

BALL STATE UNIVERSITY
NATIONAL PAN-HELLENIC COUNCIL
BYLAWS

Approved: 2/19/19

ARTICLE I: OFFICERS

Section 1. Executive Board Officers. The election for Executive Board officers of Ball State University NPHC shall proceed as follows.

- a. President
- b. Vice President of Academics
- c. Vice President of Administration
- d. Vice President of Service
- e. Vice President of Public Relations
- f. Parliamentarian

Section 2. Each organization may have only two elected members on the Executive Board.

Section 3. Each officer must have at least a 2.5 cumulative and semester grade point average to run for office and maintain a 2.5 cumulative and semester grade point average to remain in office. If not, the officer will be required to meet with the Vice President of Academics.

Section 4. Election Process

The elected officers will be President, Vice President of Academics, Vice President Administration, Vice President of Service, Vice President of Public Relations, Parliamentarian These officers shall be elected by the membership body that currently hold voting rights as established by Ball State University-NPHC at the time elections are taking place.

a. Qualifications of Officers

All potential officers must be in good academic and financial standing within their respective NPHC affiliate organization. All potential officers must currently have at least a 2.5 GPA (cumulative and semester) to be eligible to run for an Executive Board position. A GPA of at least a 2.5 (cumulative and semester) is required to remain in any Executive Board position. No more than 2 members from any 1 organization may hold a position on the Executive Board. Executive Board members cannot serve as their chapters delegate for the NPHC. The only exception is for organizations whose membership consists of one (1) member.

b. Election Process

Elections shall take place annually in November. The term for all NPHC Officers is from January 1 – December 31.

- 1) Nominations can come from either an entire chapter or individually. No chapter can nominate more than 2 people for each executive position.
- 2) The intent to run for an office must be submitted to the advisor and secretary no later than 3 days prior to the voting meeting so that ballots can be created.

- 3) Prospective candidates shall be required to present a speech limited to 5 minutes. The speech shall include their credentials, platform, and details why they are seeking the respective office.
- 4) The members present at the voting meeting will have the opportunity to ask questions of the candidates within reason, applicability, and good taste with regards to the functionality of the office in question.
- 5) The voting process shall be by secret ballot. All chapters currently holding voting rights are eligible to vote. Votes will be made by the chapters that are present. Each chapter will have 1 collective vote. The delegate for each chapter will present the final vote. If the candidates who are running are the chapter delegates and/or no other delegate/designee is attending the voting meeting they are eligible to cast the vote for their organization. The Vice President of Administration or designee will be responsible for administering the ballots and collecting the ballots. With the help of the Advisors, the Parliamentarian will count the ballots. The President shall announce the new Executive Board.
- 6) In the event of a tie with any position the Executive Board will collectively have the final tie breaking vote. The members of the executive board serves in their positions as unbiased leaders. As a Council they are fully capable of ending a tie breaking vote utilizing all information that has been presented during the voting session.

Section 5. Duties of Officers

a. President.

1. Shall serve as chairperson of the Executive Board; preside over all meetings of the Executive Board and General Body; attend all special and committee meetings; and be responsible for the day-to-day operations of the NPHC.
2. The president will serve as a liaison to the Interfraternity Council and the Panhellenic Council presidents, the Office of Student Life. Maintain regular contact with the NPHC advisors.
3. The president shall offer consideration of all motions consistent with Robert's Rules of Order, declare the results of Council voting, have the final decision in the event of a tie according to Robert's Rules of Order. However in regards to the election of new Officers, the president must work with the rest of the Executive Officers to determine a tie breaking vote.
4. Delegate administrative duties to Executive Officers and call reports from them, as well as committee chairpersons at each meeting.
5. In conjunction with the Parliamentarian, will be responsible for the maintenance and upkeep of the Constitution and Bylaws of the BSU-NPHC.
6. Take an active role in handling any issues concerning the Council and the general public of BSU. All issues must be presented to the Council's executive board, in an orderly and respectful manner, and then to the general body.
7. Shall be the chairperson of the Judicial Board, and be well versed in Robert's Rules of Order and parliamentary procedures.
8. Responsible for the enforcement of the BSU-NPHC Constitution and Bylaws and amendments made to them. President should keep all amendments current.

b. Vice President of Academics.

1. Shall work with individuals to ensure that high scholastic achievement occurs in council.

2. Shall assist the president on the performance of duties and preside in his/her absence; serve as an ex-officio member of all standing committees; and serve as a proxy to the Interfraternity and Panhellenic Councils in the absence of the president.
3. Develop programs, events, and projects to further the development of BSU-NPHC. Must have report at all executive board and general body meetings.
4. Preside over all meetings in the absence of the President.
5. Develop resources for chapters, serve as a liaison to academic entities such as the library and the Learning Center, and meet with chapters that are below the all-men or all-women's grade point average to develop and implement a scholarship plan.

c. Vice President of Administration.

1. Shall attend all meetings of the executive board and general body; keep a true and accurate record of the proceedings of the meeting through minutes.
2. Disseminate minutes to executive board and/ or general body delegates within 48 hours of the respective meeting.
3. Take attendance at all executive board and general body meetings.
4. File and preserve all-important records, documents, reports and communications; retrieve mail from the NPHC mailbox and preserve and maintain a historical archive including but not limited to pictures, press releases, newspaper clippings etc.
5. Maintain a roster of all member organizations, chapter officers, delegates and alternates.
6. Preside over meetings in the absence of the President and Vice President of Academics.
7. Assume the role of a Treasurer.
8. Shall keep correct and complete records of accounts, showing accurately the financial condition of the NPHC.
9. Receive all revenues from the officers of the Executive Board and deposit all funds in the NPHC bank account.
10. Shall furnish a statement of the financial condition of the NPHC at the meeting of the executive board and general body, or at the request of the Advisors.
11. Shall be responsible for check requests and reimbursements with proper signatures from Advisor
12. Must prepare a budget for the following academic year that will be approved and voted on by the body at the last meeting of the Spring semester. Advise executive board in regards to financial standing and recommend possible expenditures.
13. Collect all fines.
14. Maintain a voting record of all official motions and/or resolutions that come to the council.
15. Records should be made available to any council member upon request. Records should be bound and kept on file for future references by executive officers or the general body.

16. Shall assign and collect fines to organizations who fail to comply with the rules set forth by the BSU-NPHC Bylaws.

d. Vice President of Service

1. Coordinate any NPHC service projects (in accordance with Article V, Section 1 of the NPHC Bylaws), either during an official Week of Events or other times throughout the year that NPHC chooses to perform service as a collective body.
2. Serve as a liaison to Student Voluntary Services (SVS) and ensure that members are informed about volunteer opportunities.
3. Work with the Student Life graduate assistant in charge of recording individual service hours to ensure hours are being turned in, verified, and recorded.
4. Plan and execute one philanthropy event each semester.

e. Vice President of Public Relations

1. Shall have the responsibility of promoting relations between the body of the Council and the entire community of Ball State University.
2. Collect and communicate information to Graduate Assistant who produces Greek Weekly.
3. Update social media and advertise events and founding dates.
4. Create and update calendar for all NPHC executive board events and chapter events.

f. Parliamentarian

1. Assist President with Parliamentary Procedure in all meetings. Remove any representative from any meeting at the request of the President or the body.
2. Attend all Student Government Association senate meetings and special meetings required of senators

ARTICLE II: DELEGATES

Section 1. Attend all general body and special meetings of the BSU-NPHC

- a. Must have one voting delegate

Section 2. Participate in discussion and help generate ideas proposed by the Executive Board.

Section 3. Communicate ALL information from regular and special meetings to his or her organization including but not limited to important dates, times for all events sponsored by individual chapters and by the BSU-NPHC

Section 5 Communicate with Vice President of Administration about concerns and speaking at NPHC delegation 48 hours prior to the following delegation.

ARTICLE III: ABSENCE/LATENESS POLICY AND PROCEDURES

- Section 1.** There shall be no penalty for tardiness up to ten (10) minutes for chapter delegates after the call to order of any NPHC committee and/ or body meeting.
- Section 2.** Must have 40% of your chapter present for delegations, delegate included in the 40%. The designated delegates information should be submitted in an email to the Vice President of Administration. 1 back up emergency proxy is allowed. Exec members are not apart of that 40%. If 40% of your chapter comes out to a .5 or higher, we will round up to the next whole number. All delegates and chapter members present must have attendance recorded upon arrival and dismissal. After 10 minutes, the organization will be considered to have an **unexcused** absence and lose voting rights for that committee/or body meeting. Subsequent unexcused absences from an NPHC committee/or body meeting will result in the following sanction:
- Level 1 – Second unexcused absence
- chapter is fined \$10.00
- Level 2 – Third unexcused absence
- chapter is fined \$25.00
- Level 3 – Fourth unexcused absence
- chapter is fined \$50.00, loses voting for 8 consecutive meetings for an academic year, and loses a priority date for the following semester
- Section 3.** If any fine assessed by the executive board is left unpaid, the respective chapter will have no voting rights until all fines are paid in full. If chapter fails to pay that fine then they will continue to lose a priority dates for each consecutive semester following until that fine is paid. Chapters will denied acceptance to host any events outside of their priority dates until the fine is paid. Delegates will still lose the privileged voting rights listed above. Voting powers will not be restored until all fines are paid. Also, the respective organization with an unpaid balance will not be able to run for any office until all fines are paid.
- Section 4.** If the sanction is imposed at the end of the academic year, then the sanction will continue into the next academic year.

ARTICLE IV: SCHOLARSHIP AND ACADEMIC POLICY

- Section 1.** **WHEREAS** the organizations who are members of the National Pan-Hellenic Council were all founded on scholarship and service to maintain progress in the world; and
- WHEREAS** a minimum 2.5 cumulative grade point average (GPA) will be enforced for each organization and must be maintained to remain in Good Academic Standing with BSU-NPHC, the following sanction will be imposed:

- A. If an organization's semester and cumulative GPA are at or above a 2.5 GPA, organizations are allowed to have Week of Events, priority dates, social events, co-sponsorships of events, and can participate in the yard show/step show.
- B. If an organization's semester GPA is below a 2.5 and the cumulative GPA is at or above a 2.5 GPA, organizations are allowed to have priority dates.
 - (a) Chapter will be allowed to host educational, community service, and philanthropy events per semester.
 - (b) Chapter will be permitted to host a Week of Events.
 - (c) Chapter will not be permitted to host social events.
- C. If an organization's semester GPA is at or above a 2.5 GPA, but the cumulative GPA is below a 2.5, organizations are allowed to have priority dates.
 - (a) All events must be educational, community service, philanthropic.
 - (b) Chapter will not be permitted to host a Week of Events.
 - (c) Chapter will not host social events.
- D. If an organization's semester and cumulative GPA are below a 2.5, then organizations are not allowed to have priority dates, Week of Events, BSU-NPHC voting privileges.
 - (a) Any event that is sponsored or co-sponsored must also be only of educational, community service or philanthropic nature.
 - (b) Chapter will not host social events.

Section 2. Sanctions

The VP of Academics shall work with each individual organization below a 2.5 cumulative GPA. If an organization falls below a 2.5 GPA., the following sanction will be imposed:

- i. If the chapter is not at the 2.5 minimum semester GPA requirement, the organization will be **REQUIRED** to host one academic event during the semester immediately following.
- ii. The chapter president will also meet with the VP of Academics to develop a scholarship contract including a plan of action for individual members and overall chapter improvement.
- iii. *Suspension of a chapter **will** occur after three consecutive semesters of falling below the 2.5 minimum semester GPA requirements.* In the event that suspension of a chapter occurs, a meeting will be conducted with the NPHC advisor, chapter advisor and the organization's faculty advisor, after a meeting is properly conducted, upon the discretion of the NPHC Professional Advisor and/ or Office of Student Life chapter may be suspended until grades of the chapter members have maintained a semester GPA of 2.5. If members have graduated and/or have been removed for academic reasons, a chapter *may* be reinstated upon discretion of the NPHC Executive board.

Due to the importance of academics in order for students to be successful while in and out of college, mandatory dead weeks will be imposed. As a commitment to academic performance the week of and the week before finals will become automatic "dead weeks". No chapter, no exceptions will be able to have a week of events or any priority dates during these two weeks in either semester. Doing so will prevent the chapter from having any voting rights for the next semester.

ARTICLE V: COMMUNITY SERVICE POLICY

- Section 1.** The BSU-NPHC is responsible for completing two community service projects a semester (Two Fall semester and two Spring semester).

- Section 2.** If an organization does not attend or participate in the required service projects the organization will be fined \$10.00 for each member not present up to 50%
- Section 3.** Community service forms must be turned into the Office of Student Life by the deadlines provided at the beginning of each semester by the graduate assistant overseeing community service.
- Section 4.** Each NPHC organization is responsible for attending all NPHC community service events. All Organizations must have 50% of members in attendance all NPHC community service events.
- i. If an organization is not able to attend a community service event, the chapter president must notify the NPHC advisor and/or the NPHC Vice President of Community Service of the absence 24 hours before the start of service.
 - ii. An organization is not allowed to miss more than one community service event hosted by the BSU-NPHC per semester.

ARTICLE VI: NPHC SPONSORED EVENTS

- Section 1.** NPHC reserves the right to reserve one full week during any academic semester. If voted upon, no chapter shall host an event during this week unless it falls on your respective organization's founding day.
- Section 2.** Each NPHC organization is responsible for attending all NPHC sponsored events. Organizations must have 50% in attendance
- Section 3.** If an organization is unable to provide the required representation at an NPHC event or meeting, the fraternity or sorority is responsible for contacting the President or NPHC advisor 24 hours before the event. Failure to notify or come to an event will result in a fine for each member not present up to 50%
- Section 4.** If the President or NPHC advisor is not contacted pertaining to Section 2 of this article the following procedures will be put into effect:
- a. A letter will be put in their mailbox by the end of the week notifying the fraternity or sorority of their offense, and also an e-mail will be sent to the president of the fraternity or sorority informing them to check their mailbox.
- Section 5.** The bottom portion of the letter must be signed by the president of the fraternity or sorority enclosed with the required penalized amount to mailbox 100 in the Office of Student Life within five (5) calendar days of receiving the email.

ARTICLE VII: FORMALIZED NPHC ORGANIZATIONS WEEKS OF EVENTS

- Section 1.** All events must be planned and approved by their respective organizations Regional Director or equivalent and the NPHC advisor at least two (2) weeks in advance. All flyers must be approved before distribution.
- Flyers cannot contain anything provocative

- Section 2.** Any events planned during Unity Week or Black History Month shall be coordinated with the Black Student Association or other appropriate organization.
- Section 3.** Fifty percent (50%) of chapter members are responsible for attending educational/leadership and community service events.
- Section 4.** If an organization is unable to provide representation at the sponsoring fraternity or sorority event, that organization is responsible for contacting Chapter president or NPHC advisor 24 hours before.
- Section 5.** At each event the sponsoring organization must be responsible for taking the attendance of the NPHC fraternities and sororities.
- Section 6.** If an organization misses two (2) events (excluding party and informational) of another fraternity or sorority week, the president of the sponsoring week shall submit their name and events missed (after two) to the Executive Board following the week of events, which will result in a fine for each member up to 50%
- Section 7.** Off-Campus events held outside Muncie city limits are not subject to the penalties or fines unless transportation is provided by the sponsoring fraternity or sorority.

ARTICLE VIII: OPEN EVENTS PROCEDURES

- Section 1.** The BSU-NPHC and its affiliate organizations shall abide by and comply with the Ball State University Open Events Procedure when hosting open events as stated in **Appendix A** of the BSU-NPHC Bylaws.
- Section 2.** Open events are those functions considered late night social events, parties, or dances that extend beyond the hours of 12:00 AM and are held on campus.
- Section 3.** BSU-NPHC is not permitted to host open events off campus, however its affiliate organizations are permitted to do so. These individual organizations are responsible for filling out the Third Party Vendor where the establishment serves alcohol. Forms must be completely filled out and submitted to the Office of Student Life two (2) weeks before event is scheduled to take place.
- Section 4.** NPHC organizations are not allowed to host any event off campus that is truly open in nature. All guests must sign the check-in sheet upon entrance and identify the time of entrance beside their name. Anyone without an student ID can be admitted into the event at the discretion of the local chapter. Your chapter will assume all responsibility for anyone whom is granted access to your event.
- Section 5.** NPHC organizations whom wish to co-sponsor any event with a non-campus organization/individual/company will gain the necessary approval from the executive board. Rightfully so, if the individual/company/organization you are attempting to co-sponsor with has

had previous mishaps with off campus events, the executive board and/or OSL reserves the right to deny that co-sponsorship.

ARTICLE IX: FINANCE

Section 1. The fiscal year of the BSU-NPHC shall be from January 1 to December 31.

Section 2. All checks issued on behalf of the BSU NPHC through Office of Student Life.

Section 3. Payments

- b. All payments due to the Ball State University NPHC shall be made to the VP of Administration or mailbox 100 in the Office of Student Life.
- c. Checks for payments shall be made payable to Ball State University, for subject line: BSU NPHC.

Section 4. Organization Dues

- a. Dues must be paid to the NPHC within the first four (4) weeks of the semester.
- b. The amount of \$10.00 per active member will be assessed to each organization each semester.

Section 5. Organizations with overdue NPHC financial obligations will be considered inactive until dues are paid.

Section 6. The newly-elected and outgoing VP of Administration shall produce a budget for the upcoming fiscal year within one month after the election.

ARTICLE X: GRIEVANCE AND COMPLAINT POLICY

Section 1. The president of an organization shall file a grievance. The executive officer will have one (1) calendar week preceding the incident to file the grievance. This must remain confidential. Information regarding the grievance must be held between the NPHC President, NPHC Parliamentarian, NPHC Vice President of Administration and the president of the fraternity or sorority filing the grievance.

ARTICLE XI: FIGHTING

Section 1. If a member of NPHC is caught fighting (physical altercation) anywhere on campus, at an NPHC or individual organization's event, the member will be investigated by the Office of Student Life. Upon being found in violation the individual's organization will be required to abide by the following:

- a. The organization will lose voting rights for sixteen (16) weeks (one semester).

- b. The organization will also forfeit one of their week of events. If the organization has two (2) weeks of events during the 16-week period, the organization will forfeit only one of those week of events.
- c. The organization will be required to pay a fine of \$150.00 to BSU-NPHC.
- d. Additionally, the organization may not hold/sponsor any fund- generating events during the 16-week period. If funds are generated, fifty percent (50%) will automatically be turned over to the NPHC.
 - i. The organization will remain responsible for abiding by the NPHC Constitution and Bylaws.

Section 2. If a member of NPHC is caught fighting at an off-campus publicized NPHC or individual organization's event, the member's organization will be responsible to abide by Section 1 of this article. For clarification, publicized events include:

- a. NPHC or individual organization's off-campus parties or other events publicized on-campus.
- b. Off-campus publicized events that have the NPHC logo, name, or an individual organization's Greek letters or name on the flyer.
- c. Individuals who are wearing clothing on which their organization's Greek letters or name are displayed.

Section 3. The above listed sanctions are in addition to the punishment handed down by the Office of Student Life.

ARTICLE XII: HAZING

Section 1. If an organization is found guilty of hazing, the organization will be subject to the punishment found appropriate by the University as outlined in the Code of Student Rights and Responsibilities.

Section 2. NPHC is to follow up with the penalties given by the University. If an organization is suspended by the university, NPHC will follow suit and the organization will no longer be recognized by NPHC.

ARTICLE XIII: PROPOSAL FOR WEEKS OF EVENTS

Section 1. Week of Events will be determined using the following factors:

- a. Fall Semester Grade Point Average (GPA) per organization.

- b. In the event of a tie between organizations, the cumulative GPA per organization will be used as the tie breaker.

Section 2. Organizations with outstanding fines will not be considered an active organization until all dues are paid.

Section 3. Week Policy

- a. A week a semester per organization
- b. Weeks can be changed with the approval of the NPHC executive board and the NPHC advisor.

I. Open Calendar Days

- a. **DEFINITION:** Open days that are not during organizational weeks.

II. Protocol for Picking Days

- a. Open days are chosen at the NPHC body meeting.
- b. Each organization can have no more than three days a semester.
- c. Only one of the days can be a Saturday party.
- d. Organizations must not have more than three consecutive days of events.
- e. When picking week of events and priority dates, organizations will first choose their week in the order of the previous semester's GPA, from highest to lowest. After each organization has picked their week, organizations will then proceed to pick priority dates in the same order.
- f. Conflicts over days must be resolved by the involved organizations before the next NPHC meeting (not at the NPHC meeting).
- g. If conflicts are unresolved by the next NPHC meeting, the following will happen:
 - 1. Presidents of involved organizations will meet with Executive Board and NPHC advisors to resolve issue.
 - 2. If a resolution is unmet, then the day will not be available to any organization.

Section 4. Homecoming. BSU NPHC and individual organizations are not permitted to host a Homecoming week of events as it conflicts with the University's Homecoming week. Organizations are permitted to host open events on the Friday and/or Saturday night of Homecoming.

Organizations who wish to host events are encouraged to co-sponsor and collaborate with each other or host event as a Council. Any disputes regarding Homecoming will need to be handled by the BSU-NPHC until a mutual decision is made. Failure to do so will result in no organizations having the privilege to host an open event.-Homecoming party date selection will be decided based off the average of the Fall and Spring semester GPA. Chapter with the highest average GPA gets the homecoming selection date 1st. The 2nd highest get the second selection. Council Advisor is responsible for calculating and contacting the chapter.

ARTICLE XIV: AMENDMENTS

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the BSU-NPHC delegates. All proposed amendments must be submitted in writing to the Executive Board at the meeting prior to the meeting the amendment will be voted on. Proposed amendments must include sufficient reasoning as to why amendment should be changed or opposed. Petition to change Bylaws can be submitted from any respective organization provided they are in good standing (academically & monetarily) and follow proper procedures and protocol. Organizations that are not financially active cannot amend or vote.

ARTICLE XV: OGL EVENT ATTENDANCE POLICY

Section 1. In order to maintain chapter accreditation and credibility among the council as a whole, the following attendance policy will be effective for events hosted/managed by the Office of Greek Life that are deemed as “required”.

- a. Chapters must provide the necessary members to all office of student life events that are required to maintain accreditation.
- b. Each chapter will receive a minimum of two weeks notice of the event and its status.
- c. Chapters with members whom are unable to attend will be required to email the Vice President of Administration with reason as to why attendance will not be possible.
 - i. It is to the discretion of the executive board to approve or deny the absence as being valid or invalid.
 - ii. Vice President of Administration must be notified 7 days prior to any absence to allow delegation time with the exec board.
- ii. Invalid/Unexcused absences to these required events will:
 - a. Hold chapter liable for a \$10.00 per member fine
 - i. Fine will need to be paid at the following body meeting.
 - ii. Article III, Sections 3 and 4 will apply in regards to unpaid fines.
 - b. Potentially interfere with chapter accreditation with OSL

