

# INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS-NATIONAL PAN-HELLENIC COUNCIL

## *BYLAWS*

### ARTICLE I – ORDER OF BUSINESS

The order of business should be as follows:

- I. Call to Order
- II. Roll Call
- III. Adoption of the Agenda
- IV. Adoption of Previous Minutes
- V. Guest Speakers
- VI. Executive Reports
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Parliamentarian
  - f. Historian
  - g. Advisor
- VII. Old Business
- VIII. New Business
- IX. Open Discussion
- X. Announcements
- XI. Presidents Closing
- XII. Adjournment

### ARTICLE II – DUES

- Section 1.** The dues of each organization holding active membership in IUPUI-NPHC shall be determined by the executive board for each school year.
- Section 2.** Dues to IUPUI-NPHC are due at the third General Council meeting of each semester. After the third General Council meeting, a \$10 Late Fee will be assessed, and the organization will not have a vote until the dues and the late fee are paid.
- Section 3.** The treasurer has the rights to collect dues and fines from every organization in the IUPUI-NPHC, while the executive board has the right to penalize any chapter not in good financial standing with the IUPUI-NPHC.

## **ARTICLE III – FINES & PENALTIES**

**Section 1.** All fines will be imposed by the Executive Board, Judiciary Board, the President and/or the Treasurer of IUPUI-NPHC. Any organization found in direct violations of the IUPUI-NPHC Constitution & By-Laws will be subject to the disciplinary action of the Executive-Board.

**Section 2.** The following behavior violations will result in a fine and/or penalty:

- A. Attendance (Unexcused Absences- Without prior notification to the Executive Board)
  - a. 1<sup>st</sup> Violation- Warning
  - b. 2<sup>nd</sup> Violation- Warning
  - c. 3<sup>rd</sup> Violation- Loss of organization vote for remainder of semester.
- B. Dress Code
  - a. 1<sup>st</sup> Violation- Loss of organization vote for the current meeting.
  - b. 2<sup>nd</sup> Violation- Loss of organization vote for current meeting and \$10 fine.
  - c. 3<sup>rd</sup> Violation- Loss of organization vote for remainder of semester.
- C. Dues
  - a. Dues will be paid by the third meeting of the semester. After the third General Council meeting, a \$10 Late Fee will be assessed, and the organization will not have a vote until the dues and the late fee are paid.
- D. Double Programming (Without Permission)
  - a. 1<sup>st</sup> Violation- \$25 fine
  - b. 2<sup>nd</sup> Violation- Loss of organization vote for the remainder of the semester.
  - c. 3<sup>rd</sup> Violation- Loss of organization vote for the remainder of the school year.

**Section 3.** If dues and fines are not paid by the end of the academic year, organizations will be considered inactive, and must complete the reactivation process as outlined below in Article X.

## ARTICLE IV - MEMBERSHIP

**Section 1.** Any organization that is expelled from IUPUI-NPHC for financial reasons forfeits their calendar days excluding the weeks listed in Article IV, Section 4 B. All other calendar days become open dates for any active organization of IUPUI-NPHC to choose from.

**Section 2.** No IUPUI-NPHC organization who had been placed on probation or suspension by the university shall schedule an activity that coincides with an organization in good standing. If this should occur, the suspended or probationary organization will have a date taken away from them upon reinstatement for each occurrence.

**Section 3.** All IUPUI-NPHC organizations must adhere to the calendar policies as stated.

**Section 4.** Fall and Spring Calendar Dates

A. All active member organizations will have one week of programming each semester.

B. Each member organization has priority to their Founders Week or week that the chapter charter date falls on. If chapter does not exercise this option, the chapter will forfeit this priority date. The week is then opened to all active chapters to choose for programming.

1. The following dates for the individual organization's weeks are as follows:

A. Alpha Phi Alpha - (Sigma Phi Chapter) The Week of April 12<sup>th</sup>

B. Alpha Kappa Alpha - (Kappa Chapter) The Week of February 14<sup>th</sup>

C. Kappa Alpha Psi- (Lambda Eta Chapter) First Week of December

D. Omega Psi Phi -

E. Delta Sigma Theta - (Chi Chapter) Last Week of the School Year

F. Phi Beta Sigma - (Alpha Epsilon Alpha Chapter) The week of April 15.

G. Zeta Phi Beta - (Omicron Pi Chapter) The Week of March 1<sup>st</sup>

H. Sigma Gamma Rho - (Gamma Zeta)

I. Iota Phi Theta-

C. Weeks will start on Sunday and end on the Saturday after the active organizations last program ends.

- Section 5.** All unused or lost Greek dates will be returned to IUPUI-NPHC. Written proposals may be presented to the President for those dates at least two weeks prior to the date in question. Dates must be approved by the Executive Board.
- Section 6.** Any active member organization may hold community service [**NOT PHILANTHROPY EVENTS**] functions at any time, on any dates, unless those dates are another organizations major dates. In such case, the active member organization MUST have written consent from the active organization from which the date falls, within 24 hours of the program submitted to the President.
- Section 7.** An active member organization may not hold a non-profit social event in their name, on or off campus (i.e. house party, happy hour), on another member organizations dates without prior written consent to that organization. Failure to comply with these instructions stated will be subject to discipline by Judiciary Board.
- Section 8.** Any organizations that would like to make an agreement with another organization to hold an event during another organization date/week. A letter of consent must be signed by both organizations' president of agreement and presented to the Executive-Board two weeks prior to the event.

## **ARTICLE V - MEETINGS**

- Section 1.** A meeting is defined as any event where member organizations of IUPUI-NPHC are required to send one or more representatives to General Council. Any organization not sending the required number of representatives is subject to discipline by Judicial Board.
- Section 2.** Robert's Rules of Order
- A. IUPUI-NPHC is governed by the IUPUI-NPHC Constitution and By-Laws. The meetings are to be run according to Robert's Rules of Order.
- Section 3.** Maintenance of Order
- A. The Parliamentarian, at the discretion of the President, shall maintain order at the meetings. Representatives with disorderly conduct may result in the ejection from the meeting. If the ejections of the representative or representatives occur more than twice a semester, the respective organization will be penalized with suspension of voting privileges for that semester and will be subject to discipline by Judiciary Board.
- B. General Council meetings are open to two (2) appointed representatives and one (1) alternate that will cast one (1) vote on all voting procedures. Every meeting of the General Council is a closed meeting. Those considered non-

representatives have no voting privileges and must be recognized by the chair to speak.

**Section 4.** Establishment of Agenda

A. The Executive Board shall establish the agenda, date, and place of the meetings. In the event that the Executive Committee cannot meet, the President shall perform this function. Representatives are expected to notify the President 24 hours in advance of any items needed to be added to the agenda.

**Section 5.** Meetings

A. Dress Code

1. The attire for all General Council meeting will be business casual.
2. If a member does not come to the meeting in proper attire, the following penalties will be assessed:
  - i. 1<sup>st</sup> Violation- Loss of organization vote for the current meeting.
  - ii. 2<sup>nd</sup> Violation- Loss of organization vote for current meeting and \$10 fine.
  - iii. 3<sup>rd</sup> Violation- Loss of organization vote for remainder of semester.

B. The Executive Board shall meet weekly under the discretion of the Executive Board and the General Council shall meet at least once a month.

C. The Executive Board and the advisor have the power to schedule an emergency meeting when necessary.

D. Notification of emergency meetings will be the duty of the secretary with the help of the executive officers by use of e-mail and telephone. Make sure all member organizations have been contacted within 48 hours of the meeting.

**Section 6.** Quorum

A. A quorum can be announced when there is a majority of the active voting members whose organizations have a good financial status.

1. Establish quorum for meetings is considered two-thirds (2/3) for the General Council Meeting and three-fifths (3/5) Executive Board meetings.

**Section 7.** Alternate

- A. Each organization has specified two representatives and a specified alternate. In the event that neither delegate nor alternate is present, an unspecified alternate from the same organization may vote with notification from the General Council. An unspecified alternate **MUST** inform the Executive Board prior to the beginning of the General Council meeting.

**Section 8.** Voting

- A. All voting shall be carried by a two-thirds (2/3) majority vote unless otherwise specified by the bylaws.
- B. Inactive organizations or those not in good standing with IUPUI-NPHC cannot be nominated for an office by neither active nor inactive organizations.
- C. An organization can vote only if they are in good financial status with the council.
- D. In the case of a tie, the President of the IUPUI-NPHC shall vote, casting the deciding vote consulting with the Executive Board.

**Section 9.** Admittance to Meetings

- A. First (1<sup>st</sup>) Executive Board meetings of the month will be open to all members of the council. Those considered Non-Executive Board members will have no voting privileges and must be recognized the chair to speak.
- B. Any active member organizations arriving more than 15 minutes after meeting is called to order will be deemed absent. **All voting privileges will be revoked for that General Council meeting.**

**Section 10.** Unpaid Debts

- A. All unpaid debts must be paid to the Treasurer of IUPUI-NPHC in the form of a certified/chapter check or money order.

## **ARTICLE VI - REPRESENTATIVES**

**Section 1.** Executive Officers

- A. Executive officers cannot function as representatives nor vote for their respective organization unless by written proxy. Upon written proxy, the executive officer shall officially relinquish their executive position for the meeting.

**Section 2.** Declaration of Representatives

- A. Organizations must declare two (2) official representatives and one (1) alternate in writing to the President of the Council no later than the second General Council meeting of each semester.

**Section 3.** Responsibilities of Organizations

- A. Member organizations are responsible for their actions, conduct, and fulfillment of the duties and responsibilities of their representatives.

**Section 4.** Commitment of Representatives

- A. All representatives commit to:
1. Making sure that their respective organizations adhere to the plans of the General Council, its objectives, and/or obligations unless otherwise specified by the General Council or the IUPUI-NPHC Constitution and Bylaws.
  2. Attending all IUPUI-NPHC meetings
  3. Supply a written chapter listing of names, current addresses, phone numbers, positions, and e-mail addresses and two (2) official IUPUI-NPHC representatives and the one (1) alternate by the second (2<sup>nd</sup>) General Council meeting.

**Section 5.** Decisions of Representatives

- A. Representatives **must** be able to make decisions without adjournment for consultation with other chapter officers and members.

**ARTICLE VII – ELECTION PROCESS**

**Section 1.** Nominations

- A. Nominations for officers are restricted to one nomination and one second per organization per officer. Council representatives are to notify their respective organizations of the date for election of officers.
1. No organization may second their nomination.
- B. At the meeting before or at the meeting for elections, prospective names for officers are to be submitted for acceptance or denial. Only voting representatives of each active organization may nominate a candidate or second a nomination.

C. All nomination procedures must be done in order of succession with voting for each office to follow nominations and subsequent presentations for each office:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian

**Section 2.** Presentations/Speeches

- A. The duties and responsibilities of each office must be read to the candidates by the presiding officer.
- B. At the end of each speech and any other discussion, the elections will be held. Any candidate receiving a two-thirds (2/3) majority vote shall be declared the winner and will officially take office at the last General Council meeting April.
- C. The nominees for President will have five (5) minutes to give a brief speech as to why they feel they are qualified for the office in which they are seeking. All other nominees will have a limit of two minutes for their speech.

**Section 3.** Elections

- A. Elections will be held at the last meeting in March.
- B. Elections shall be conducted by secret ballot adhering to the order of succession.
- C. Candidate must win by two-thirds (2/3) majority vote.
- D. In the event of a tie, there will be a run-off between the candidates with the highest number of votes. All other candidates will be eliminated. In the event of another tie after the run-off, the President will cast the deciding vote after consulting with the Executive Board.
- E. Each active member organization has one (1) vote.
- F. Elections results will be tabulated immediately following each vote by the presiding officer with the assistance of the Parliamentarian.

## **ARTICLE VIII - IMPEACHMENT**

### **Section 1.**     Eligibility

- A. All elected officers may be subject to impeachment consistent with violation of any article of the IUPUI-NPHC Constitution and Bylaws.

### **Section 2.**     Procedure

- A. Any active member organization may bring an officer of the IUPUI-NPHC Executive Board up for impeachment with Due Cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda.

### **Section 3.**     Notification

- A. All chapter presidents will be notified in writing of the alleged charges, the Executive Board member accused, and the date and time of the complaint.

### **Section 4.**     Hearing

- A. The Judiciary Board (Vice President of IUPUI-NPHC and the Presidents of each active organization) will convene and formally hear the accusations of the sponsoring organization and the rebuttal from the accused IUPUI-NPHC officer.

### **Section 5.**     Individual Disputes

- A. The organization with a dispute must first contact the Vice President of IUPUI-NPHC with a formal written complaint.
  - 1. The Vice President of IUPUI-NPHC will then set a meeting with the presidents of the organizations, who have conflicts, to discuss possible solutions.
  - 2. If the problem is resolved in Article VIII, Section 5, A, 1 of Judicial Proceedings, then no further actions will be taken.
  - 3. If the dispute was not resolved, the Vice President of IUPUI-NPHC will summon the Judiciary Board with written suggested solutions to be voted upon.
  - 4. If Vice President is a member of one of the organizations involved within the dispute, then the President shall handle the Judicial Proceedings with the Vice President. The President will then give final possible solutions regarding the dispute.

5. If accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing, by the next General Council meeting following the hearing between both organizations.

## **ARTICLE IX – DISCIPLINE: SUSPENSIONS AND EXPULSIONS**

- Section 1.** It shall be the responsibility of the President to inform individuals or respective organizations of possible disciplinary action at least one (1) week in advance.
- Section 2.** The IUPUI-NPHC General Council may by two-thirds (2/3) majority vote (excluding the chapter in question) to:
- A. Suspend a chapter from IUPUI-NPHC with Due Cause for violations within the IUPUI-NPHC Constitution and Bylaws.
- Section 3.** Any officer or chapter suspended or expelled by IUPUI-NPHC may be reinstated at any time thereafter by a two-thirds (2/3) majority vote by the General Council. Reactivated chapters will have to complete reactivation procedures stated in Article X.

## **ARTICLE X – REACTIVATION PROCEDURES**

- Section 1.** An inactive chapter must submit a proposal to the IUPUI-NPHC President before the chapter reports to a General Council Meeting.
- A. Proposal must state the following but not limited to:
    1. Information regarding the chapter's history and recent accomplishments.
    2. Why the chapter was removed and/or suspended from IUPUI-NPHC, Indiana University, Purdue University, Indianapolis, and/or its national body?
    3. What has the chapter done proactively to ensure that the reason for removal will not happen in the near future?
  - B. President of IUPUI-NPHC will then notify the chapter to report to the next general council meeting.
  - C. Once the inactive chapter is reactivated, the chapter will be placed on a probationary status for one semester.

- Section 2.** During the probationary period, the chapter must put on one educational and one community service event through IUPUI-NPHC. Programs will be subject to approval from the IUPUI-NPHC Executive Board. The two programs can be implemented within their community service week.
- Section 3.** It is mandatory to attend all IUPUI-NPHC General Council meetings for the semester in which the chapter is under probation in order to successfully reactive the chapter.
- Section 4.** The reactivating chapter must establish relationships with every member organization of IUPUI-NPHC. The chapter can do so by co-sponsorships, meeting with an entire chapter, dinner, social, etc. Once the chapter follows up with each active chapter within IUPUI-NPHC, the reactivating chapter must inform the IUPUI-NPHC Executive Board. The reactivating chapter must pay annual dues and a reactivation fee of \$50.00.

## **ARTICLE XI – NEW INITIATE ORIENTATION**

- Section 1.** At the beginning of each semester, all new initiates must complete new initiate orientation given by the Executive Board of IUPUI-NPHC.
- Section 2.** New initiate orientation is mandatory and must be completed. Failure to attend this meeting will result in violation of the IUPUI-NPHC constitution and bylaws and disciplinary action will be imposed on their respective chapter.
- Section 3.** The orientation will take place before the third (3<sup>rd</sup>) General Council meeting of each semester.

## **ARTICLE XII - AMENDMENTS**

- Section 1.** The IUPUI-NPHC Constitution and By-laws may be amended by a petition from any respective organization approved by NPHC by two-third (2/3) majority vote.
- Section 2.** The amendment must be presented in writing at least one (1) regular meeting prior to the meeting at which it is to be voted upon unless it is an amendment that is being made to a motion that is currently on the floor.
- Section 3.** The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.
- Section 4.** Every two (2) years the constitution and by-laws shall be revised and updated, unless requested by the NPHC executive council or its advisors.

AMENDED April 20, 2007  
Ashton Calvert, President  
Janelle Gearries, Vice-President  
Jocellyn Ford, Secretary  
Richard Wells, Treasurer  
Christopher Hardin, Parliamentarian