

# Bylaws of UConn NPHC

## ARTICLE I - NAME

The name of this organization shall be the “UConn National Pan-Hellenic Council” and it shall be a chartered chapter of the National Pan-Hellenic Council, Inc. at the University of Connecticut (UConn) and hereinafter referred to as “UConn NPHC” or “UCNPHC”.

## ARTICLE II – PURPOSE

Section1. The purpose of the Council is as stated, "Unanimity of thought and action as far as possible in the conduct of Greek-lettered collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations."

UConn NPHC shall be a coalition of the historically Black fraternities and sororities registered as student organizations at UConn. The purpose of the UConn NPHC shall be to create and maintain high standards in the life of fraternities and sororities by addressing, coordinating, and developing actions strategic on matters of mutual concern to the affiliate organizations such as service, scholarship, student leadership, and to serve as a conduit for such action plans as may be developed to perpetuate constructive fraternity and sorority relations.

## ARTICLE III -MEMBERSHIP

Section 1. **University of Connecticut National Pan-Hellenic Council (UCNPHC)** shall be composed of the local chapters of member organizations of the NPHC national body that are currently chartered at and recognized by the University of Connecticut.

Section 2. **Membership Classification**

There shall be two (2) classifications of membership within the UCNPHC:

**A. Full/Regular Membership.** The regular membership of the UConn NPHC shall be composed of all chapters of NPHC organization at the University of Connecticut that have met all requirements for membership and have been granted all privileges. Regular members of the UConn NPHC shall pay dues as determined by the UConn NPHC. Each regular member organization shall have a voice and one vote on all matters.

**B. Provisional Membership.** The provisional membership of the UConn Panhellenic Council shall be composed of any organization that has been invited to charter or reactivate within the past semester and/or any organization that has not yet completed the criteria as outlined in the

NPHC Membership Policy and has been granted full membership privileges. Provisional members shall pay no dues and shall have a voice, but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

Section 3. **Limitation on Membership**

- A. Only chapters whose organizations are recognized by the national body of the National Pan-Hellenic Council may participate with UConn NPHC.
- B. Only chapters in good standing with their national organization may participate with UCNPHC.
- C. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with UCNPHC.
- D. Only chapters recognized on the campus of the University of Connecticut are eligible to participate with UCNPHC.

Section 4. **Discrimination Policy**

The UConn NPHC does not and will not discriminate in any of its policies, procedures, or practices on the basis of race, color, creed, religion, age, physical ability, sexual orientation, national origin, or veteran status.

## **ARTICLE IV – OFFICERS and DUTIES**

Section 1. The officers of UConn NPHC shall consist of the following: President, Vice President, Secretary, Treasurer, Parliamentarian, and Event Coordinator.

Section 2. **Eligibility**

To be eligible to serve as an officer, candidates shall be a full time undergraduate student at the University of Connecticut in good academic standing, enrolled in a minimum of 12 credit hours. All potential candidates for an Executive Board position must be financial, active, and in good standing with their member organization, and initiated at least 30 days prior to an election or appointment. They must also maintain a cumulative 2.5 GPA.

The eligibility requirements and terms listed in this section can only be modified or waived by a majority vote of the General Council.

Section 3. **Selection of Officers**

The officers of President, Vice President, Secretary, Treasurer, Parliamentarian and Event Coordinator shall be elected by ballot.

Section 4. **Office-Holding Limitations**

No more than two members from the same organization shall hold office during the same term. The members serving in the positions of President and Treasurer may not be members of the same organization due to the positions' requirements in representing the UConn NPHC.

The President and Vice President cannot serve more than two consecutive terms. The Secretary and Treasurer may serve an indefinite number of terms.

If an individual replaces an officer who can no longer serve, and the replacement officer is in office 11 months or less, that time in office shall not count as a full term, and the individual shall be eligible for full terms as previously described.

Section 5. **Nomination Procedure**

The nominating committee will consist of the Chapter Presidents, and the outgoing UCNPHC Executive Board officers who are not nominated for a position. The UConn NPHC Advisor shall serve as a non-voting ex-officio member. A majority vote shall select and each chapter has one vote.

The Executive Board Nomination materials must be sent out to all member organizations' Presidents and council Representatives to distribute to their chapter members by the first week in March.

The deadline for the application process will be two weeks following the release of the Nomination materials. The Executive Board reviews all nomination materials by the third week of March. The UCNPHC Secretary shall send Nomination notifications no less than 48 hours after review of materials.

Nominated candidates must reply to the Secretary no more than a week after notification to accept or decline nomination. Once the Secretary has the responses, they shall make a ballot for the election meeting.

Section 6. **Term**

A term of office is one year, beginning on May 1st and ending on April 30th or until a successor is elected or selected.

Section 7. **Transition Process**

The President and Vice President are responsible for conducting an officer training day before the Installation Ceremony takes place. The Installation Ceremony shall take place during the last UCNPHC meeting of the spring semester. At this ceremony, the new UConn NPHC Executive Board will be officially installed into their positions on the council.

Section 8. **Removal from Office**

Any officer may be subject to removal from office for failure to carry out the duties, responsibilities and expectations of their office as explained in these bylaws or otherwise assigned to them. The Executive Board may request the resignation of any member of the Executive Board for failure to uphold duties, responsibilities and expectations of their office as explained in these bylaws or otherwise assigned to them.

- A. Any member of the Executive Board may be removed from office for repeated absences for any reason; for failure to uphold the duties and expectations set forth in the bylaws, or any other UConn NPHC policy, including the maintenance of a cumulative 2.5 GPA; or if the officer is not in good standing with their chapter.
- B. Any officer may be removed for cause by a vote of two-thirds of the members of the UCNPHC.

Section 9. **Removal Procedure**

- A. The member who has repeated offenses will receive a letter from the UCNPHC President notifying them of the areas of deficiency and/or violations. A copy of this letter will also be sent to the NPHC advisor. The officer has ten (10) business days to respond to the President's letter.
- B. If the officer continues to be deficient for ten (10) business days, the President will notify the Judicial Committee of UCNPHC, via email, that an officer has failed to perform the duties of his/her office as prescribed in these bylaws. The letter to the Judicial Committee will identify the specific areas of deficiency and/or violations. The purpose of the letter is to make the deficient officer aware of their incompetence. This will then lead to a dialogue among the NPHC advisor, the President, and the deficient officer to create a plan of action to correct the areas of deficiency.
- C. The Judicial committee will have a meeting on a day and time agreeable to the Judicial committee, UCNPHC President and the accused officer. If either the president or the accused officer does not respond to the request to set a meeting date, the meeting date will be set at a time convenient for all other parties. The meeting shall not take place before at least 10 business days have elapsed since the letter notifying the accused officer was sent to the Judicial Committee, unless the accused agrees to an earlier meeting date.
- D. The Judicial committee will first hear the evidence presented by the President. Then the committee will hear the evidence of the accused officer. The Judicial Committee shall have the authority to ask others with knowledge of the accusations to also attend and give evidence. The accused officer can also invite up to 3 people from the general council with knowledge of their activities to attend the meeting to give evidence to the Judicial Committee.
- E. If the accused does not appear, the meeting will still be held.

- F. After all evidence has been heard, everyone except the Judicial Committee, and the NPHC Advisor, will be excused. The advisers are present only to ensure that university rules and national NPHC rules are not being violated. They are not to participate in the council deliberations. The committee will, by majority vote, decide on its recommendation to the full Council regarding the removal of the accused officer.
- G. At the meeting of the UCNPHC, the Chair of the Judicial Committee will present the recommendation of the Council. To remove an officer from office will require a two-thirds vote of the Council.
- H. If the officer being accused with dereliction of duty is the Council President, the Vice President will stand in the role normally assumed by the President. If both the President and Vice President are accused of dereliction of duty or some other infraction, the Council will elect a person to stand in the role of president for this matter. Council executive officers other than the Parliamentarian cannot serve on the Judicial Committee.
- I. In the occasion when there is a need to immediately remove an officer, due to their actions causing irreparable harm to the organization, the President will convene a meeting of the UCNPHC and outline the deficiencies and/or violations of the officer. The officer will not function in office until the UCNPHC has taken action on the preferred accusations. If the UCNPHC by majority vote concurs with the action of the President, the final decision regarding the officer will be emailed to the accused officer.

Section 10.

**Vacancies**

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 11.

**Duties of Officers**

A. **President shall:**

1. Attend and preside at all Executive Board and General Council meetings of the UCNPHC
2. Develop and facilitated agendas for meetings
3. Have overall responsibility for ensuring the programs and activities approved by UCNPHC are implemented.
4. Serve as ex-officio member of all committees.
5. Approve all vouchers for expenditure of the budgeted funds.
6. Meet and communicate with the UCNPHC advisor to assure that each organization is maintaining their responsibilities.
7. Attend conferences to represent NPHC.
8. Have the authority to appoint ad hoc/special committees
9. Oversee the Officer Transition along with the Vice President
10. Complete all trainings as required by SOLID and CFSD
11. Serve as the primary spokesperson and representative for the entire membership of the UConn NPHC at all University and public events that require a NPHC presence.
12. Serve as the Council liaison at the Interfraternity Council (IFC),

the Intercultural Greek Council (IGC), and the Panhellenic Council (UCPC) as needed.

13. Assist the Secretary with the election process of new UConn NPHC Executive Board members.
14. Plan and conduct an Installation ceremony for the new UConn NPHC Executive Board members.
15. Perform other duties as assigned to the office

**B. Vice President shall:**

1. Assist the President in the performance of duties.
2. Perform the duties and responsibilities of the President in their absence, inability to serve, or as needed
3. Attend Executive Board and General Council meetings
4. Complete all trainings as required by SOLID and CFSD
5. Chair the Program Committee
6. Plan and implement Council recruitment events
7. Create a list at the beginning of each semester with possible organizations to collaborate with.
8. Plan and ensure the completion Council activities and events
9. Have overall responsibility for ensuring the programs and activities approved by UConn NPHC are implemented.
10. Create and maintain the Council calendar of events that includes member organizations' and council events and important dates
11. Keep record of Council events with event summaries
12. Assist the President with Officer Transitions
13. Plan the Council retreat
14. Perform other duties as assigned to the office

**C. Secretary shall:**

1. Attend Executive Board and General Council meetings
2. Complete all trainings as required by SOLID and CFSD
3. Keep proper and accurate minutes/records of the proceedings of the Executive Board and General Council meetings.
4. File, maintain and preserve all important records, documents, reports and communications of the Council
5. Book appropriate rooms for UConn NPHC events
6. Take attendance at UConn NPHC meetings
7. Distribute recorded minutes to member organizations and the Council advisor
8. Ensure that reports of all officers are sent to the Chapter Presidents
9. Perform other duties as assigned to the office

D. Treasurer shall:

1. Attend Executive Board and General Council meetings
2. Complete all trainings as required by SOLID and CFSD
3. Keep correct and complete records of accounts, showing accurately the financial condition of the council
4. Develop an annual itemized budget and submit that to the Executive Board for review
5. Pay any and all bills and/or debts of the UConn NPHC
6. Collect any and all dues and other debts and deposit all monies into the business account.
7. Manage and report on all revenue from sources of funds, e.g., dues from member organizations, fundraising, donations, and deposit all funds in the UCNPHC's business account
8. Prepare and present a monthly financial report UCNPHC general board meeting of the month.
9. Receive and record all payments due to the UConn NPHC Council, oversee the dues process including collections, reminders, late notices, and receipt distributions.
10. Co-sign along with the President, all requests for withdrawals and/or any other transactions needing signatures from the business account.
11. Develop and administer any and all fines as determined necessary by the UConn NPHC
12. Perform other duties as assigned to the office

E. Parliamentarian Shall:

1. Attend Executive Board and General Council meetings
2. Complete all trainings as required by SOLID and CFSD
3. Advise on all questions of parliamentary practice upon request by the President..
4. Review the Council Constitution and Bylaws annually
5. Oversee the process to updating the Constitution and Bylaws with proposed changes from the General Council
6. Enforce Parliamentary procedures to ensure compliance during all UCNPHC meetings
7. Chair the Judicial Committee

F. Public Relations Shall:

1. Attend Executive Board and General Council meetings
2. Handle all social media accounts
3. Create flyers and distribute them on social media, around campus, CFSD newsletter, AACC newsletter, and the Daily Digest
4. Develop a plan, prior to the start of the semester, to consistently increase the visibility and reputability of the council

## **ARTICLE V – MEETINGS**

- Section 1. Regularly scheduled meetings of the UCNPHC General Body will occur bi-weekly at a day and time set by the Council. No later than the end of the second week of classes.
- Section 2. The last meeting in April is designated as the annual meeting. All officers will provide an annual report of their activities at this meeting.
- Section 3. Special meetings can be called by the Executive Board or upon request by a majority of the voting representatives of the UCNPHC. The notice for such meetings must be e-mailed to all members of the UCNPHC at least 5 days prior to the meeting. Only the items named in the call to the meeting can be discussed at a special meeting.
- Section 4. The quorum required for any meeting of the UCNPHC is a majority of the chapter representatives.
- Section 5. If a snow emergency or some other emergency or conflict occurs, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

## **ARTICLE VI – EXECUTIVE BOARD**

- Section 1. **Composition**  
The Executive Board shall be composed of the President, Vice-President, Secretary, Treasurer, and Parliamentarian.
- Section 2. **Expectations**  
The Executive Board oversees the affairs of the UCNPHC in between regular meetings. The Executive Board can amend the constitution, bylaws, standing



rules, or change any action adopted by the council.

Section 3. Regular and Special Meetings

The Executive Board shall meet, at a minimum, twice a month. Members of the UCNPHC who are not officers may attend the meetings of the Executive Board provided they receive permission to do so from the President.

The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment. At a minimum, everyone must be able to hear all participants simultaneously. If the Executive Board is meeting in person, an officer may submit a request to the president to attend the meeting via an electronic platform. A vote by any electronic means may be authorized by the President.

Section 4. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

## **ARTICLE VII – GENERAL COUNCIL**

Each member organization in good standing shall select one representative to attend UCNPHC General Council meetings. Each member organization is entitled to one vote, regardless of the size of the chapter. The CFSD Advisor may attend all meetings of UCNPHC but does not have a vote.

Section 1. The President of each member organization will submit the name of their UCNPHC representative to the President of UCNPHC no later than the second Thursday of September.

Representatives shall complete the meeting date poll so that a meeting day and time can be set when all representatives can attend. Any representative who misses two meetings without being excused by the UCNPHC President will be subject to a fine.

Any representative who misses three meetings without being excused will be reported to their member organization and a replacement requested. If a representative is absent due to class conflicts, illness or other reasons is unable to make the meetings, the member organization will select a new representative and inform the UCNPHC in writing of the new representative. If a conflict arises that a representative cannot attend and there is no other representative that can attend in their place an electronic written notice must be submitted to

the President within 8 hours of the meeting.

## ARTICLE VIII – COMMITTEES

Section 1. The Standing Committees of NPHC shall be the following: The Programming Committee and Judicial Committee. Membership on this Standing Committee shall range from 3 to 7. Every effort will be made to ensure there is balance on this Standing Committee based on individual and group organizational membership.

Section 2. **Standing Committees**

- A. **Programming Committee** This committee is chaired by the Vice President. It shall be the duty of the Program Committee to develop a unified calendar and coordinate appropriate projects and activities to be implemented by the General Council and approved by the Executive Board.
  
- B. **Judicial Committee** This committee, which is an ad-hoc committee, is appointed by the Executive Board, and is chaired by the Parliamentarian. One representative from each member organization shall serve on this committee. No officers can serve on this committee. The purpose of this committee shall be to review complaints made against individual members, officers, and/or member organizations and to make a recommendation to the UCNPHC Council on what, if any penalty shall be imposed. See the Standing Rules for a list of fines that can be levied.

Section 3. **Electronic Meetings** Standing and ad-hoc committees may meet electronically. At a minimum, all committee members must be able to hear simultaneously. If a committee is meeting in person and a member of the committee wants to attend the meeting via an electronic platform that is also permissible.

## ARTICLE IX – FINANCES

Section 1. Fiscal Year  
The fiscal year of UCNPHC is from May 1st to April 30.

**Section 2. Dues**

\_\_\_\_\_ All regular dues and assessments are due to the UCNPHC Treasurer by September 30th. Dues and assessments received after September 30th will be assessed a late fee.

Section 3. UCNPHC can, by majority vote of the council, levy assessments for projects and programs approved by the UCNPHC. Unpaid assessments can cause a member organization to lose its active status, representation and voting privileges in UCNPHC.

Section 4. **Reactivation**

Any member organization, which has not been financial in the previous year or up to (5) five years will be required to pay a reactivation fee, late fee (if applicable), the current year and past year's dues.

## **ARTICLE X – LIABILITY**

Section 1. The Executive Board of the University of Connecticut National Pan-Hellenic Council expressly disavows responsibility for the actions of the member councils and any other such membership as defined in this document in violation of either the letter or the spirit of the Constitution and these Bylaws

## ARTICLE XI – AUTHORIZATION

- Section 1. The President of the UCNPHC is authorized to speak on behalf of the organization. The President shall authorize any others speaking on behalf of the UCNPHC.

## ARTICLE XII – PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the UCNPHC in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws, and special rules of order of the UCNPHC may adopt.

## ARTICLE XIII - AMENDMENTS

- Section 1. These Bylaws may be amended by a 3/4 vote of the General Council.
- A. Member Organizations and the Executive Board of NPHC shall have the right to propose amendments to the Bylaws.
  - B. All recommendations must be submitted in writing. Electronic communication is acceptable.
  - C. The Parliamentarian is authorized to contact the author of the proposed amendment to resolve issues of language or clarity and to ensure that the proposed amendment is not in conflict with current bylaw provisions.
  - D. The Executive Board of NPHC shall issue a call for bylaw amendments no later than the week before spring break.
  - E. Final recommendations regarding the bylaws will be made by the Executive Board of UCNPHC who will submit proposed amendments to the general council for final vote and approval.
  - F. The Executive Council has the authority to adopt a bylaw amendment, amend the language of any proposed amendment, or to vote against adoption of a proposed bylaw amendment.

## Section – Ratification (of Amendments)

## ARTICLE XIV - NON-HAZING COMPLIANCE STATEMENT

- Section 1. Non-Hazing Compliance Statement

- A. The UCNPHC and all the organizations that composes it maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards

Section 2. Hazing

- A. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.
- B. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in The Responsibilities of Community Life: The Student Code. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.
- C. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject

**Article XV – DISSOLUTION**

Section 1. **Proposal**

The National Pan-Hellenic Council shall be perpetual and dissolution of the NPHC may be considered only after the Executive Committee has taken all possible steps to maintain the life of the organization and seventy-five (75%) of member organizations agree that it is in their best interest to dissolve the NPHC. There must be, at minimum, a 30 day notice of dissolution before the semester ends.

Section 2. **Beneficiary**

In the event of dissolution, all proceeds must be donated to an organization approved by the majority of the Council member organizations and all property shall be donated to the Center for Fraternity and Sorority Development.

## Standing Rules

### Standing Rule One – Regular Meetings of UCNPHC

- A. The Secretary of UCNPHC will send out a poll asking for the day and times the representatives from each member organization can meet for the regular meetings of UCNPHC. The Secretary must send the poll out two weeks before the start of the semester.
- B. The results of this poll will be presented to the Executive Board who will set the day and time for the bi-weekly meetings each semester.

### Standing Rule Two – Financial Regulations

- A. Each member organization will pay dues of \$50 per year.
- B. Each individual member will pay dues of \$15 per semester.
- C. Dues not paid by September 30th are delinquent as of October 15th. The late fee is \$20 for chapters but \$10 for individuals.
- D. There are three signatories on the checking account: President, Treasurer, CFSD Advisor.
- E. No officer can sign a check for their own reimbursement.
- F. Any officer or member seeking payment for expenses incurred while carrying out the programs authorized by UCNPHC must have receipts to get reimbursed.
- G. Fines
  - a. Member organization representatives missing two or more council meetings without being excused by the UCNPHC President, \$5.00 per meeting.
  - b. Organizations of the NPHC who are reinstating on the University of Connecticut campus will have to pay a \$50 reinstatement fee.

### Standing Rule Three – Calendar

- A. Member organizations are responsible for submitting their activities and programs to the Vice President for inclusion on the unified calendar. Member organizations must complete this action of item two weeks before their first event.
- B. The Founder's Week of each organization is automatically reserved.
- C. All organizations are required to have one representative participate in UCNPHC approved programs and activities. If a representative cannot attend the event then the President must be notified at least 24 hours prior to the event.

Adopted on Date: 4/18/2023

President: Ashanti Bolling

*Ashanti Bolling 5/20/2023*

Vice President: Kathrina Exantus

*Kathrina Exantus 4/27/2023*

Treasurer: Cynthia Mutua

*Cynthia Mutua 5/10/23*

Secretary: Daria Rolle

*Daria Rolle 5/17/2023*