BYLAWS
National Pan-Hellenic Council
Oklahoma State University
March 2015

ARTICLE I – FINANCES

Section 1: Membership dues shall be ten dollars ($10.00) per person not exceeding one hundred dollars ($100.00) per year for each organization. These dues shall be paid no later than the second general body meeting of the fall semester.

Section 2: A five dollar ($5.00) per day late charge shall be assessed for all delinquent dues owed to OSU NPHC. No chapter will be fined more than fifty dollars ($50.00).

Section 3: Member organizations failing to have representation at two (2) consecutive meetings without an excused absence shall be fined ten dollars ($10.00).

Section 4: Excused absences shall be granted by the Executive Board and/or the NPHC Advisor(s). Excused absences will be granted for but not limited to the following: when there are no members of an organization available as a result of an event hosted by the inter/national organization.

Section 5: The budget shall be passed in January. All expenditures not within the budget must be voted on and passed by the OSU NPHC delegates at a general body meeting.

Section 6: Chapters experiencing financial difficulties have the options of setting up a payment plan with the Treasurer.

ARTICLE II – ELECTION PROCEDURES

Section 1: Nominations for available officer positions will occur no less than one month prior to the scheduled, regular election.

Section 2: Nominated candidates will complete an application by the advertised due date. The purpose of the application will be to confirm a candidate’s eligibility and to describe the candidate’s platform.

Section 3: The NPHC Advisor will confirm the eligibility of all candidates prior to speeches. Copies of the applications of eligible candidates will be distributed at the meeting where speeches occur to each member organization for their review.

Section 4: Only candidates that have been confirmed as eligible will be allowed to give a speech.

Section 5: Speeches will be given two meetings prior to Officer Installation. Speeches will be limited to two minutes and will be given in the order in which candidates were nominated. Speeches will begin with the office of President and proceed through the chain of command.
Section 6: Following their speech, OSU NPHC Delegates and Officers will be given the opportunity to ask questions. There is a limit of three questions per candidate with the final question being reserved for the OSU NPHC Advisor(s) or Sponsor. A candidate’s response to each question is limited to two minutes.

Section 7: Ballots will be distributed at the conclusion of Speeches and will be due at the meeting immediately prior to Officer Installation. The OSU NPHC Advisor(s) and Sponsor will review the ballots and announce the new Officers.

Section 8: Officers will be elected by simple majority. If a candidate does not receive 51% of the vote, a run-off will occur. Run-off ballots will be distributed and will be due at the final meeting of the fall semester.

Section 8: Officer Installation will occur at the final meeting of the fall semester.

Section 9: Special elections will occur on an as needed basis closely following the above procedure.

**ARTICLE III – NPHC OFFICER DUTIES**

Section 1: The President shall:

Section 1a: Serve as Chair Person of the Executive Board; preside at all general body and Executive Board meetings of OSU NPHC; approve all vouchers for expenditure of the budgeted funds; and perform all the duties which are usually executed by the chief officer.

Section 1b: Establish committees and make appointments as required to carry out the business of the council.

Section 1c: Be responsible for providing an agenda for NPHC meetings.

Section 1d: Represent NPHC on University committees, and at events and/or meetings as requested.

Section 1e: Maintain a completed update President’s file which will include a copy of the current NPHC Constitution, Bylaws, Policies and Procedures; and the current budget.

Section 1f: Report as needed to the NPHC Advisor.

Section 2: The Vice President shall:

Section 2a: Assist the President in the performance of duties and preside during the absence of the President.

Section 2b: Serve as ex-officio member of all committees.

Section 2c: Serve as Chair Person of the Judicial Board.

Section 2d: Work with IFC, MGC and Panhellenic Vice Presidents in coordinating Greek Discovery Day.
Section 3: The Secretary shall:

Section 3a: Record the minutes of all meetings and send a copy of said minutes to the NPHC Advisor(s), and to each member organization’s delegate prior to the next meeting of the Council.

Section 3b: Maintain a permanent record of the minutes from each meeting as well as an updated file which will include a copy of the current NPHC Constitution, Bylaws, policies, procedures, current budget, and current NPHC calendar to be distributed to each chapter and the Office of Fraternity & Sorority Affairs.

Section 3c: Be responsible for official correspondence of the National Pan-Hellenic Council unless provided otherwise.

Section 3d: Be responsible for regular review and update of the OSU NPHC website and social media accounts.

Section 3e: be responsible for booking rooms for NPHC events

Section 4: The Treasurer shall:

Section 4a: Receive all monies and deposit same, issue checks for the expenditure of all funds upon receipt of vouchers properly executed; and maintain accurate records of the receipts and expenditure of council monies.

Section 4b: Be responsible for setting due dates for which funds owed by the member organizations are due to the council.

Section 4c: Be responsible for the preparation of the annual budget.

Section 4d: Maintain an up-to-date financial report.

Section 5: The Parliamentarian shall:

Section 5a: Be responsible for assisting the presiding officer in conducting meetings by maintaining decorum and order, interpreting the Constitution and Bylaws, and is charged with seeing that Robert’s Rules of Order is correctly followed.

Section 5b: Be responsible for conducting all voting done by the council during general body and Executive Board meetings.

Section 5c: Be responsible for distributing all calendars at the direction of the NPHC Advisor(s).

Section 5d: Be responsible for maintaining an updated copy of the Constitution, Bylaws, Policies, and Procedures.
ARTICLE IV – EXECUTIVE BOARD

Section 1: The Executive Board shall be required to hold a weekly Executive Board meeting at a time to be agreed upon by the officers and the NPHC Advisor(s) and Sponsor.

Section 2: Each Executive Board officer shall be required to complete a minimum of one (1) office hour weekly at the NPHC cubicle in the Office of Fraternity & Sorority Affairs.

Section 3: Each Executive Board officer shall be required to complete a minimum of one (1) Association of Fraternal Leadership & Values Awards and Assessment application prior to the end of their term.

Section 4: Executive Board officers shall be required to attend the Council Officer Retreat, Chapter Officer Retreat and other Office of Fraternity & Sorority Affairs events unless otherwise excused by the NPHC Advisor.

Section 5: Executive Board officers shall be required to attend the National Black Greek Leadership Conference held in conjunction with the Central Fraternal Leadership Conference sponsored by the Association of Fraternal Leadership & Values unless otherwise excused by the NPHC Advisor.

Section 6: The Executive Board is responsible for conducting all routine business of OSU NPHC between general body meetings and during University breaks.

ARTICLE V - REMOVAL FROM OFFICE

Section 1: Officers facing removal from office, unless removal is based upon failure to continue to meet the academic standards of the council and/or failure to remain in good standing (academically, financially and judicially) with their inter/national organization, will be sent to the Judicial Board.

Section 2: The process outlined in Article VIII will be followed whereas the Officer in question will be known as the accused.

Section 3: Officers failing to continue to meet the academic standard set forth in Article VI of the Constitution will be notified by the NPHC Advisor(s) of their removal.

Section 4: Following any officer’s removal from office, a special election will occur.

ARTICLE VI – NPHC DELEGATE DUTIES

Section 1: NPHC Delegates will be responsible for attending all general body meetings of the OSU NPHC. They will further be responsible for communicating all OSU NPHC business to their chapter as well as voting on all OSU NPHC business at the direction of their chapter.
ARTICLE VII – STANDING COMMITTEES

Section 1: The Standing Committees of the OSU NPHC will be the NPHC Judicial Board and the NPHC Philanthropy Committee.

Section 2: The NPHC Judicial Board is described in Article VIII of this document.

Section 3: The NPHC Philanthropy Committee will be chaired by an NPHC member organization member who meets the Officer Qualifications listed in Article VI of the Constitution.

Section 4: The NPHC Philanthropy Committee Chair will be appointed by the President with the approval of the Executive Board.

Section 5: The NPHC Philanthropy Committee Chair will report to the Vice President of OSU NPHC.

Section 6: The Philanthropy Committee Chair will be responsible for attending OSU NPHC Executive Board meetings upon request; for running Committee meetings; for documenting the Committee’s actions through agendas and minutes; and, for giving a philanthropy report in each general body meeting.

Section 6: Each member organization will be responsible for nominating a minimum of one member in good standing to serve on the Philanthropy Committee.

Section 7: The Philanthropy Committee will be responsible for providing regular philanthropy and community service opportunities to OSU NPHC and its member organizations.

Section 8: The President, with the approval of the Executive Board, will have the responsibility of appointing additional committees on an as needed basis.

ARTICLE VIII – NPHC JUDICIAL BOARD

Section 1: The purpose of the Judicial Board shall be to interpret the NPHC Constitution and Bylaws and OSU Rights and Responsibilities Document Governing Student Behavior, and any other OSU NPHC governing document in response to alleged violations of these documents by member organizations or officers of the OSU NPHC.

Section 2: The NPHC Judicial Board shall be composed of one member from each active member organizations of OSU NPHC and the Vice President, who will serve as Chair of the Board.

Section 3: Each active member organization of OSU NPHC will select one representative, known as the Judicial Board Delegate, to be trained to hear judicial board cases.

Section 3a: Judicial Board members must have a 2.5 cumulative GPA while serving on the Board.

Section 3b: Judicial Board members must be in good standing, academically, financially, and judicially with their organization.
Section 4: The only member of the NPHC Executive Board to serve on the Judicial Board will be the Vice President. If the Vice President is not able to serve, the NPHC President will sit as the chair of the Judicial Board.

Section 5: Judicial Board Chair and/or Delegates whose member organization is the accuser or the accused will be required to recuse themselves from the proceedings. In the event the Judicial Board Chair’s chapter is involved in the violation inquiry, their replacement must be a member of the Executive Board who is not involved, starting with the President.

Section 6: The Judicial Board Chair will work with OSU NPHC Advisor on the to provide notice to accused organization or OSU NPHC officer of the alleged violation(s) and time and place of the hearing in writing within two (2) days (or forty-eight (48) hours) of the OSU NPHC Advisor’s receipt of the written complaint letter.

Section 7: The OSU NPHC President, NPHC Advisor(s) and Sponsor, any fraternity or sorority chapter or member, any OSU student or faculty member, or any member of the OSU or Stillwater community or public at large may bring charges against an organization or OSU NPHC Officer.

Section 8: In order to bring charges before the NPHC Judicial Board, a written complaint letter must be signed and submitted to the NPHC Advisor no more than (14) days after knowledge of the alleged incident is acquired.

Section 9: Upon receipt of a complaint letter, the Vice President will meet with the NPHC Advisor to discuss the case and determine whether it shall be brought to the Judicial Board. The Vice President and the NPHC Advisor have the right to conduct pre-hearing investigations at their discretion.

Section 10: In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another NPHC member chapter).

Section 11: If a case is to be brought before the NPHC Judicial Board, the Vice President shall, by way of letter, notify the chapter(s) and/or NPHC officer(s) of the charges. An email notifying the chapter or NPHC officer of the hard copy of the letter will be sent no more than two (2) days (or forty-eight (48) hours) following the receipt of the original complaint letter. The accused chapter or NPHC officer will then have until 5 p.m. three (3) business days later to pick up the hard copy of the letter.

Section 12: The letter shall specify a hearing date at least seven (7) calendar days after the deadline for the chapter to pick up the hard copy of the letter and shall direct the organization (through its appointed representatives) or NPHC officer to appear at the hearing at a specified time. The chapter or NPHC officer has twenty-four (24) hours after receiving the initial email to request a hearing be rescheduled.

Section 13: The letter shall also:

1. Describe of the alleged violation;
2. And, advise the organization or NPHC officer of its/his/her rights:

A. to a private hearing;

B. to appear at the hearing with an advisor;

C. to present testimony of witnesses, documentary, or other evidence;

D. and, to appeal.

Section 14: The letter shall be delivered through the notification email and the hard copy will be available to the Chapter President or NPHC officer in the Office of Fraternity & Sorority Affairs.

Section 15: The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision. Therefore, Judicial Board hearings shall be closed to the public.

Section 16: The participants in the Judicial Board hearing shall be representatives from each member organization involved or the NPHC officer involved, including an advisor, or the complaining party if other than a fraternity, the NPHC Judicial Board representatives, the NPHC Vice President, and the NPHC Advisor or Sponsor.

Section 17: The NPHC Vice President serves as the Chair of the Judicial Board unless his or her organization is involved in the alleged infraction. In that case the NPHC President shall serve as the NPHC Judicial Board Chair. If the NPHC President cannot serve, another Executive Board officer will be appointed.

Section 18: The NPHC Judicial Board Delegates from the accusing or the accused organization will not serve on the board for the hearing.

Section 19: The Judicial Board hearing will be recorded.

Section 20: Chapters or NPHC officers involved in a hearing have the right to consult with an advisor. This advisor may be present during the hearing only to advise the organization or NPHC officer and not to represent them.

Section 21: Witnesses will be called one at a time and may remain in the hearing room only during their testimony.

Section 22: Following the completion of the hearing, the Judicial Board members hearing the case, the NPHC Vice President and the NPHC Advisor or Sponsor will go into executive session for deliberations.

Section 23: Decision of Responsible or Not Responsible will be made by a two-third vote of the Judicial Board Delegates. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision sent following the end of the hearing.
Section 24: Penalties should be educational in nature and assessed to fit the nature and degree of the offense.

Section 25: Information on the appeal process shall be presented at the close of the Judicial Board hearing.

Section 26: All documents associated with an investigation or Judicial Board hearing shall be kept by the NPHC Advisor for a period of no less than three years.

Section 27: Judicial Board hearing order of events is as follows:

A. Call to order by the NPHC Judicial Board Chair;
B. Introductions to include the burden of proof, not a legal system, and confidentiality;
C. Read charges and obtain response to each of Responsible, Not Responsible, or Responsible with an Explanation;
D. Brief opening statement of charges and justification;
E. Five (5) minute opening statement by the accused organization/NPHC officer;
F. Call of witnesses to substantiate the charges including statements and questioning period;
G. Call of witnesses to refute the charges including statements and questioning period;
H. Closing statement by the accuser, if warranted;
I. Closing statement by the accused;
J. All in attendance except the Judicial Board Chairman, Judicial Board members, and the NPHC Advisor or Sponsor are excused from the meeting;
K. Charges stated by Judicial Board Chairman;
L. Chairman requests motion from Judicial Board Delegate regarding decision(s) of Responsible or Not Responsible;
M. Discussion of motion;
N. Recommended decision of Responsible/Not Responsible;
   · If responsible, the board will immediately deliberate on recommended sanctions.
O. Accused chapter representative or NPHC officer and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative or NPHC officer and advisor.
P. A Summary Letter is completed including decision, sanctions, and reasoning and is given to the Accused and the NPHC Advisor.

Section 28: In a closed session, the Judicial Board shall decide if there is sufficient information to support alleged violations. The decision reached should be based upon the information presented at the hearing, which is most convincing, most credible, and of greatest weight or probability.

Section 29: If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible. If the Judicial Board finds the group or officer did violate the regulations, the Board will recommend the sanctions.

Section 30: If and only if the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):

1. The gravity of the violation.
2. Level of cooperation from the cited organization.
3. The impact the violations have on the fraternity and/or sorority, OSU NPHC, the University, and the surrounding communities.
4. The educational impact of the sanctions on the organization or officer.

Section 31: Past organizational offenses may be considered if the Board’s finding is that the chapter is responsible for the alleged offence. No mention of past organizational offenses is allowed during the deliberation on responsibility.

Section 32: A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

Section 33: The Judicial Board shall have the authority to recommend one or a combination of sanctions, including, but not limited to:

1. Official Warning: An incident may be considered to be mild in nature and outcome but one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the organization that they have been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the organization that they need to reevaluate their behavior before serious action has to be taken.

2. Educational Sanctions: The Judicial Board may choose to assign an educational project or task to be completed. Some examples of these sanctions include program development and implementation.

3. Alcohol Education Class: Organizations found in violation of the Alcohol Policy may be required to attend an alcohol education class or another privately sponsored program (fee determined by the service provider).
4. Restitution: Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

5. Campus Restitution Hours: Campus restitution hours are intended to benefit the organization and the campus. If the group does not complete the assigned campus restitution hours by the required date, the group may face additional charges and a new hearing.

6. Social Probation: A student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments.

7. Disciplinary Probation: A probationary status, imposed for a specific time period, during which an organization is expected to show a positive change in behavior. A letter will be sent to the national organization or governing body notifying them of probationary status.

8. Disciplinary Suspension of Organization Recognition (may lead to loss of charter): The removal of an organization from the University which permits the group to apply for recognition at a later date. While a group is suspended, they may not meet as a group or utilize campus facilities or services (intramurals, meeting in university space, etc.). If the organization attempts to return without official recognition, they risk their eligibility to return to OSU in the future.

9. Preliminary Suspension of Recognition: A unique probationary status in which the organization is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the group but was not deemed necessary. If the group does not meet all special stipulations association with the preliminary suspension or if they are ground responsible of violating any other rule, regulations, policy or law, they may be sanctioned with disciplinary suspension from the university. If the group does not complete any stipulation of the preliminary suspension by the assigned date their recognition may be reevaluated. The inter/national governing body is notified of the organization’s status with the University.

10. Permanent Separation: Permanent removal from the university. Organizations separated from the university will not be allowed to return to OSU in the future.

Section 34: The NPHC Judicial Board Chair will meet with the NPHC Advisor to complete the post-hearing summary letter.

Section 35: The Vice President will inform the chapter in writing of the following:

1. Restatement of the charges

2. Decisions rendered on the charges

3. Sanctions with completion dates and resources for completion

4. Appeals Process
Section 36: If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board/Vice President, the chapter may appeal the decision to the Manager of Fraternity & Sorority Affairs and/or the Office of Student Conduct Education and Administration. A letter of appeal shall be submitted to the Office of Fraternity & Sorority Affairs within five (5) business days of the chapter’s receipt of the decision.

Section 37: In order to determine if an Appeal hearing is required, the organization must state as clearly and fully as possible the reason for seeking a modification of the decision. The criteria for considering an Appeal are as follows:

1. Whether the original board’s process was conducted fairly and in accordance with prescribed procedures.

2. Whether there is new evidence or relevant information not available at the time of the original hearing that, if consequential, shall result in a remanding of the case to the original board.

3. Whether the original decision is supported by substantial evidence.

4. Whether the regulations alleged to have been violated were properly interpreted or applied by the original board.

5. Whether the sanction imposed was proportionate to the gravity of the misconduct.

Section 39: The NPHC Advisor, in cooperation with the NPHC Vice President, is responsible for ensuring the completion of all sanctions given by the NPHC Judicial Board.

Section 40: In the event that a chapter or individual does not complete the specified sanction, the NPHC Judicial Board will be re-convened to make further relevant decisions.

ARTICLE IX – ACADEMIC PROBATION

Section 1: Member organizations failing to achieve a minimum of a 2.5 GPA per semester shall be placed on academic probation by OSU NPHC.

Section 2: Academic probation shall be defined as follows:

Section 2a: Chapters on academic probation will be required to log study hours on a weekly basis. Five (5) study hours per member will be required. Study hours will occur in an agreed upon location between the member organization and the OSU NPHC Advisor(s).

Section 2b: Chapters on academic probation that seek to host events of any kind must submit their event plans to the Judicial Board. The Judicial Board will be tasked with approving or rejecting event requests.
ARTICLE X – CALENDAR DATES

Section 1a: Calendar dates must be submitted in written form to the Office of Fraternity & Sorority Affairs by the first day of classes each semester.

Section 1b: Dates not reserved by NPHC will be reserved on a first come, first served basis.

Section 2: Greek Wide Calendar Forms are to be completed if a chapter seeks to attract members of the Interfraternity Council, Multicultural Greek Council and Panhellenic Council to their event.

Section 3: Chapters planning to host a “week” must include their plans on the calendar submitted by the first day of classes.

Section 4a: Priority in hosting a week will be given to a member organization’s National Founder’s Day.

Section 4b: A member organization’s National Founder’s Day shall have priority over a member organization’s Chapter Founder’s Day.

Section 4c: No organization shall hold any event during another organizations’ week, on their National or Chapter Founder’s Days or during NPHC week unless approved by the member organization (or OSU NPHC) hosting their week or a Founder’s Day event.

Section 5: In order to add a new event, cancel an event or change an event from a chapter’s approved calendar, a Calendar Update Form must be completed. To add a new event, a Calendar Update Form is due two weeks prior to the event. To cancel or change an event, a Calendar Update Form is due as soon as possible.

Section 6: Chapters will report on their events during all OSU NPHC general body meetings.

Section 7: If a member organization fails to submit a calendar by the first day of classes, they will not be able to host events during the semester unless they fill out a Calendar Update Form for each event.

ARTICLE XI – ROBERT’S RULES OF ORDER

Section 1: OSU NPHC shall be governed by Robert’s Rules of Order.

ARTICLE XII – AMENDMENTS

Section 1: The constitution may be amended at any regular meeting of the council by two-thirds (2/3) vote of the active member organizations, provided that:

A. Proposed amendment is submitted in proper written form.

B. Vote will take place one meeting after the amendment is submitted.

Section 2: The Bylaws may be amended at any regular meeting of the council by a simple majority vote of the active member organizations provided that:
A. Proposed amendment is submitted in proper written form.

B. Vote will take place one meeting after the amendment is submitted.