submit and/or discuss amendments prior to the second reading.
 - 5. These rules are amendable for individual cases by an affirmative vote of two-thirds majority of NPHC voting delegates.
- E. Motion/Legislation Numbering System
 - 1. All motions will be referenced by a five digit number with the first two digits being the last two digits of the current year, divided by a dash from the last three digits which are consecutively numbered for the motions in order the date they were introduced to the assembly, i.e. 1999 = 99-001, 99-002, etc.).
 - 2. Motions will be written for the presented to the Assembly for their second reading by the Recorder.
- F. Passing of Legislation
 - 1. All legislation, with the exception of motions pertaining to membership or constitutional amendments, require an affirmative vote of a majority of the voting delegates present at the Assembly meeting when the bill is read.
 - 2. Legislation pertaining to membership status or constitutional amendments require an affirmative vote of 2/3 of the voting delegates of NPHC.
- G. Roll Call Votes
 - 1. All roll call votes of the Assembly shall be recorded in the minutes as to the question voted on and the vote of each Voting Delegate on that question.
 - 2. Roll Call Votes are required on all legislation pertaining to constitutional amendments and membership status.

ARTICLE IV - JUDICIAL BOARD OPERATING PROCEDURES

- A. Convening of the Judicial Board: the Judicial Board shall convene by order of the Chair of the Judicial Board (NPHC Vice-President).
1. Submittal of Request for Hearings: Requests for a Judicial Board Hearing must be submitted in writing to the Judicial Board Chair, Office of Greek Affairs, the NPHC Advisor, or the Coordinator of Greek Affairs, and must include:
 - a. Name of Plaintiff;
 - b. Name of Respondent;
 - c. The specific section of the NPHC Law (Constitution, Bylaw, Passed Motions of the Legislative Assembly), or decisions of the Judicial Board, that the respondent has been accused of violating;
 - d. The alleged act(s) of the Respondent that are in violation of NPHC law.
 2. Date of Hearing: the Chair of the Judicial Board shall set a date for the hearing.
 - a. The date of the hearing shall be no sooner than five (5) days after the postmark of letters of notification sent to the Plaintiff, Respondent, NPHC Advisor, and Judicial Board members.
 - b. The date of hearing shall be no later than two (2) weeks after the submittal of the request for the hearing.
 3. Notification of Request for Hearing: Upon reception of a request for a Judicial Board hearing, the Judicial Board Chair shall notify, by letter delivered by the US Postal Service, all members of the Judicial Board, the NPHC Advisor, the Petitioner, and the Respondent. The written notification shall contain:
 - a. The date, time, and location of the hearing;
 - b. Name of Plaintiff;
 - c. Name of Respondent;
 - d. The specific section of the NPHC Law (Constitution, Bylaw, Passed Motions of the Legislative Assembly), or decisions of the Judicial Board, that the respondent has been accused of violating;
 - e. The alleged act(s) of the Respondent that are in violation of NPHC law;
 - f. A listing of the current members of the Judicial Board.
- B. Agenda of Judicial Board Hearings
1. Call to order
 - a. All proceedings of the Judicial Board hearing, except deliberations of the members of the Judicial Board, shall be recorded on audio tape and in written form by the NPHC Recorder.
 - b. The Chair shall name the Plaintiff and Respondent.
 - c. The Chair shall state the date the request for the hearing was submitted.
 - d. The Chair shall state which sections of the NPHC Law are in question of being violated.
 - e. The Chair shall summarize the alleged act(s) of the Respondent that are in question of violating the NPHC Law.
 2. Introductions and instructions: The Chair shall:
 - a. name the members of the Judicial Board hearing the case;
 - b. name the ex-officio members of the Judicial Board present;
 - c. name the representatives of the Plaintiff and Respondent;
 - d. name the witnesses of the Plaintiff and Respondent;
 - e. give instructions to witnesses as to their presence at the hearing;
 - f. give instructions to the audience;
 - g. review the outline of the hearing agenda;
 - h. state the rights of the respondent;
 3. Entertainment of Points of Order
 - a. The Chair shall hear points of order presented by the plaintiff, respondent, and members of the Judicial Board.
 - b. The Chair shall rule on all points of order.
 - c. Decisions of the Chair on points of order may be appealed to the members of the Judicial Board. There will be no debate further than a brief statement by the Judicial Board Chair regarding the reason of the decision given.
 4. Presentation of Case File: The Chair shall list contents of the case file.
 5. Entry of Plea: The Respondent shall enter a plea of guilty or not guilty.
 6. Presentations and questioning: the Judicial Board shall hear:
 - a. presentations by the Plaintiff;
 - b. presentations by the witnesses for the Plaintiff;
 - c. questions from members of the Judicial Board;
 - d. cross examination questions from the Respondent;
 - i. All cross examination questions from the Respondent shall be submitted and asked through the Chair.

- e. presentations by the Respondent;
 - f. presentations by the witnesses for the Respondent;
 - g. questions from members of the Judicial Board;
 - h. cross examination questions from the Plaintiff;
 - i. All cross examination questions from the Respondent shall be submitted and asked through the Chair.
 - i. closing statement by the Plaintiff;
 - j. closing statement by the Respondent.
7. Deliberations of the Judicial Board
- a. The members of the Judicial Board shall deliberate in private immediately following the closing of presentations and questioning. (Article V.B.6)
 - b. Votes during deliberations shall be by a majority of ballots, and counted by the Chair.
 - c. In the event of a tie, the Chair shall cast a vote to break the tie.
 - d. In the event the Respondent is found Guilty by the Judicial Board, the Board will vote by a majority of ballots, the sanctions to be imposed on the Respondent.
8. Delivery of Decision
- a. The Judicial Board shall deliver its decision orally to those present at the hearing.
 - b. The Chair shall notify, in written form, the Plaintiff, Respondent, and NPHC Advisor of the decision(s) of the Judicial Board within five (5) class days. The letter of notification shall include reference to the right of appeal, and the contact person for such appeal.

ARTICLE V – SANCTIONS

- A. Power: Any member organization of NPHC in violation of any part of the NPHC Code (NPHC Constitution Article V.4.A) shall be subject to the action of the Judicial Board.
- B. Offenses: Violations of the NPHC Code shall fall under one of three levels of classifications.
- 1. Minor: Includes, but are not limited to:
 - a. Unexcused absences from meetings of the NPHC Legislative Assembly;
 - b. Non-payment of NPHC Dues;
 - c. Unexcused absence from meetings required by vote of the Legislative Assembly.
 - 2. Intermediate: Includes, but not limited to:
 - a. Unexcused absence from an NPHC sponsored event.
 - 3. Major: Includes, but are not limited to:
 - a. Hazing;
 - b. Blatant violation of NPHC Programming guidelines;
 - c. Blatant violation of NPHC Code.
- C. Level of sanctions
- 1. Warning: A letter of reprimand may be given to an organization in violation of minor offenses. Copies of the letter of reprimand, shall be sent to the Chapter Advisor, Chapter President, and NPHC Advisor. A copy shall be kept on record in the NPHC Office.
 - 2. Suspension of Voting Privileges: The voting privileges of an organization in the Legislative Assembly may be suspended.
 - a. Minor: Suspension up to 4 weeks.
 - b. Intermediate: Suspension up to 8 weeks.
 - c. Major: Suspension up to 1 year.
 - 3. Fine: A fine may be levied against organizations in violation of minor, intermediate, and major offenses.
 - a. Minor: Maximum fine of \$20.00.
 - b. Intermediate: Maximum fines of \$100.00.
 - c. Major: Maximum fines of \$250.00.
 - d. The Judicial Board shall set a date of payment of fines at the time the sanction is awarded.
 - e. Fines not paid by the date of payment set by the Judicial Board shall be placed on the organizations university account. A letter will be sent to the Chapter Advisor and Chapter President notifying them of the placement of the fine on their organization's university account.
 - f. The Judicial Board may suspend the voting privileges of organizations in the Legislative Assembly until fines have been paid, without regards to level of classification of the offence and the limits set in Article VI.C.2 of the Bylaws.
 - 4. Social Probation: Organizations placed on social probation are not allowed to hold or sponsor any activities on campus in the name of the organization, except community service activities approved by the NPHC Advisor and.

- a. The Judicial Board shall set a time limit and/or conditions that are to be met before an organization can be removed from social probation.
 - b. Notification of an organization being placed on social probation shall be given to the Office of Greek Affairs, the Chapter President, the Chapter Advisor, NPHC, the NPHC Advisor, and the organizations national headquarters.
 - i. Notification must include the conditions involved in the organization being placed on social probation.
 - ii. Notification must include the conditions and terms of the organization's removal from social probation.
5. Suspension: Organizations placed on suspension are not allowed to hold or sponsor any activities, on or off campus, in the name of the organization, and shall be placed in Probationary Membership status (See NPHC Constitution Article II.1.B) for the duration of their suspension.
- a. The Judicial Board shall set a time limit and/or conditions that are to be met before an organization can be removed from suspension.
 - b. Notification of an organization being placed on suspension shall be given to the Office of Greek Affairs, the Chapter President, the Chapter Advisor, NPHC, the NPHC Advisor, and the organizations national headquarters.
 - i. Notification must include the conditions involved in the organization being placed on suspension.
 - ii. Notification must include the conditions and terms of the organization's removal from suspension.

ARTICLE VI - IMPEACHMENT OF ELECTED OFFICERS

The impeachment of elected officials shall follow the following format.

1. The general assembly shall be presented with an official request of impeachment.
2. The elected official shall have ample time to 'argue' the request.
3. The general assembly shall always consider this request vote the following assembly meeting either for or against the requested impeachment.

ARTICLE VII - AWARDS AND SCHOLARSHIPS

- A. NPHC Internal Academic Awards for Chapters: these awards are given to NPHC members and serve as an incentive for academic excellence.
1. NPHC shall sponsor one award in four separate categories.
 - a. Best GPA - Sorority
 - i. The GPA of the last completed Fall or Spring semester shall be used.
 - ii. This award is given semi-annually, after the conclusion of the Fall and Spring semesters.
 - b. Best GPA - Fraternity
 - i. The GPA of the last completed Fall or Spring semester shall be use.
 - ii. This award is given semi-annually, after the conclusion of the Fall and Spring semesters.
 - c. Most Improved GPA - Sorority
 - i. Calculated from difference between the last completed Fall and Spring semesters.
 - ii. This award is given annually, after the conclusion of the Spring semester.
 - d. Most Improved GPA - Fraternity
 - i. Calculated from difference between the last completed Fall and Spring.
 - ii. This award is given annually, after the conclusion of the Spring semester.
 2. GPA shall be defined as the semester grade point average computed by the Student Organizations and Activities Center for each member organization for awards listed in Article VII.A.1.
 3. Only active chapters of NPHC shall be eligible for these awards.
 4. The advisor of NPHC shall determine the winner of the awards.
 - a. Grade reports from the Student Organizations and Activities Center shall be used.
- B. NPHC Internal Academic Awards for Individuals: these awards are given to NPHC members and serve as an incentive for academic excellence.
1. NPHC shall sponsor one award in three separate categories.
 - a. Best Cumulative GPA
 - i. This award is given annually.
 - b. Best Semester GPA
 - i. This award is given semi-annually, after the conclusion of the Fall and Spring semesters.
 - c. Most Improved GPA
 - i. This award is given annually, after the conclusion of the Spring semester.
 2. Each member organization may submit the name of one member to be eligible for each award.
 3. Nominees shall fill out an application form for the award.

4. Nominees are required to submit a release of grades form to the NPHC Advisor for verification of the GPA listed on the application.
 5. The NPHC Advisor shall determine the winner of each award.
 6. \$100 shall be given to the winner of each award.
- C. NPHC External Awards for Achievement
1. The George A. Jackson Award for Academic Excellence
 2. Outstanding Leadership and Volunteerism Achievement Award

ARTICLE VIII - CONFERENCES

- A. NPHC shall encourage the attendance of its members to conferences which the Legislative Assembly has voted to attend.
- B. NPHC shall subsidize the cost of attendance to conferences using the following guidelines:
1. **Registration:** NPHC shall pay the registration cost for the President, Vice President, Recorder, and the voting delegate of each member organization.
 - a. In the event a voting delegate will not attend a conference, a substitute from their organization may be submitted for payment of their registration cost.
 - b. Individuals whose registration cost are funded by NPHC, but do not attend the conference, are required to fully reimburse NPHC for their cost of registration.
 2. **Lodging:** NPHC shall coordinate the reservation of lodging for members. NPHC shall fund lodging based on four person occupancy per room.
 - a. Separate rooms shall be reserved for male and female participants.
 - b. The Legislative Assembly shall establish the amount of funding provided by NPHC for lodging.
 3. **Transportation:** NPHC shall coordinate the transportation of members to the conference. The Legislative Assembly shall establish the amount of funding provided by NPHC for transportation.
- C. All members funded by NPHC are required to fully participate in the conference.
1. The member organizations of NPHC are responsible for the actions of their members.
 2. The organizations of members not participating in the conference shall be required to fully reimburse NPHC for the expenses incurred in sponsoring said members to attend the conference.
- C. **Written Agreements:** Individuals sponsored by NPHC shall be required to sign written agreements to the conditions of their participation as listed in Article VIII of the bylaws and/or established by vote of the Legislative Assembly. Written agreements shall include authorization for NPHC to charge individuals university accounts for cost associated with reimbursements to NPHC for non-participation in the conference.
- D. NPHC shall try to coordinate their trip to conferences attended by other campus organizations with the aforementioned organizations when feasible.
- E. Conference attendees must meet the University guidelines of G.P.A. and Active Standards in order to be considered for funding from NPHC.

ARTICLE IX - TRAINING AND DEVELOPMENT

- A. **NPHC Retreats**
1. NPHC Retreats shall be held every fall and spring semester.
 2. **Attendance:** is mandatory for all NPHC Executive Board members, voting delegates of the Legislative Assembly, and members of the Judicial Board.
- B. **Officer Transition:** A meeting will be held after officer elections to facilitate the transition of officers between administrations.

ARTICLE X - ELECTIONS

- A. NPHC shall hold elections annually for the offices of President, Vice President, and Recorder.
1. Elections must take place between the second meeting of November and the end of the Fall semester of each year.
- B. **Nominations**
1. The President shall place a time on the agenda of the Legislative Assembly to accept nominations for officers.
 - a. The President shall inform the president and representatives of all member chapters in writing of the date that nominations will take place.
 2. Nominees must be present in order to accept nominations.
 3. Members may nominate themselves for officer positions.
 4. Members of Probationary or Affiliate chapters are not eligible for nominations to hold office.
- C. Nominations should be taken back to chapters by their representatives and voted on by their respective organizations.
- D. **Elections**
1. Elections shall take place two weeks following nominations.

2. The votes of the representatives shall be taken by secret ballot.
3. The NPHC Advisor shall tabulate the ballots and announce the new officers for the next year at the end of the Assembly meeting that elections are held.

ARTICLE XI - PROGRAMMING

A. Calendar of Events

1. All programs sponsored by affiliates of NPHC must be registered with the organization and be placed on its calendar.
 - d. The placement of events on the NPHC calendar shall be on a first come, first served basis.
 - e. Events may be placed on the NPHC Calendar no earlier than one year before the event's date.
 - c. The President is responsible for the placement of events on the NPHC Calendar.
 - d. The President may request that a confirmation of the location of an event be presented before placing an event on the calendar.
 - e. In the event of scheduling conflicts, priority shall be given to organizations that provide evidence of organizing their event earliest. Only presentations during meetings of the Legislative Assembly shall be recognized.
 - f. All decisions of the President regarding the NPHC calendar may be appealed to the Legislative Assembly.
2. NPHC may cancel any program sponsored by its members, upon notification by the NPHC Advisor.
3. The first week of the fall and spring semesters, and the week of Greekfest, are reserved solely for NPHC.
 - a. No organization shall sponsor activities during these times without the prior written consent of NPHC.
 - b. Activities by member organizations must be approved by a majority vote of those voting at a meeting of the Legislative Assembly.
4. All other dates will be reserved on a first come, first served basis.

B. NPHC Educational and Community Service Programs

1. NPHC shall sponsor at least one educational programs per semester (Fall and Spring).
2. NPHC shall sponsor at least one community service project per semester (Fall and Spring).
3. All NPHC member chapters are required to have 50% of their active members participate in the programs. Chapters that do not have 50% of their active members participate in NPHC educational programs shall be subject to sanctions by the Judicial Board.

C. Chapter Educational Program Requirement

1. Each member chapter of NPHC is required to sponsor at least one public educational programs during each of the fall and spring Semesters.
2. Programs must be registered on the NPHC Calendar in order to qualify.
3. The NPHC Advisor may declare that a program does not qualify to meet the educational programming requirement. Decisions of the NPHC Advisor may be appealed to the Judicial Board.
4. Programs created and sponsored by NPHC shall not count towards fulfilling the educational programming requirement.

D. Chapter Community Service Requirement

1. Each member chapter of NPHC is required to participate in at least one public community service project during each of the fall and spring semesters.
2. Programs may be done jointly with other NPHC organizations.
3. The NPHC Advisor may declare that a project does not qualify to meet the community service requirement.
4. Projects created and sponsored by NPHC shall not count towards fulfilling the community service requirement.

ARTICLE XII – SPECIAL EVENTS

A. Greekfest

1. Date
 - a. Greekfest will be held during the first weekend of November.
 - b. If the first weekend of November is not available, Greekfest should be rescheduled as close to the first weekend of November as possible.
2. Activities of other organizations: all activities of other organizations planned for the weekend of Greekfest must be approved by a majority vote of the Legislative Assembly.
2. Location: Greekfest shall be scheduled for the Great Hall of the Memorial Union.
 - a. In the event that the Great Hall is unavailable, an alternate location will be selected by the Legislative Assembly.
 - b. Priority of alternate locations will be given to on campus facilities.
4. Competing Organizations
 - a. A maximum of 16 organizations, 8 fraternities and 8 sororities, are allowed to participate in Greekfest.

- b. No more than 2 chapters from the same organization may participate.
 - c. NPHC Chapters that have not paid their dues assessment and/or are suspended or not recognized by NPHC may not participate in Greekfest.
 - d. Chapters not represented in NPHC will be accepted on first come, first serve basis.
 - e. The legislative assembly will establish yearly, by vote, any fee assessment for chapters participating in Greekfest that are not members of NPHC.
5. Order of Show
- a. The order of the participating chapters shall alternate between Fraternities and Sororities, i.e. one fraternity followed by a sorority followed by a fraternity, etc.
 - b. The order of individual acts shall be chosen at random.
 - c. Organizations are allowed to alternate places with each other after the random drawing as long as their placement adheres to the alternating format between fraternities and sororities. (See Article XII.A.5.a)
 - d. If more than one chapter from an organization is participating, they must be separated in position of order so that all organizations will have stepped before the second chapters step.
6. Judging
7. Prizes
8. Presentations
- a. Time shall be allocated during the show to present awards and/or give recognition to the winners of awards and scholarships sponsored by NPHC (see Article VII).
9. Money Collection
- a. All NPHC chapters shall have representatives assist with collecting money and monitoring the entrances for Greekfest and other related events.
 - b. The President shall divide the time evenly between the organizations.