

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

Section 1. 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 strategic actions on matters of mutual concern to the affiliate organizations, such as service, scholarship, and student leadership. It shall also serve as a conduit for action plans 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 organizations at the University of Connecticut that have met all requirements for membership and have been granted full 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 National Pan-Hellenic 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 outlined in

the NPHC Membership Policy but has been granted provisional 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 NPHC fraternity or sorority.

Section 3. **Limitation on Membership**

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

Section 4.

Discrimination Policy

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

ARTICLE IV – OFFICERS and DUTIES

Section 1.

The officers of the UConn NPHC shall include the following: President, Vice President, Secretary, Treasurer, Parliamentarian, and Public Relations.

Section 2.

Eligibility

To be eligible to serve as an officer, candidates must be full-time undergraduate students at the University of Connecticut, in good academic standing, and 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 must have been initiated at least 30 days prior to an election or appointment. Candidates must also maintain a cumulative GPA of at least 2.8.

The eligibility requirements and terms listed in this section may 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 Public Relations shall be elected by ballot.

Section 4. **Office-Holding Limitations**

No more than two members from the same organization may hold office during the same term. Members serving as President and Treasurer may not belong to the same organization due to the positions' responsibilities in representing the UConn NPHC.

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

If an individual replaces an officer who can no longer serve, and the replacement officer serves 11 months or less, that time in office shall not count as a full term. The individual shall remain eligible to serve full terms as outlined above.

Section 5. **Nomination Procedure**

The nominating committee shall consist of the Chapter Presidents and outgoing UConn NPHC 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 be required for selection, with each chapter having one vote.

Executive Board nomination materials must be sent to all member organizations' Presidents and Council Representatives for distribution to their chapter members by the first week of March.

The deadline for the application process shall be two weeks after the release of the nomination materials. The Executive Board shall review all nomination materials by the third week of March. The UConn NPHC Secretary shall send nomination notifications no later than 48 hours after the review of materials.

Nominated candidates must reply to the Secretary within one week of receiving their notification to accept or decline the nomination. Once responses are received, the Secretary shall prepare a ballot for the election meeting.

Section 6. **Term**

A term of office is held beginning on May 1st and ending on December 31st, and then transfer to Dec 1st and ending on Dec 31st, 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 occur during the last UConn NPHC meeting of the spring semester. At this ceremony, the new UConn NPHC Executive Board will be officially installed in 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 outlined 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 the duties, responsibilities, and expectations of their office as outlined in these bylaws or otherwise assigned to them.

- A. Any member of the Executive Board may be removed from office for repeated absences, 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 UConn NPHC 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 after ten (10) business days, the President will notify the Judicial Committee of UConn NPHC, 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 shortcomings. 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 schedule a meeting at a time agreeable to the Judicial Committee, UConn NPHC 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 will be scheduled at a time convenient for all other parties. The meeting shall not take place before at least 10 business days have passed 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. The committee will then 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 provide evidence. The accused officer may also invite up to three (3) people from the General Council, with knowledge of their activities, to attend the meeting and provide 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 advisors 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 UConn NPHC, the Chair of the Judicial Committee will present the recommendation of the Council. Removing an officer from office will require a two-thirds vote of the Council.
- H. If the officer accused of dereliction of duty is the Council President, the Vice President will assume the role normally held by the President. If both the President and Vice President are accused of dereliction of duty or another infraction, the Council will elect a person to serve as President for this matter. Council executive officers, other than the Parliamentarian, cannot serve on the Judicial Committee.
- I. In the event that 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 UConn NPHC and outline the deficiencies and/or violations of the officer. The officer will not function in their office until the UConn NPHC has taken action on the accusations. If the UConn NPHC, 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 as the selection process outlined in Section 3 of this article.

Section 11.

Duties of Officers A.

President shall:

1. Attend and preside over all Executive Board and General Council meetings of the UConn NPHC
2. Develop and facilitate agendas for meetings

3. Have overall responsibility for ensuring that the programs and activities approved by the UConn NPHC are implemented
4. Serve as an ex-officio member of all committees
5. Approve all vouchers for the expenditure of budgeted funds
6. Meet and communicate with the UConn NPHC advisor to ensure that each organization is maintaining its responsibilities
7. Attend conferences to represent the NPHC
8. Have the authority to appoint ad hoc or special committees.
9. Oversee the Officer Transition process along with the Vice President
10. Complete all training 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 an NPHC presence
12. Serve as the Council liaison to the Interfraternity Council (IFC), the Intercultural Greek Council (IGC), and the Panhellenic Council (UCPC) as needed
13. Assist the Secretary with the election process for 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 their 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 training 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 of possible organizations to collaborate with.
8. Plan and ensure the completion of Council activities and events.
9. Have overall responsibility for ensuring that the programs and activities approved by the UConn NPHC are implemented.

10. Create and maintain the Council calendar of events, including member organizations' and council events, and important dates.
11. Keep records 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 training as required by SOLID and CFSD.
3. Keep accurate and proper 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 from 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 accurate and complete records of accounts, showing accurately the financial condition of the council
4. Develop an annual itemized budget and submit it 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 into the UConn NPHC's business account.
8. Prepare and present a monthly financial report at the UConn NPHC general board meeting

9. Receive and record all payments due to the UConn NPHC, and 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 requiring 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 training 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 of updating the Constitution and Bylaws with proposed changes from the General Council.
6. Enforce parliamentary procedures to ensure compliance during all UConn NPHC 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, in the CFSD newsletter, the AACC newsletter, and the Daily Digest
4. Develop a plan, prior to the start of the semester, to consistently increase the visibility and reputation of the council

ARTICLE V – MEETINGS

- Section 1. Regularly scheduled meetings of the UCNPHC General Body will occur bi-weekly on 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. At this meeting, all officers will provide an annual report of their activities.
- 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 emailed to all members of the UCNPHC at least five days prior to the meeting. Only the items listed 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 present.
- Section 5. If a snow emergency or any 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, Parliamentarian, and Public Relations.
- Section 2. **Expectations**
The Executive Board oversees the affairs of the UCNPHC 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 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 the 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 the 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 will be requested. If a representative is absent due to class conflicts, illness, or other reasons and is unable to attend the meetings, the member organization will select a new representative and inform the UCNPHC in writing of the new representative. If a conflict arises and a representative cannot attend, and there is no other representative who 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 the Judicial Committee. Membership on these standing committees shall range from 3 to 7 members. Every effort will be made to ensure balance on these committees 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 Programming 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 chaired by the Parliamentarian. One representative from each member organization shall serve on this committee. No officers may serve on this committee. The purpose of this committee is to review complaints made against individual members, officers, and/or member organizations and to make a recommendation to the UCNPHC Council regarding any penalties that should 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 each other simultaneously. If a committee is meeting in person and a member wants to attend via an electronic platform, this 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 incur a late fee.

Section 3.

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

Section 4.

Reactivation

Any member organization that has not been financial in the previous year or up to five (5) years will be required to pay a reactivation fee, a late fee (if applicable), and the current year's and past years' 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 also authorize anyone else 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 or special rules of order that 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 the UCNPHC 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 the UCNPHC 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 the UCNPHC, which will submit proposed amendments to the General Council for final vote and approval.
 - F. The Executive Board has the authority to adopt a bylaw amendment, amend the language of any proposed amendment, or vote against the 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 compose it maintain 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, penalties such as 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) that the violator or RSO may be subject to.

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. Seventy-five (75%) of member organizations must agree that it is in their best interest to dissolve the NPHC. There must be, at a 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 days and times that representatives from each member organization are available to 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, which 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 \$80 per year.
- B. Each individual member will pay dues of \$15 per semester.
- C. Dues not paid one month into the semester are considered delinquent. Any delinquent dues will incur a 5% increase per day it remains unpaid, with a cap of \$150. Any outstanding chapter with delinquent dues will be ineligible for nominations for Chapter of the Year.
- D. There are three signatories on the checking account: President, Treasurer, and CFSD Advisor.
- E. No officer may sign a check for their own reimbursement.
- F. Any officer or member seeking payment for expenses incurred while carrying out programs authorized by UCNPHC must provide receipts in order to receive reimbursement.
- G. Fines
 - a. Representatives of member organizations who miss two or more council meetings without being excused by the UCNPHC President will be fined \$5.00 per meeting.
 - b. Organizations of the NPHC reinstating on the University of Connecticut campus must 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 task at least two weeks before their first event.

- B. The Founder's Week for 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 an event, the President must be notified at least 24 hours in advance.

Adopted: 4/09/2025