National Pan Hellenic Council, Inc. of University of Florida
BYLAWS

Article I: Name and Organizational Units
Section 1. The name of this organization shall be the National Pan-Hellenic Council, Incorporated of the University of Florida hereinafter referred to as “the Council.”

Section 2. The Council shall maintain regular affiliation with the National Pan-Hellenic Council, Inc., hereinafter referred to as “NPHC.”

Article II: Purpose
Section 1. The purpose of the Council shall be to foster cooperative actions of its members and the University of Florida in dealing with matters of mutual concern as well as a focus on the Black community.

Section 2. The objectives of the Council shall be to promote high academic standards and leadership development among members of fraternities and sororities; to perpetuate constructive fraternity and sorority relationships; to foster an understanding on the structure and method of operation among the affiliate chapters; to address, develop, and implement action strategies on matters of mutual concern to the affiliate chapters.

Article III: Membership
Section 1. The Council shall be composed of the active undergraduate membership of the chapters of the NPHC organizations, hereinafter referred to as “affiliate chapter,” at the University of Florida, hereinafter referred to as “the University,” listed below.

Iota Lambda Chapter of Alpha Kappa Alpha Sorority, Inc.
Theta Sigma Chapter of Alpha Phi Alpha Fraternity, Inc.
Lambda Psi Chapter of Delta Sigma Theta Sorority, Inc.
Mu Epsilon Chapter of Zeta Phi Beta Sorority, Inc.
Gamma Omicron Chapter of Iota Phi Theta Fraternity, Inc.
Zeta Phi Chapter of Kappa Alpha Psi Fraternity, Inc.
Lambda Rho Chapter of Sigma Gamma Rho Sorority, Inc.
Zeta Kappa Chapter of Phi Beta Sigma, Fraternity, Inc.
Omicron Zeta Chapter of Omega Psi Phi Fraternity, Inc.

Section 2. Each affiliate chapter shall be in good standing with the University of Florida and their respective national organizations.

Section 3. Failure to remit dues, reports, forms, or levied fines will result in the affiliate organization being placed in “Not in Good Standing” with the
Council. “Not in Good Standing” status will result in a loss of voting privileges and will preclude an affiliate organization from receiving approval from the University of Florida for activities such as social activities and membership intake.

Section 4. A chapter wishing to obtain reinstatement in the Council must submit a letter of intent to the Council president and advisors and fulfill all other requirements of active membership.

Section 5. This organization, including all of its members, will not discriminate against anyone on the basis of race, creed, color, age, nationality, disability, religion, or sexual orientation.

**Article IV: Meetings**

Section 1. General body meetings shall be held bi-monthly throughout the academic year. Meetings shall be held as needed during the summer semesters.

Section 2. The Executive Board shall meet prior to each general body meeting.

Section 3. The Council of Presidents shall meet at least once each semester.

Section 4. The Council of Advisors shall meet at least once a semester.

Section 5. Call meetings may be called by the Council president and/or advisor to address emergency situations. The Council of Presidents shall be notified at least forty-eight (48) hours prior to a call meeting. Each affiliate chapter president shall send a representative of the affiliate chapter to the call meeting.

Section 6. A quorum shall consist of five (5) voting delegates. Quorum is required to conduct business at general body and call meetings.

Section 7. All standing committee meetings shall be held as needed throughout the fiscal year. A quorum of two (2) members is required to conduct committee meetings.

Section 8. The Council shall conduct a transition meeting at end of the Spring semester.

**Article V: Voting**

Section 1. Each affiliate chapter shall be entitled to one vote at all general body and call meetings.

Section 2. Each affiliate chapter shall complete a delegate declaration form, which shall list the names and contact information of the chapter’s president and
one delegate by the second general body meeting of the Fall semester. Any other active member of each affiliate organization may serve as an alternate delegate.

A. Each delegate and alternate delegate shall be in good financial and academic standing with the affiliate chapter.

B. Each delegate and alternate delegate shall be a matriculating undergraduate student at the University.

Section 3. Only the affiliate chapter president and alternate delegates may make motions and vote on behalf of his or her affiliate chapter. Discussion on motions may be presented by the general body membership.

Section 4. In the event that an affiliate chapter does not meet all the requirements for membership stated in Article III, that affiliate chapter shall not have any voting rights with the Council and all members of that affiliate chapter are ineligible for any Council position.

Article VI: Officers

Section 1. The elected officers of the Council shall be the president, first vice president, second vice president, secretary, and treasurer.

Section 2. The appointed officers of the Council shall be the historian, parliamentarian, webmaster, and chaplain.

Section 3. Duties of Officers

A. It shall be the duty of the president to:
   1. preside over all meetings of the Council and the Executive Board;
   2. serve as an ex-officio member of all standing committees;
   3. co-sign checks with authorization from the Council;
   4. submit a written report following the term of office to be filed in to Council records;
   5. serve as official representative of the Council; and
   6. appoint all appointed officers and committee chairs.

B. It shall be the duty of the executive vice-president to:
   1. perform all the duties of the office of the president in the absence, incapacitation or at the request of the president;
   2. preside over all educational forums, dealing with new member training and risk reduction workshops; and
   3. serve as chair of the University’s Greek Judicial Board and serve on the review committee, when appropriate.

C. It shall be the duty of the administrative vice-president to:
1. oversee all committee activities;
2. promote unified efforts of programming amongst affiliate chapters; and
3. prepare a yearly calendar of events to be approved by the Council.

D. It shall be the duty of the **secretary** to:
1. prepare and preserve minutes of general body and call meetings and distribute copies to the delegates, Council of Presidents, and Council of Advisors no later than a week following the meeting;
2. keep a record of attendance at general body and call meetings and Council functions;
3. send and receive the official correspondence of the Council;
4. update and maintain each organization’s roster each semester; and
5. maintain general records of the Council.

E. It shall be the duty of the **treasurer** to:
1. receive, deposit and keep accurate accounts of all financial aspects of the Council and make reports of the same at each general body meeting.
2. co-sign checks with authorization from the Council.
3. consider the financial needs of the Council and recommend dues and fees to the Council;
4. plan, evaluate and recommend the annual operating budget to the Council; and
5. oversee and monitor fiscal control of the approved budget of the Council.

F. It shall be the duty of the **parliamentarian** to:
1. advise the president, officers, and committee members on matters of parliamentary procedure; and
2. review amendments to the bylaws submitted by members and submit proposed amendments to the Council.

G. It shall be the duty of the **historian** to:
1. develop and maintain a narrative and photographic account of the Council’s activities; and
2. prepare and submit, upon approval of the president and advisor, articles for publication to the campus and community media.

H. It shall be the duty of the **webmaster/mistress** to update and maintain the Council’s website.
Section 4. All officers shall present written reports at all general body meetings.

Section 5. All officers shall maintain a 2.5 cumulative grade point average in order to remain in office. The Council advisor shall verify the academic status of each officer each semester.

Section 6. Term of each office shall be one fiscal year.

Section 7. Any delegate or officer may initiate the removal procedures of a council officer for dereliction of duties, mismanagement/misuse of Council funds, and/or not maintaining the minimum grade point average.

Section 8. If a vacancy occurs in the office of the president, the executive president shall assume the position of this vacant office. If any other elected position is vacated, then it shall be the decision of the general body to fill the vacancy at the next regular general body board meeting.

Article VII: Advisor(s)

Section 1. The Council shall have two advisors: one representing the National Pan-Hellenic Council of Gainesville, Florida and the other a representative of the Office of Sorority and Fraternity Affairs (OSFA). If at all possible, they should not be one in the same.

Section 2. Appointment.
A. The representative of the graduate council shall be recommended by the president of the graduate council and approved by the Council each year.
B. OSFA shall appoint an advisor.

Section 3. Duties. The advisor(s) shall assist in the functions of the Council and provide knowledge/history that will advance the Council in its endeavors, advise on matters appropriate to his/her appointment, verify the academic standing of officers each semester, and submit a roster to the secretary.

Article VIII: Nominations and Elections

Section 1. Nomination and Election Procedures.
A. Nominations for elected officers shall be taken from the floor during the first general body meeting in March. Nominees must be present in order to accept the nomination.
B. Nominees shall submit a resume, a sealed transcript, and a letter of intent stating his/her qualifications and platform to the secretary within seven days of nomination.
C. The secretary shall distribute all letters of intent to the Council of Presidents by second general body meeting in March.
D. Nominees shall have three minutes to present his/her platform to the general body at the second general body meeting in March. The general body shall have five minutes to ask questions of each nominee.
E. The secretary shall prepare the ballot of all nominees for each position.
F. Elections shall be held at the first general body meeting in April.
G. Officers shall be elected by a majority vote. In the event of a non-majority vote, a run-off election shall take place

Section 2. Eligibility for Nomination.
A. Nominees shall be in good financial and academic standing with the affiliate chapter.
B. Nominees shall be matriculating undergraduate students at the University.
C. Nominees shall have a 2.5 cumulative grade point average.
D. Nominees shall have one semester of membership in the Council.

Section 3. One person shall not hold more than one elected position.

**Article IX: Special Units**

Section 1. There shall be an Executive Board of the Council, which shall consist of the elected and appointed officers and standing committee chairpersons.
A. The duties of the Executive Board shall be to
   1. meet prior to each general body meeting in order to prepare the agenda, review correspondence, and review committee reports;
   2. refer correspondence and assignments to committees; and
   3. make recommendations to the Council.
B. Executive Board members missing more than three general body and/or Executive Board meetings shall be deemed derelict in duties. Excused absences may only be validated by the president or the executive vice president, in the absence of the president.

Section 2. There shall be a Council of Presidents, which shall consist of the president of each affiliate chapter and the Council president. The Council of Presidents shall meet at least once a semester to discuss interests of mutual concerns.

Section 3. There shall be a Council of Advisors, which shall consist of the advisors of each affiliate chapter and the Council Advisors. The Council of Advisors shall meet at least once a semester to discuss University policies and requirements and matters of mutual concern.

**Article X: Committees**
Section 1. The standing committees of the Council shall be Scholarship, Special Activities, Ways and Means, and Community Service. Special committees may be appointed at the discretion of the president.

Section 2. All standing committees shall meet as deemed appropriate.

Section 3. Duties of the Committees.

A. It shall be the duty of the Scholarship Committee to:
   1. plan and implement programs to promote scholarship and professional development amongst chapter members; and
   2. plan and implement an annual award of monetary scholarship, including the recommendation of candidates, presentation of awards, etc.
   3. The scholarship committee shall be comprised of a chair which is appointed by the President, and the scholarship chairs of the affiliate chapters.

B. It shall be the duty of the Special Activities Committee to develop and coordinate activities for special events.

C. It shall be the duty of the Ways and Means Committee to coordinate fundraising activities for the Council.
   1. The President shall appoint an ad hoc committee entitled UF NPHC Step Show.
   2. It shall be the duty of the UF NPHC Step Show Committee to coordinate the UF NPHC step show.

D. It shall be the duty of the Community Service Committee to:
   1. Develop and coordinate service-based programs and projects that the Council and the affiliate chapters can implement together.
   2. The Community Service Committee shall be comprised of a chair which is appointed by the President, and the community service chairs of the affiliate chapters.

Section 4. Committee chairs shall submit written reports at Executive Board and general body meetings. A copy should be provided for each Executive Board member and each delegate.

Article XI: Attendance and Participation

Section 1. Affiliate chapters shall be represented at all general body and call meetings by at least one voting delegate.
A. In the event that the affiliate chapter’s delegate does not attend the meeting, a letter of warning shall be sent to the affiliate chapter by the secretary.

B. After the second absence of a general body or call meeting in the same fiscal year, that affiliate chapter shall be fined twenty five dollars ($25). Fines assessed for missed meeting(s) must be remitted to the Council treasurer prior to the next general body meeting.

C. After the third absence in the same fiscal year, the affiliate chapter will be deemed “Not in Good Standing” until the affiliate chapter has attended two consecutive general body meetings. Voting privileges will be restored at the second general body meeting the affiliate chapter attends.

Section 2. Affiliate chapters shall be represented at all Council sponsored activities, not otherwise provided for, by a minimum of fifty percent (50%) of its membership or four (4) members, whichever is less, unless otherwise stated by the Council.

A. In the event that the affiliate chapter does not have adequate participation at a Council sponsored activity, a letter of warning shall be sent to the affiliate chapter by the secretary.

B. After the second occurrence of inadequate participation in the same fiscal year, that affiliate chapter shall be fined fifty dollars ($50). Fines assessed for missed meeting(s) must be remitted to the Council treasurer prior to the next general body meeting.

C. After the third occurrence of inadequate participation in the same fiscal year, the affiliate chapter will result in the loss of membership in the Council for thirty (30) days.

Section 3. The Executive Board may elect to grant a waiver on attendance and participation policies to any affiliate chapter.

A. Affiliate chapters request exemptions by submitting written documentation to the Executive Board one week in advance.

B. The request should include the reason(s) the affiliate chapter cannot abide by the attendance and participation policy stated in this article.
C. The Executive Board decision shall be rendered to the affiliate organization within 48 hours of the event and shall be considered final.

**Article XII: Finance**

**Section 1. Dues and Fees**

A. All regular dues and assessments are due to the treasurer by the second general body meeting of each semester.

B. **Dues shall be $8.00 per active member in each affiliate organization of the Council per semester but should not exceed $200 for each organization.**

**Section 2.** The fiscal year shall be July 1 to June 30.

**Section 3.** All checks shall be signed by the president and treasurer.

**Section 4.** All financial disbursements shall be approved by the Council.

**Section 5.** Committee chairpersons and officers shall maintain records to keep within constraints of their budgets.

**Section 6.** An audit of the chapter’s financial records shall be conducted annually within thirty (30) days of close of the fiscal year.

**Article XIII: Calendar**

**Section 1.** Each organization has the option of selecting a traditional week (seven consecutive days) in which to program public events. Only one traditional official week will be permitted per year (fall, spring, and summer semesters). During this week no other organization will be allowed to compete in the form of any public event or fundraiser without written permission of the organization.

**Section 2.** Each organization will be granted the selection of one additional date in which to program their public events without having any other organization compete in the form of any public event or fundraiser without written permission of the organization. This date must not be in the same semester as the selected traditional week.

A. At the first Council meeting of the fall semester, the president shall allot the meeting date at which organizational dates shall be secured for the year.

B. The priority of date/week selection shall be determined randomly through drawing the names of each organization from a hat by a
Council advisor; the first organization drawn shall be the first to select their date. Traditional weeks shall be selected first in the determined order. The date selection will then proceed by the same format.

Section 3. All other dates that are not a part of an organization's secured week/day are open to each organization for selection. Any event scheduled on an open date must be submitted to the executive vice president.

Section 4. If a change is necessary, involved groups will be expected to compromise and negotiate an equitable solution.

A. The buying and/or selling of an organization's date are strictly prohibited.

B. All complaints must be filed to the Council Judiciary Committee within one week of the infraction.

C. All complaints after the one-week period will be inadmissible.

Section 5. National founding days are to be preserved for their respective chapter.

Article XIV: Parliamentary Authority
For the transaction of business, the Council shall be governed, in order of authority, by policies and regulations set by the University, the latest edition of the NPHC Constitution and Bylaws, reference materials and notices of NPHC, the Council’s Bylaws, and the latest edition of Robert’s Rules of Order-Newly Revised.

Article XV: Liability
The Council disavows responsibility of individual council members and/or affiliate chapters who aid in violation of both the letter and spirit of the NPHC Constitution and Bylaws and Council Bylaws.

Article XVI: Amendments
Section 1. Any Council member may submit proposed amendments to the parliamentarian for review. Proposals should contain the suggested revision and rationale.

Section 2. The parliamentarian will review the proposed amendments for authority and composition and submit proposed amendments to the Executive Board.

Section 3. Written copies of the proposed amendments and notification of the vote shall be submitted to the membership at least thirty (30) days prior to the Council vote.

Section 4. Amendments must be carried by a two-thirds vote of the voting delegates.