

**CONSTITUTION
of the
UNIVERSITY OF CINCINNATI
NATIONAL PAN-HELLENIC COUNCIL
(UC NPHC)**

PREAMBLE

We, the representatives of the historically established community service fraternities and sororities, similar in structure and background, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws.

Article I. Name

The name of this organization shall be the University of Cincinnati National Pan-Hellenic Council (UC NPHC).

Article II. Purpose

1. to create and maintain high standards in the life of fraternities and sororities;
2. to foster an understanding of the structure and method of operations among the member organizations;
3. to address, coordinate, and develop action strategies on matters of mutual concern to the member organizations;
4. to serve as the conduit for such action plans as may be developed;
5. to perpetuate constructive fraternity and sorority relationships.

Article III. Membership

1. The full membership of the UC NPHC shall be composed of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc.; that have charters in the campus of the University of Cincinnati who are in good standing.
 1. Active members shall be the member organizations, which have paid required dues to UC NPHC and are in good standing at the University of Cincinnati.
 2. Active member organizations have full voting rights and privileges, which include calendar dates, as paid members.
 3. Inactive members shall be the member organizations, which have failed to pay required dues to UC NPHC, and are not in good standing with the University of Cincinnati.
 4. Inactive members are allowed to attend and participate in UC NPHC activities.

Article IV. Officers

1. The officers of the UC NPHC shall be President, Vice President of Programming, Vice President of Communication, Vice President of Finance, Vice President of Inter-Greek Affairs, and Parliamentarian.
2. The officers shall be members from organizations holding full membership and in good standing in the UC NPHC.
3. The officers shall serve for a term of one (1) academic year, the term of office to begin the month of February through the month of February of the following year.
4. An officer, other than the President, failing to perform the duties as outlined shall resign and a successor be designated by election.
5. An officer may not hold the same executive position more than two (2) election terms.

Article V. Meetings

1. EXECUTIVE. The UC NPHC executive board shall hold bimonthly meetings on Tuesday during the academic year.
2. REGULAR. The UC NPHC shall hold bimonthly meetings on Tuesday during the academic year.
3. SPECIAL.EMERGENCY. A special meeting of the UC NPHC may be called by the President or Advisor when necessary and shall be called upon the written request of any full member delegate at the University of Cincinnati, with at least twenty-four (24) hours notice.
4. The delegate from each regular or associate member organization shall be responsible for notifying the chapter membership of all regular and special meetings of the UC NPHC.

Article VI. The Council

The administrative body of the UC NPHC shall be the Council. It shall be the duty of the Council to administer all business related to the overall welfare of the UC NPHC and to compile rules governing the UC NPHC, which do not violate the sovereignty, rights, and privileges of member groups.

1. COUNCIL. The UC NPHC council shall be composed of the President and one (1) delegate from each National Pan-Hellenic Council member organization. In the absence of the President, one (1) alternate delegate should be present.
2. SELECTION OF DELEGATES. Each chapter shall have two (2) delegates. Delegates to the Council shall be selected by their respective chapters to serve for a term of one (1) academic year.
3. DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the member chapter concerned to select a replacement within two (2) weeks and to notify the National Pan-Hellenic Council Secretary of the name, address, email address, and telephone number. When a meeting of the UC NPHC occurs while a delegate vacancy exists, an alternate delegate of the organization concerned shall fulfill the duty of the delegate.
4. OFFICERS. The officers of the UC NPHC shall serve as the officers of its Council. These officers shall serve as the Executive Board of the Council and shall have such powers and duties as are prescribed in the Bylaws of the UC NPHC.
5. QUORUM. Two-thirds ($\frac{2}{3}$) of the full member organizations shall constitute a quorum for the transaction of business.
6. VOTING
 1. The voting body of the UC NPHC shall be its Council.
 2. The voting members of the Council shall be the delegates of each organization holding full membership. If a delegate is absent, an alternate shall cast the vote of the organization, providing credentials have been presented in writing to the Council President prior to the meeting.

Article VII. National Pan-Hellenic Council Advisor

1. The UC NPHC Advisor shall be appointed by the University of Cincinnati's Director of Student Activities and Leadership Development, and is the council's liaison between the university officials.
2. The Advisor shall serve in advisory capacity to the UC NPHC, in all aspects that reflect the purpose of the National Pan-Hellenic Council.
3. The Advisor shall oversee that the council is functioning as a functional unit in a positive manner, while perpetuating and sustaining the goals and concerns of the council.
4. The Advisor shall be responsible for keeping current statistics concerning the number of initiated members and new members of each UC NPHC member organization.
5. The Advisor has the authority to be the ex-officio over matters and issues the council cannot resolve.

Article VIII. Standing Committees

The Executive Board shall appoint as many standing committees and chair persons necessary to carry out the work of the UC NPHC. These committees and chairpersons shall serve during the tenure of the board that appoints them.

Article IX. Amendment

This Constitution and its related Bylaws may be amended at any regular meeting of the University of Cincinnati National Pan-Hellenic Council by a two-thirds ($\frac{2}{3}$) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Revised January 2012

Amended and approved January 2012

**BYLAWS
of the
UNIVERSITY OF CINCINNATI
NATIONAL PAN-HELLENIC COUNCIL**

Article I. Finance

1. FISCAL YEAR. The fiscal year of the UC NPHC shall be from the start of the academic calendar year through the end of the academic calendar year.
2. CONTRACTS.
 1. The signatures of the President and the Vice President of Finance shall be required to bind the UC NPHC to a contract.
 2. The contract must undergo a review process by the following prior to any signature of the President or Vice President of Finance: Program Coordinator of Sorority and Fraternity Life; Director of Student Life and Dean of Students, per the University of Cincinnati Student Handbook.
3. CHECKS.
 1. All checks issued on behalf of the UC NPHC shall be signed by the Vice President of Finance and the President. The UC NPHC Advisor can only sign in cases of emergency or in the absence of the Vice President of Finance or President.
4. PAYMENTS. All payments due to the National Pan-Hellenic Council shall be made to the Vice President of Finance, who shall record them. Checks or money orders for payments shall be made payable to the University of Cincinnati Pan-Hellenic Council.
5. MEMBERSHIP DUES. The dues of each National Pan-Hellenic Council member organization shall be five dollars (\$5) per member on the roster per organization each semester. Dues for the current semester shall be payable at or before the third general body meeting of each semester.
 1. A late fee of fifteen dollars (\$15) will be issued at each meeting until dues are paid, not to exceed thirty dollars (\$30), which equals two late meetings.
 2. If dues are three meetings late, chapter becomes inactive until dues have been paid and will also incur a reactivation fee.
 3. For an inactive chapter to become an active chapter a reactivation fee of sixty dollars (\$60) will be imposed and unpaid dues and late fees must be paid in full.
 4. Financial Obligations: Other financial obligations expected of the member organizations by the UC NPHC shall be brought before the UC NPHC.

Article II. Selection of Officer

1. The offices of President, Vice President of Programming, Vice President of Communication, Vice President of Finance, Parliamentarian, and Vice President of Inter-Greek Affairs shall be determined by election.
2. Candidates running for offices must be full and active participants in the UC NPHC.
3. No more than two (2) members of a chapter may serve as a National Pan-Hellenic Council officer during the course of the same term; unless there are no members other than the said chapter qualified to fill any vacancy on the executive board.
4. An officer may not hold the same executive position for more than two (2) election terms.
5. QUALIFICATIONS. Each candidate for National Pan-Hellenic Council office must:
 1. Candidates for the position of President must have been members of NPHC for at least one academic year, or two (2) semesters. An exception to this rule would be allowed only if there are no experienced members able to take on the position.
 2. Be in good standing in their respective member organization, be an active participant in the collegiate chapter, and be enrolled as a full time student at the University of Cincinnati.

3. Maintain a 2.5 accumulative College and University GPA. A 2.5 GPA the previous semester prior to running for an elected position must be attained, and be in good academic and disciplinary standing in the university.
6. **NOMINATIONS AND ELECTIONS.** Officer nominations shall be accepted during the meeting prior to the elections. Upon nomination, each candidate's grades and good standing will have to be verified by the advisor before election for verification purposes. Regular elections shall take place no later than the sixth week of the spring semester.
7. **VACANCIES.** If the office of President should become vacant, Vice President shall assume the office of President. A vacancy in any other office shall be filled by executive board appointment until a proper general election can be held.
8. **REMOVAL.** Any officer may be removed from office for failure to perform duties (including unexcused absences from more than two (2) meetings per semester of the Council or Executive Board) or no longer meeting officer eligibility requirements. The removal process shall be:
 1. Any UC NPHC member may file a written motion to impeach with the Executive Board.
 2. The Executive Board shall notify the officer in question within seventy-two (72) hours.
 3. The Executive Board shall notify the Advisor within twenty-four (24) hours.
 4. The Executive Board shall notify the UC NPHC of the motion to impeach at least one (1) week prior to the vote.
 5. An officer shall be removed by a two-thirds ($\frac{2}{3}$) vote of UC NPHC.

Article III. Officer Duties

The President shall:

1. Have overall responsibility for the operation of the UC NPHC;
2. Call and preside at all regular and special meetings of the UC NPHC;
3. Call and preside at all meetings of the National Pan-Hellenic Council Executive Board;
4. Report as required to the NPHC Regional Director;
5. Have regular meetings with the Advisor of the UC NPHC;
6. Maintain a complete and current President's file which will include a copy of the current UC NPHC Constitution, Bylaws, and Standing Rules; the current UC NPHC budget; current correspondence, and materials from the NPHC Regional Director; and other pertinent materials;
7. Represent and serve as an ex-officio member of the Student Activities and Leadership Development Conference and the Greek Awards Banquet Committees; UC NPHC liaison to Greek Affairs Council, Tri-Council Movement activities, liaison between university officials and the council, and other publics;
8. Serve as Chairman of the Scholarship Committee;
9. Perform all other duties as assigned.

The Vice President of Programming shall:

1. Shall perform the duties of the President in his/her absence;
2. Serve as coordinator for the National Pan-Hellenic Council programming/events including, but not limited to, Meet the Greeks, and NPHC Week;
3. Serve as coordinator for the National Pan-Hellenic Council community service;
4. Coordinate at least one (1) UC NPHC community service project per semester during academic year;
5. Serve as Chairman of the Programming Committee and the Community Service Committee;
6. Perform all other duties as assigned.

The Vice President of Communication shall:

1. Keep a current roll of the member of UC NPHC and call it at all Council meetings;
2. Keep full minutes of the UC NPHC meetings, and a record of all actions taken by the Executive Board;

3. Maintain a complete and current file that will include the minutes of the meetings of UC NPHC and its Executive Board from the date of its organization; copies of all contracts made by the National Pan-Hellenic Council and current correspondence;
4. Be responsible for the official correspondence of the UC NPHC unless provided for otherwise;
5. Compile a master schedule of all UC NPHC member organization activities;
6. Manage a UC NPHC student contact directory of active members;
7. Take pictures of all NPHC events and maintain scrapbook for calendar year;
8. Serve as Chairman of the Public Relations Committee;
9. Perform all other duties as assigned.

The Vice President of Finance shall:

1. Be responsible for the general supervision of the finances of the UC NPHC;
2. Be responsible for the preparation of the annual budget and, following its approval by the UC NPHC, provide a copy to each UC NPHC member organization;
3. Receive all payments due to the UC NPHC, collect all dues and give receipts;
4. Be responsible for the prompt payment of all bills of the UC NPHC;
5. Maintain current financial records, give a financial report at each regular meeting of the UC NPHC, and an annual report at the close of term of office;
6. Sign UC NPHC contracts when authorized to do so;
7. Serve as the Chairman of the Finance Committee;
8. Perform all other duties as assigned.

The Vice President of Inter Greek Affairs shall:

1. Serve as an Advisor of the Future Greek Leaders (FGL) and ensure that all responsibilities and obligations of the group are met.
2. Calculate and present the chapter of the year awards along with Panhellenic and Inter-fraternity Council counterparts.
3. Perform all other duties as assigned.

The Parliamentarian shall:

1. Serve as Council Parliamentarian; managing meetings, keeping order, and making sure that meetings are run according to Robert's Rules of Order Newly Revised;
2. Coordinate workshop for parliamentarian procedures at the SALD orientation every semester;
3. Serve as Chairman of the Judiciary Committee;
4. Perform all other duties as assigned.

Article V. The Executive Board

The Executive Board shall:

1. Appoint all Standing and Special Committee members and, in making these appointments, recognize representation from all member organizations;
2. Administer routine business between meetings of the Council when advisable and such other business as has been approved for action by Council vote;
3. Report all action taken by the Executive Board at the next regular meeting of the Council through the Vice President of Communication and record the actions in the minutes of that meeting.
4. All members of UC NPHC Executive Board shall maintain a cumulative GPA of 2.5 in order to remain active on the UC NPHC Executive Board.
 1. If a member of the Executive Board has a semester GPA under 2.5, the said member shall be put on probation for one (1) semester.
 2. If the said member on probation has a semester GPA under 2.5 for two (2) consecutive semesters, the said member shall be suspended from their executive position.
 3. A suspended member of the Executive Board may only run for an UC NPHC executive position only if their semester GPA prior to the semester of elections is above a 2.5.

NOTE: Should there be a vacancy due a suspension, please see Article III, section 7.

Article VI. Standing Committees

The Standing Committees of the University of Cincinnati National Pan-Hellenic Council shall be: Scholarship Committee, Programming Committee, Community Service Committee, Public Relations Committee, Finance Committee, and Judiciary Committee,

1. The members of the Scholarship Committee, Programming Committee, Community Service Committee, Public Relations Committee, and Finance Committee will consist of general body members from each active NPHC organization.
2. The Scholarship Committee will be responsible for providing UC NPHC members with academic resources. Also, responsible for tracking points accumulated by each active NPHC organization under the point system.
3. The Programming Committee will be responsible for set up and break down of all UC NPHC events.
4. The Community Service Committee will be responsible for developing and presenting community service ideas to the general body.
5. The Public Relations Committee will be responsible for informing the Greek Community of UC NPHC/All-Greek events through media outlets.
6. The Finance Committee will be responsible for developing and facilitating fundraising initiatives.
7. The members of the Judiciary Committee will be made up of the members of the UC NPHC Executive Board and should consist of at least one member from each active NPHC organization.
8. The Judiciary Committee will be responsible for handling disputes arising from violations of the UC NPHC rules and regulations.

Article VII. Membership Intake

1. INTAKE POLICY.
 1. A new member must be initiated according to the national policy of the sorority or fraternity to which he/she is accepted and must adhere to the policies of the UC NPHC.
 2. The membership chair and or president of each chapter are responsible for turning in the Membership Intake Process Form to the Program Coordinator of Sorority and Fraternity Life within two weeks prior to the national intake process of that respective organization. If this Membership Intake Process Form is not filled out, within the deadline, then said chapter will be suspended (see Article IX. Violations). The UC NPHC advisor will verify that each prospective member has met the University's requirements to be a member of a Greek letter organization. No prospective member may proceed in the process without having the minimum requirements as set by the University and the UC NPHC.
2. INFORMATIONAL.
 1. The UC NPHC shall be responsible for coordinating an informational for all interested students to be held once annually during the academic year.
 2. Informational meetings whether it is the UC NPHC or individual organizations, must be held on campus. All informational meetings must be advertised widely throughout campus at least seven days prior to the informational.
3. NEW MEMBERS ORIENTATION.
 1. All new members must attend a New Member Orientation sponsored by SALD and the Greek Life Advisor that will occur once per semester with one make-up session during the semester.

Article VIII. Hazing

1. All forms of hazing, pre-intake, and pre-initiation activities that are defined as hazing shall be banned.
2. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity or sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include: creation of excessive fatigue;

physical and psychological shocks; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the governing fraternity or sorority, the University of Cincinnati, and/or the State of Ohio.

3. PROSPECTIVE MEMBERS.
 1. Prospective members nor individuals of the organization in which the prospective member is interested may not pressure or harass members or faculty to change a previous grade so that grade requirements for membership intake can be met.
 2. Prospective members may not participate in any pre-initiation activities of any kind (i.e. visits, projects, step practice, gifts, doing favors, etc.)
4. CONDUCTION OF MEMBERSHIP INTAKE.
 1. All phases of the membership intake process must be conducted and supervised by the chapter advisor(s) and members of the graduate chapter.
5. In the event of a hazing violation the Program Coordinator of Sorority and Fraternity Life will be contacted immediately, and further protocol will be followed thereafter as stated in the University of Cincinnati Hazing Policy. (Refer to the following website <http://www.uc.edu/trustees/rules/RuleDetail.asp?ID=179>).

Article IX. Violations

1. PROBATION. Probation constitutes that the said chapter will be able to host programs as usual but will be strictly monitored by the NPHC Advisor. The NPHC Advisor reserves the right to suspend a chapter that has been placed on probation at any time, if another incident occurs. The chapter is still required to participate in UC NPHC educational and community service events. The said chapter will still have a vote within NPHC and will be able to have membership intake.
2. SUSPENSION. While on suspension, the defendant organization is prohibited from membership intake, and programming (including social and educational), as well as community service (within their respective organizations and UC NPHC) both on and off campus. Additionally, they will lose their voice and vote at any UC NPHC meeting.
3. DISORDERLY CONDUCT. If a member of said organization or the organization as a whole commits two or more infractions deemed in violation of the Student Code of Conduct, then said organization will be under review by the UC NPHC Judiciary Committee as it relates to the Violation Policy and may face probation and or suspension as deemed necessary.
4. CALENDAR VIOLATIONS. Any organization wanting to present, sponsor, co-sponsor any event, program, or community service (open to the public) on another organization's specified week or calendar day and time, must first obtain written permission in a formal letter from the respective chapter of that week and notify that respective organization, UC NPHC Executive board and the Coordinator for Sorority and Fraternity Life (via email or a typed proposal) least two (2) weeks prior to the desired activity. If the organization does not follow this procedure and or decides to do the program anyway then said chapter will be subjected to the first violation fine see (Bylaws Article X. Fines and Sanctions). If said chapter, repeats the same action twice in one semester then that chapter will be subjected to the second violation of fine (see Bylaws Article X. Fines and Sanctions). Any more than two offenses that occur within one semester, said chapter will be reprimanded as deemed necessary by the UC NPHC Executive Board.
5. PROGRAMS. UC NPHC will conduct at least one social/educational program per semester as well as at least one community service event per semester. Failure to be represented at an UC NPHC program or event will result in a first violation fine according to the Bylaws, Article X. Fines and Sanctions. In order to be represented two-thirds, sixty-six (66%) of the chapter must be present at the community service event. If said chapter is unable to attend the community service event or have the 66% present, then the chapter must notify the UC NPHC President, Vice- President of Programming and Vice-President of Communications two weeks prior to the event (via email or a typed official letter). [*Clause: If said chapter is unable to attend must have an excused absence*]

(Excused reasons are as followed: family/medical emergency, class, UC Official event (sports); fraternity or sorority local , regional or national events); or work (this will only be accepted with documentation that a member of your organization attempted to request off, but was unable to. This must be turned in within a week of the community service event occurring and must be an official letter from his/her employer. Please note that this refers to members that would make a significant change on whether said chapter has 66% present.) Then said chapter is excused of penalty violation.]

6. EXECUTIVE BOARD ATTENDANCE. All Executive Board members are expected to attend all UC NPHC meeting and events unless a valid excuse, as outlined above is provided. Tardiness to meetings will result in a \$5 fine levied against the Executive Board member's individual organization. Absences will result in a \$10 fine levied against the Executive Board member's chapter.
 7. VIOLATION POLICY. Any dispute arising out of the violation of UC NPHC rules and regulations shall be adjudicated through the Judiciary Committee.
 1. Any organization accused of a violation shall be notified of such and given the maximum of seven (7) days to present its case before the Judicial Board.
 2. The organization must abide by all levied sanctions.
 3. Any sanction against an organization can be appealed to the Advisor and Program Coordinator of Fraternity and Sorority Life.
 4. In instances where this policy differs from any International/National Fraternity or Sorority policy, the more stringent of the two must be followed.
- A. Judicial Committee procedure:
1. Must receive written complaints no later than seven (7) days, following the alleged incident.
 2. Decide in consultation with the Executive Board and Advisor, the date, time, and location of the proceedings.
 3. Inform the involved organization(s) in writing the date, time, and location of the proceedings, within seven (7) days of having received the complaint.
 4. Receive copies of all the information that will be presented and preside over hearing.
 5. In the event the Parliamentarian (whom is the chair of the Judiciary Committee) is among the parties involved, the Advisor will preside at the hearing.
 6. Each organization will have one (1) vote.
 7. Hearing will be open only to members of the presenting and defending organizations and any of their witnesses.
- B. Hearing Procedure:
1. All parties shall wait outside until the Judiciary Committee has concluded reviewing the case.
 2. The chair outlines the hearing and asks witnesses to leave the room. Only the board and the organizations involved remain.
 3. The board and the organizations review all the information if they have not already done so.
 4. The chair reads the charges and complaints. The accused organization then has the opportunity to accept or deny responsibility.
 5. If they accept responsibility, the Judicial Committee will deliberate and render sanction.
 6. If the do not accept responsibility, the organization(s)/office(s)/individual(s) bringing forth allegations present their case including evidence and witnesses. Witnesses are then brought forth one (1) at a time.
 7. The Committee questions presenting organization and witnesses only.
 8. The accused organization has the opportunity to present a defense including evidence and witnesses. Witnesses are brought forth one (1) at a time.
 9. The Committee questions those presenting information in defense.
 10. Committee requests all non-committee members to leave the room.

Article X. Fines and Sanctions

1. All fines and sanctions are based on the academic calendar year.
 - a. First Violation: \$100.00 Chapter fine
 - b. Second Violation: \$150.00 Chapter fine: Loss of program privileges for one the following semester, excluding summer semester.
2. While on suspension, the defendant organization is prohibited from intake and programming both on and off campus. Additionally, they will to lose their voice and vote at any UC NPHC meeting.
3. Member organizations shall have a two (2) week grace period to pay fines unless otherwise stated and approved by the NPHC advisor. Fines not paid within the grace period will double. All fines are due and payable to the UC National Pan-Hellenic Council and should be given to the VP of Finance, President, or the Advisor. Fines will increase by 25% interest after two (2) weeks (25% interest per week) if not paid.

Article XI. Rules of Order

Robert's Rules of Order, Newly Revised, except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules, shall govern the UC NPHC and its Executive Board.

Article XII. Scholarship Excellence

1. Standards of Conduct
 - a. If said chapter falls below a 2.5 for one (1) semester (not including summer semester), then it will be on probation. Probation constitutes what is stated in Article IX. Violations. Said chapter must also present its scholarship proposal, typed, and explain how it plans to improve academically to the UC NPHC Executive Board (this can be sent either via email or a paper copy) . The scholarship proposal must be turned in by the first general body meeting of the new semester.
 - b. If said chapter falls below a 2.5 GPA for a second (2nd) consecutive semester, said chapter will be placed on suspension. Suspension is as stated in Article IX. Violations.
2. Incentives
 - a. If a chapter GPA is above a 3.0 then said chapter's dues will be free.
 - b. If a chapter GPA is between a 2.70 and a 3.0 then said chapter will receive twenty-five percent (25%) off UC NPHC dues.

Article XII. Amendment

These Bylaws may be amended by the two-thirds ($\frac{2}{3}$) vote of the voting members of the UC NPHC provided notice of the proposed amendment has been submitted, and reviewed by the Advisor and constitution and by-law committee, typed at the previous meeting.

Revised January 2012

Amended and approved January 2012

**STANDING RULES
of the
UNIVERSITY OF CINCINNATI
NATIONAL PAN-HELLENIC COUNCIL**

I. Student Activities and Leadership Development (SALD) Orientation

1. All new members and existing members must attend this orientation.
2. It will be held once at the beginning of every semester. There will also be one (1) make-up session per semester for those who cannot be in attendance.

II. Programming

1. Every organization shall submit a UC NPHC Event Registration Form and a University of Cincinnati scheduling request form for each individual program that has had written approval at least seven (7) days prior to event.
2. The Vice President of Programming and the Vice President of Communication shall be responsible for the compilation and distribution of the UC National Pan-Hellenic Council social/program calendar.
3. Each member organization shall be responsible for a minimum of two (2) on-campus educational programs per semester pertaining to, but not limited to, social, economic, and cultural topics.

III. Community Service

1. Each member organization shall submit a report every semester to the Vice President of Programming, as well as the Vice President of Communications if the event is open to the campus, detailing all community service projects worked on during the semester.
2. Failure to be represented at a minimum of one (1) UC NPHC community service event will result in a one-hundred dollar (\$100) fine. In order to be represented sixty-six (66%) of the chapter must be present at the community service.
- 3.

IV. Calendar Guidelines

1. Each chapter will automatically have their traditional week in the calendar for the academic year. All weeks will begin on Sunday and end on Saturday, therefore, giving each chapter seven (7) days within their week. Only programming pertaining to the specific chapter may be done during these weeks, unless it is a Greek community wide program, such as Greek Week, or events done as a council.

Chapters

**Kappa Alpha Psi
Iota Phi Theta
Sigma Gamma Rho
Omega Psi Phi
Alpha Phi Alpha
Phi Beta Sigma
Delta Sigma Theta
UC NPHC
Zeta Phi Beta
Alpha Kappa Alpha**

Week

**2nd Week of September
3rd Week of September
2nd Week of November
3rd Week of November
Last Full Week of Fall Semester
1st Week of January
2nd Week of January
3rd Week of January
Last Full Week of February
2nd Week of April**

2. Each chapter has a choice to publicly celebrate their chartering date or founding date, in the form of a program, event, or social. If the chartering date/founding date falls on another chapter's week, then you must get permission from that chapter to publicly sponsor an event. This is to be decided at the calendar meeting before the academic year begins.
3. POINTS SYSTEM:
 - a. The purpose of this point system is to recognize the participation of active chapters as the premier factor for date selection hierarchy.

- b. How to get Points:
 - Points will be distributed per UC NPHC active organization within any given semester
 - For a chapter GPA above 2.5 and above, multiply the grade point average by 10 to get the point value, i.e. $2.5 \times 10 = 25\text{pts}$, $3.0 \times 10 = 30\text{pts}$
 - Attendance at General Body meetings- a maximum of 2pts per meeting for member attendance in addition to the delegates per meeting
 - Attendance at Community Service Events- a maximum of 2pts per meeting for member attendance in addition to ($\frac{2}{3}$) requirement
 - Participation on Committees-1pt for each documented committee project/initiative/meeting
 - Submission of Proposals-1pt for each program proposal submitted to UC NPHC
 - Implementation of Proposals-3pts for UC NPHC program ideas that are implemented, 4pts for UC NPHC fundraising ideas that are implemented
 - c. Each active chapter must earn a minimum of 35 points by the end of each semester (excluding summer) or their organization will be fined \$5.00 to be paid in addition to their dues for the following semester
4. The chapter with the highest points from the prior semester will pick their choice of calendar dates for the following semester first, followed by the second highest, etc. The picks will go in a round format, until each chapter has selected up to four (4) dates in any given month (excluding an organization's week).
 5. Community Service projects do not need to be on the calendar if they only include your particular chapter members, therefore; if the public is not invited. All informationals/rushes need to be on the calendar.
 6. In the course of one (1) semester, any unused calendar dates that are given up or no notice given will result in a fifty dollar (\$50) fine. If a date is not to be used the said chapter must submit one (1) week notice to the Vice President of Communication.
 7. There is a built in week for UC NPHC; only UC NPHC programs will be allowed, including socials.
 8. Any organization wanting to exchange a date with another organization or request an occupied date must submit, in writing, their request for that date and the proposed event to UC NPHC.
 9. All open dates must be requested at a UC NPHC general body meeting or executive board meeting with a written request/proposal.
 10. The approved calendar shall be the official UC NPHC calendar. Any organization that violates the calendar policy shall be subject to fines.

V. Meeting Attendance

1. If the Parliamentarian finds any delegate or alternate to be out of order, according to parliamentary procedure, the defendant shall be subject to a dollar (\$1.00) fine per occurrence. The parliamentarian may remove a delegate or alternate members of an organization from a meeting for being out of order.
2. Any member organization not represented to a regularly scheduled UC NPHC meeting shall be subject to a twenty dollar (\$20.00) fine per meeting.
3. Any member organization not represented at roll call will be considered late and will be subjected to a fine of five dollars (\$5.00). Two (2) tardies will equal one (1) absence within a semester.
4. If two (2) meetings are missed within one (1) academic semester, the defendant chapter shall be placed on probation for the upcoming academic semester.
5. Roll call will be taken at the beginning and conclusion of the each meeting.
6. Any member organization not represented at more than five (5) meetings, which includes Tri-Council meetings, throughout the academic year shall be suspended from all social and intake activities for two (2) academic semesters. The only excusable absences are district, regional, state, or national business. Proof of such business must be made known prior to the meeting.

VI. Amendment of Standing Rules

1. These Standing Rules may be amended by the two-thirds ($\frac{2}{3}$) vote of the voting members of the UC NPHC, provided notice of the proposed amendment has been submitted, in type, at the previous meeting.

Revised January 2012

Amended and approved January 2012