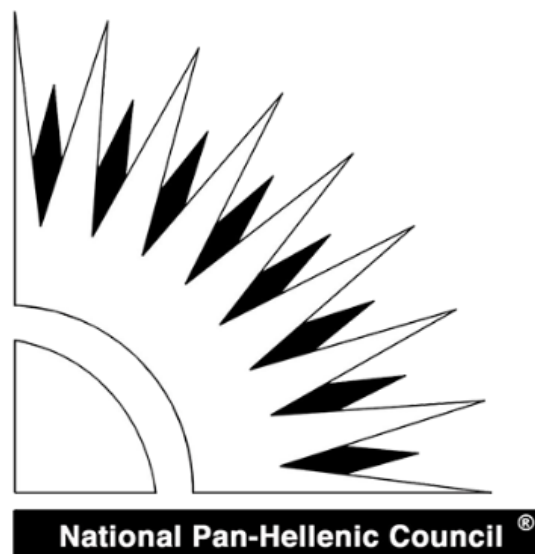


NATIONAL PAN-HELLENIC COUNCIL AT IOWA STATE UNIVERSITY



CONSTITUTION AND BYLAWS

**AMES, IOWA
EST. 2024**

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PREAMBLE

We, the representatives of historically established community service fraternities and sororities, similar in structure and background, recognize the need for coordination and cooperation in the activities of intercollegiate Greek letter fraternities and sororities, recognizing there are certain areas of action and programming that can be realized by a formal member organization, do hereby establish such a member organization and bind ourselves to abide by the provision of the following Constitution and Bylaws.

MISSION STATEMENT

It is understood that to effectively address the needs of the community, both individually and collectively, specific areas of focus require collaborative efforts from each member organization within the council. Thus, the purpose of the National Pan-Hellenic Council, Incorporated Iowa State University's (Iowa State University NPHC) is to serve as a governing body, ensuring the success of the Council and constituent organizations by setting and maintaining elevated standards in the life of culturally based Fraternities and Sororities. This can be achieved through the development of intentional and strategic programming, intended to promote academics, social justice, leadership, friendship, and civic engagement, in addition to serving as the primary intermediary between the Iowa State University NPHC, university administration, other Greek Councils, as well as the student populous. Through these actions, the council hopes to improve campus life and culture.

ARTICLE I – NAME, RECRUITMENT NON-DISCRIMINATION CLAUSE, AND MEMEBER ORGANIZATION

Section 1: Name

The name of this organization shall be the National Pan-Hellenic Council, Inc. at Iowa State University and will hereafter be referred to as "Iowa State University NPHC" throughout this document.

Section 2: Recruitment Non-Discrimination Clause

In accordance with federal and state law, Iowa State University ("ISU" or the "University") and Iowa State University NPHC does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age marital status, sexual orientation, gender identity, or status as a U.S. Veteran, except whereas permitted by law.

Section 3: Member Organizations

Member Organizations active on Iowa State University's campus as of the National Pan-Hellenic Council (Iowa State University NPHC Council) Chartering are denoted by an asterisk (*).

Inactive Member Organizations are denoted by two asterisks (**).

Alpha Phi Alpha Fraternity, Incorporated | Omicron Pi Chapter **

Alpha Kappa Alpha Sorority, Incorporated | Eta Tau Chapter *

Kappa Alpha Psi Fraternity, Incorporated | Omega Chapter *

Omega Psi Phi Fraternity, Incorporated | Mu Theta Chapter **

Delta Sigma Theta Sorority, Incorporated | Phi Chapter *

Phi Beta Sigma Fraternity, Incorporated | Kappa Gamma Chapter *

Zeta Phi Beta Sorority, Incorporated | Upsilon Nu Chapter *

Sigma Gamma Rho Sorority, Incorporated | Theta Psi Chapter *

Iota Phi Theta Fraternity, Incorporated

Active Member organizations will be referred to as "Iowa State NPHC" throughout this document.

ARTICLE II – PURPOSE

Section 1: Purpose

The purpose of the organizations of the National Pan-Hellenic Council (Iowa State University NPHC) at Iowa State

- A. Promote higher standards of scholarship, a greater degree of culture, closer social fellowship, and a stronger interfraternal spirit among affiliate members, through programming and comradery.
- B. Keep communication open between affiliate organizations, the Office of Sorority & Fraternity Engagement, the executive board, and the advisor(s)
- C. Help Iowa State NPHC understand how the Sorority and Fraternity system works, specifically the NPHC structure.
- D. Represent the concerns and best interests of Iowa State NPHC
- E. Provide Information to the community concerning Iowa State NPHC
- F. Act in accordance with all rules as established by the National Pan-Hellenic Council and The Office of Sorority and Fraternity Engagement.
- G. Abides by and supports established Iowa State University policies, State of Iowa, and Federal laws and follows all local ordinances and regulations.
- H. Iowa State University NPHC agrees to annually complete President's and Treasurer's training.

Section 2: Objective

- A. Promote and follow the mission of the Office of Sorority and Fraternity Engagement (commonly referred to as “SFE”) as well as policies set forth by Iowa State University.
- B. Work cooperatively with all councils of the SFE community, all Greek-lettered member organizations, and all other student organization.
- C. Host frequent social event per Academic Semester.
- D. Participate in at least one council-wide community service event per Academic Semester.

ARTICLE III – COUNCIL MEMBERSHIP

Section 1 – Requirements and Chapter Statutes

1. Chapters are required to adhere to all stipulated obligations outlined in the Iowa State University NPHC Constitution and Bylaws.
2. Maintain a minimum average GPA of 2.50 per semester.
3. Chapters must uphold good standing with the guidelines of their respective national or international organizations.
4. Maintain good standing with Iowa State University.
5. Chapters are obligated to register as student organizations through the Office of Student Engagement at Iowa State University.
6. Chapters must comply promptly with all document requests from Iowa State University, Iowa State NPHC, and the National Pan-Hellenic Council.
7. Each Chapters shall remit an assessment fee of \$35 per active member every academic semester, totaling \$70 per active academic year. Assessments are due within 14 days of the invoice date.
8. Failure to fulfill financial obligations to Iowa State NPHC within seven (7) days will incur a 10% interest after the due date, with an additional 10% for each subsequent week of delay.
9. Chapters must adhere to all local, state, and federal laws and policies stated in the Iowa State University Student Code of Conduct.

Types of Member Organization Statutes:

- **Good Standing:** Member Organizations that have met all requirements specified in Article III, Section 1.
- **Unsatisfactory Standing:** Member Organizations found in violation of the requirements listed in Article III, Section 1, as determined by the Iowa State National Pan-Hellenic Council Executive Board and Council Advisor.
- **Inactive:** Member Organizations deemed inactive after due process according to the University, Office of Sorority and Fraternity Engagement, and Iowa State National Pan-Hellenic Council requirements and guidelines. A formal notification will be issued by the

Office of Sorority and Fraternity Engagement to the organization detailing reasons for inactive status.

- **Probationary Status:** Member Organizations placed on academic probation or cease and desist as per their respective Inter/National Organization guidelines.

Section 2 – General Body

1. The general body shall be comprised of active members from each chapter within Iowa State NPHC.
2. Meetings of the general body shall convene Bi-Weekly and shall be accessible to all active members.
3. A quorum is met in accordance with Robert’s Rule of Order for decision-making.

Section 3 – Delegates

1. Each chapter shall designate one (1) delegate to represent them at Iowa State NPHC meetings.
2. Delegates must hold active membership in their respective chapters and be financially cleared within their respective organization.
3. Delegates are expected to attend at least 75% of all Iowa State National Pan-Hellenic Council meetings.
4. If a delegate is unable to attend a meeting, they must inform the Council Advisor or the Iowa State NPHC Secretary no less than twenty-four (24) hours prior to the scheduled meeting time. If proper notice is given, another member of their respective chapter, present at the meeting, may perform the absent delegate's duties.
5. An NPHC Executive Board member does not Count as a Delegate if their member organization has more than one member.

Section 4 – Voting

1. Each chapter in good standing shall be entitled to one (1) vote during decision-making processes.
2. Voting shall be conducted by a show of hands unless otherwise specified by the presiding officer.
3. Use Robert’s Rule of Order voting process for decision-making.

Section 5 – Quorum

1. A quorum in accordance with Robert’s Rule of Order of the chapters must be present to conduct official business.
2. In the absence of a quorum, no official business shall be transacted, although discussions may proceed. Minutes of the meeting will be available before the following business meeting provided by the secretary.

Section 6 – Academic Standards

1. All members are required to uphold good standing within Iowa State NPHC by meeting the minimum GPA requirement set by their respective chapters.
2. Members falling below the minimum GPA requirement must collaborate with their chapters and Iowa State University resources to improve academic standing.
3. Failure to meet academic standards may result in being placed in unsatisfactory standing with the Council, which may result in restricted event privileges, creating and implementing an academic improvement plan, and/or any other remedies deemed appropriate by the Iowa State National Pan-Hellenic Council Advisor, the Office of Sorority and Fraternity Engagement (SFE), and/or Iowa State University.

ARTICLE IV – MEETINGS

Section 1: General Body

- A. The General Body shall meet biweekly.
- B. Chapter absences, or failure to have at least 1 delegate of a member chapter present, must be discussed with the NPHC president no less than 48 hours prior to the next meeting.
 - a. Failure to do so will result in a fine per active member that is due at the next meeting following the presentation of the infraction to be presented by the Vice President of Council Standards and Integrity (Sargeant at Arms). Chapters are only allowed two unexcuses absence where the fine is not imposed.
- B. Per Article IV, Section 3 of the Bylaws, the Vice President of Finance (Treasurer) shall present the offending organization with an invoice of the fined amount to be returned and submitted by the following meeting.
 - c. Per Article IV, Section 3, Subsection E and F. If an affiliate organization does not abide the prescribed guidelines the member organizations will be in bad standing with The National-Panhellenic Council at Iowa State and the Office of Sorority and Fraternity Engagement.

Section 2: Executive Board

- A. The Executive Board shall meet biweekly to prepare and plan for General Body Meetings.
- B. Executive Board Members are expected to be present at every Iowa State NPHC meeting and event. If an Executive Board member cannot be present, they must communicate their absence with the Iowa State NPHC president at least 48 Hours in advance.

Section 3: Special Meetings

- A. Special meetings of the body may be called by the presiding officer or an executive committee member and approved by 2/3 of the council. A quorum must be present to conduct any business or to take any action. Notice of the special meeting shall be given by email at least 5 days in advance.

ARTICLE V – EXECUTIVE BOARD

Section 1 – Executive Board

The Executive Board will consist of the five elected officers and one appointment officer: the President, Vice President, Secretary, Vice President of Finance (Treasurer), Sergeant at Arms, Public Relations Coordinator, and the Parliamentarian (*Appointed*). The Board is responsible for executing all policies and other activities as mentioned throughout this document.

RESPONSIBILITIES

- A. Must host General Assembly meetings. No meetings will be permitted during prep week (formerly known as dead week) or finals week.
- B. Are expected to be present at any related meetings or programs relating to Iowa State NPHC.
- C. Each elected officer will be entitled to three (3) excused absences throughout the academic year.
- D. The President shall give 48 hours' notice to the General Body through verbal and email communication if the meeting is canceled.
- E. Each elected officer must complete two office hours per week during each semester of their term. These office hours are to occur in person within the Office of Sorority and Fraternity Engagement (0355 Memorial Union). The option to “work remotely,” will be granted on a limited, case-by-case basis by the NPHC Advisor. In rare cases, the NPHC Advisor may permit the NPHC President to approve requests to complete office hours remotely.

EXECUTIVE BOARD POSITIONS

- A. President
- B. Vice President
- C. Secretary
- D. Vice President of Finance (Treasurer)
- E. Vice President of Council Standards and Integrity (Sergeant at Arms)
- F. Public Relations Coordinator
- G. Parliamentarian – *Appointed*

Section 2 – President

It shall be the duty of the President to:

- A. Represent NPHC at all events, meetings (including but not limited to weekly 1:1 with adviser and Greek Lead), and functions;
- B. Serve as the main point of contact for any and all NPHC concerns and needs (including but not limited to liaison to the Office of Sorority and Fraternity Engagement)
- C. Meet with the other council presidents and the Director of Sorority and Fraternity Engagement,
- D. Attend and complete the President's Training
- E. Preside over all executive and General Assembly meetings
- F. Check the NPHC President Mailbox weekly and disseminate necessary information
- G. Shall hold 1-on-1 meetings with the members of the executive team in both semesters.
- H. Serve as a member of the University Committee on Sororities and Fraternities

Section 3 – Vice President

The Vice President shall, in the absence of the President, represent and preside over all regular and special meetings and assume the duties of the President. In the event that the President resigns or is impeached, the Vice President shall assume the role of Acting President until the Executive Board can hold a special election.

It shall be the duty of the Vice President to:

- A. Ensure that NPHC is in good standing with the Student Activities Center of Iowa State University which includes but is not limited to registration and paperwork, each year; this includes but is not limited to any and all trainings to be held by the Office of Sorority & Fraternity Engagement
- B. Serve on as the NPHC representative on the council events review teams, which meet weekly, these committees include
 - a. Social Events and Civic Engagement Review Team
 - i. Review and approve, deny, or pend all events including parties, dinners, galas, crafting, community service, philanthropy and awareness, etc.
 - ii. These events are to be submitted 14 days prior to the event date
 - 1. Please view Article I of the Bylaws for more information about event scheduling and planning.
 - iii. Should an organization fail to meet the above requirements, a meeting will be held with the president of the offending organization, the Vice President of NPHC, and the staff member who oversees the committee.
 - iv. There will be a fine implemented to the chapter if they do not follow the above guidelines and after the meeting there is no measurable change made.
 - b. Risk Management

- i. Assess all event details to ensure that they align with NPHC guidelines, follow all Iowa State University policies and abides by state and federal laws
 - 1. If an affiliate organization violates any of the above requirements, consequences are to be determined by the Vice President and the Advisor(s), the severity is based on frequency of the offense.
 - ii. Help minimize potential risks for Iowa State University NPHC.
 - iii. Recommend risk management policies and procedures
 - iv. To submit documentation to ISU's Risk Management Office and
 - v. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- C. If the above are not upheld, the affiliate organization responsible will be responsible for scheduling a meeting with the president of the offending organization, the NPHC President and the NPHC advisor(s) to be scheduled by the offending organization within 7 days, the meeting is to be held within 10 days of receiving notification of the offense
- D. Serve as contact regarding council awards and recognition
- E. Check the NPHC Vice President Mailbox weekly and disseminate necessary information
- F. Attend 1-on-1 meeting with the NPHC president in both semesters.
- G. Shall provide weekly updates on event status i.e., pending, denied or approved
- H. Other duties as assigned by the president, provided that they do not conflict with these Bylaws

Section 4 – Secretary

The secretary shall be responsible for keeping all council records, recording minutes, and following the order of business for meetings.

It shall be the duty of the Secretary to:

- A. Record attendance at the beginning of the General Body Meeting and Executive Board meetings.
- B. Maintain a current file of all Iowa State NPHC member organizations, which will include contact information on active members, the member organization's advisor, the president, and voting representatives.
- C. Maintain a complete and updated file, which will include the minutes of meetings, copies of all contracts, all written and received correspondence, reservation confirmations, officer reports, Iowa State NPHC database, and other pertinent information on a University Approved cloud based storage application.
- D. Create and maintain a semesterly calendar of events for Iowa State NPHC and SFE.
- E. Reserve rooms, in cooperation with SFE and Iowa State NPHC Advisor, for regularly scheduled meetings and any other events pertaining to Iowa State NPHC.
- F. Send out weekly Updates to the Office of Sorority and Fraternity Engagement's Secretary with updates and information about the general body, executive board, and events.

- G. Organize an officers-elect training to take place after the Executive Board elections before the new officers take office
- H. Other duties as assigned by the president, if they do not conflict with these Bylaws

Section 5 – Vice President of Finance (Treasurer)

The Vice President of Finance (Treasurer) will coordinate the financial management of the Iowa State NPHC.

It shall be the duty of the Vice President of Finance (Treasurer) to:

- A. Maintain accurate records of expenditures and receipts of all funds and to present them at Iowa State NPHC meetings at least once every month
- B. Be responsible for managing the financial operation of the Iowa State NPHC in conjunction with Iowa State NPHC Advisor.
- C. Draft an annual Budget for Iowa State NPHC Council approval.
- D. Informing both the member organizations and the executive board regarding pending assessments.
- E. Prepare, in cooperation with the President and the Iowa State NPHC Advisor, applications for university funding through Greek Council allocations and other university departments.
- F. Attend, complete applications for, and represent Iowa State NPHC at all Iowa State University Funding Board Hearings.
- G. Maintain a complete and updated file containing copies of all financial exchanges including, but not limited to:
 - a. Monthly general ledger account summaries
 - b. A proposed annual budget
 - c. Budget requests
 - d. Proposals
 - e. Evaluations

Monies necessary for the operation of the Iowa State NPHC shall come from funds projected from a fiscal budget. Budgeting will include:

- a. All dues for active member organizations
- b. All funds acquired through Iowa State University
- c. All funds acquired through outside fundraising
- d. Projected expenses for the general operation of the Iowa State NPHC, including but not limited to programming and supplies.

Any member organization failing to pay/make arrangements on time are subject to a ten percent penalty accrued weekly.

- H. Deposit and disburse all monies through the bank account established for NPHC at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
- I. Deposit all funds within 48 hours after collection (The Adviser to this organization must approve and sign each expenditure before payment)
- J. Check the NPHC Vice President of Finance (Treasurer) Mailbox weekly and disseminate necessary information
- K. Attend 1 on 1 meetings with the NPHC president in both semesters.
- L. Other duties as assigned by the president, provided that they do not conflict with these Bylaws.

Section 6 – Vice President of Council Standards and Integrity (Sergeant at Arms)

- A. The Vice President of Council Standards and Integrity (Sergeant at Arms) shall, at the direction of the Council or the President, enforce any action because of a breach of the rules.
- B. Other duties as assigned by the president, provided they do not conflict with these Bylaws.

Section 7 – Public Relations Coordinator

The Public Relations Coordinator shall serve as the Public Relations spokesperson to the Iowa State NPHC and will be responsible for the publicity of Iowa State NPHC and its member organizations' events, initiatives, and service projects.

It shall be the duty of the Public Relations Coordinator to:

- A. Promote the National Pan-Hellenic Council as a whole
- B. Be in attendance at Iowa State NPHC sponsored events in order to take pictures and gather content to share with the public and in council reports
- C. Coordinate with member organizations to promote chapter events.
- D. Maintain and update the council's website
- E. Ensure all marketing materials for NPHC events abide by the policies set forth by the Office of Sorority and Fraternity Engagement, Iowa State University, and National Pan-Hellenic Council Headquarters.

Section 8 – Parliamentarian

- A. The Parliamentarian shall be appointed by the President and serve as a non-voting member of the Board.
- B. Serve as an Advisor to the President and at the President's request, to the NPHC Council on all matters of parliamentary procedure.
- C. Actively take part in training and learning of Parliamentary Procedures and Roberts Rules of Order.

- D. Provide and make readily available to the Iowa State NPHC member organizations copies of all governing documents and provide education and training on policy and procedures to new member organizations.
- E. Maintain a complete and updated file which will include relevant information of all disciplinary policies and procedures, Iowa State University's Code of Conduct, and any documentation or correspondence produced as a result of judiciary procedures.
- F. Other duties as assigned by the president, provided that they do not conflict with these Bylaws.
- G. Maintain a complete and updated file, which will include programming resources, reports of previous programming, and contact information for future programming.
- H. Work with all Greek Councils and Iowa State University Administration in planning major Greek events for the year.

Section 9 – Advisor

- A. Only an Iowa State University staff member from the Office of Sorority and Fraternity Engagement (SFE) shall be eligible to serve as the Advisor for the National Pan-Hellenic Council.
- B. Attend all General Body and Executive Board Meetings.
- C. The Advisor shall provide guidance to the Iowa State NPHC Council to inform its decision-making but shall not vote on any matters before the Council.
- D. Be aware and approve of financial expenditures.
- E. **Removal of Advisor:** The Iowa State NPHC Advisor is appointed by the Director of Sorority and Fraternity Engagement. Should concerns arise related to the Advisor's performance, the Council should direct those concerns and removal requests to the Director.

ARTICLE VI – ELECTIONS

Section 1 – Executive Board Requirements

A. ELECTIVE OFFICERS

The Executive Board shall consist of six elected and one appointed officer: President, Vice President, Secretary, Vice President of Finance (Treasurer), Sergeant at Arms, Public Relations Coordinator and the appointed Parliamentarian.

B. AFFILIATION

Elected officers must be an active member of a member organization of Iowa State University NPHC. The member organization must be in good standing with Iowa State NPHC and Iowa State University.

C. ACADEMICS

- a. Elected officers must hold and maintain a minimum cumulative GPA of 2.50 before the election process.
- b. Elected officers must be enrolled at Iowa State University with at least twelve (12) credit hours each semester.

D. ELECTIVE RESTRICTION

Candidates running for the position of Council President will not be allowed to hold the position of President or Vice-President within their respective member organization unless they are the sole two (2) members of the chapter.

- a. No more than one (1) candidate of a specific chapter shall hold a position on the Executive Board. This rule is lifted in the instance that there are fewer than six (6) member organizations that are active or if there are fewer than six (6) eligible candidates for the board.

E. Applicants will be deemed ineligible if they will serve in the following positions during their term on the National Pan-Hellenic Executive Board.

- a. Homecoming Central Committee
- b. Greek Week Central Committee
- c. Student Government Chief Officer
- d. Multicultural Student Organization President and Vice President (BSA, ASA, LSI, WOCN, etc.)

F. LENGTH OF TERM

Each position's term limit lasts one full year from the election date held in November or April of each academic year, depending on the semester the prior president's term ends.

- a. The exception to this limit exists where an Executive Board Member is a graduating senior. In this case, the individual(s)' term ends on the last day of the academic year.
- b. If appointed to fill a vacancy, the appointee shall be eligible to run for a full term.

Section 2 – Nominations

- A. The presiding officer must read the duties and responsibilities of each office at the time of nominations.
- B. Formal elections for the Executive Board must be executed before the last week of the given semester.
- C. Nominees must be present at the time of their nomination to accept or must electronically submit a written and signed testimony of acceptance.

Section 3 – Presentations

- A. Nominees must present a speech not exceeding three (3) minutes to the General Body detailing their goals, ideas, and qualifications for the position they are running for the same day of elections before elections take place.
- B. Nominees will entertain questions for a period not exceeding five (5) minutes that are relevant to the office, immediately following the presentation mediated by the presiding officer.

Section 4 – Voting

- A. If voting occurs in person, the mode of the election shall be a secret ballot in accordance with Robert's Rule of Order. No voting by proxy or by mail will be valid. Each member organization has one vote.
 - a. Affiliate organizations are responsible for appointing one of its members to serve as their voting representative to the body (chapter delegate).
- B. If voting occurs electronically, the mode of election will be distributed via an online voting platform.
- C. The nominee who receives the majority number of votes will be elected. In the instance of a tie, the Council President will initiate a revote. Should a tie reoccur, the Council President will call it.

Section 5 – Vacancies

- A. In the event of a vacancy in the Office of President, the Vice President will assume the office of Acting President until a special election is held.
- B. In the event of the vacancy of the positions of the other elected officers, those positions shall be filled by majority vote of the board.
- C. In the event there are not enough NPHC members for to fill all executive board positions, members will only be required to fill the following positions: NPHC President, Vice President, Vice President of Finance (Treasurer), and Secretary.

Section 6 – Good Standing

- A. Candidate must be in good standing with the University and their member organization to maintain office.

ARTICLE VII – REMOVAL AND RESIGNATION

Section 1: Removal Requirements

Any member of the General Assembly shall be able to initiate the removal of an Executive Board member by filing charges accompanied by justification with the Secretary of the Executive Board. Justification shall be deemed valid if they are in violation of:

- A. Misuse of office
- B. Failure to perform duties of Office
- C. Continuous inappropriate behavior
- D. Violation of University Policy
- E. Change in Academic Status
- F. Any officer elected by the members may be subject to review and/or removal from office at the discretion of the Office of Sorority and Fraternity Engagement (SFE) Staff for violation office or of university policy.

Section 2: Removal Procedure

The removal procedure of an officer shall proceed as follows:

A. Initiation of Impeachment

- a. The member of the General Assembly must contact in writing the substantiating grounds for the removal of the officer to a different Executive Board officer
- b. he notified officer must contact (in writing) the officer in question and announce that there will be impending Impeachment Proceedings

B. Impeachment Proceedings

- a. Will be facilitated by a member of the Executive Board in the presence of the General Assembly. The facilitator will thereby read the written statements of both parties and a vote of removal will occur by Special Meeting no later than one week from the impeachment hearing.
- b. A two-thirds ($\frac{2}{3}$) majority vote of the General Assembly will be required to remove an officer.

C. Resignation

- a. Any officer that feels he/she can no longer fill the duties of their position must submit a letter of resignation to the Executive Board.

ARTICLE VIII – ALCOHOL POLICY

A. Inter/National Organization Compliance

- a. Organizations are expected to follow all guidelines, policies, and procedures provided by the Inter/National organization. A copy of such guidelines, policies, and procedures may be requested for Chapters to host events with alcohol.

B. University Compliance

- a. Organizations must follow all guidelines, policies, and procedures established by the Office of Sorority and Fraternity Engagement for hosting events with alcohol.

ARTICLE IX – INTAKE POLICY

Section 1 – Definition

The act, process, or instance of recruiting individuals into the member organization and formal and informal new member education process.

Section 2 – Guidelines

- A. All Intake processes must adhere to all policies, procedures, and expectations set forth by Iowa State University, including the Office of Student Engagement, Office of Sorority and Fraternity Engagement and the Member Organization's General Guidelines (i.e., protocols, policies, and procedures). The New Member Educator must be an active member of the respective member organization at Iowa State University.

- a. In the event of chartering or rechartering a chapter, the New Member Educator must be approved by the Iowa State NPHC Advisor in compliance with Sorority and Fraternity Engagement guidelines.
- B. Member organizations or their appointed designee (with approval from Sorority and Fraternity Engagement) must be directly involved and physically present for the process.

ARTICLE X – HAZING POLICY

Section 1 – Definition as defined by the Iowa State University Office of Student Conduct:

“Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that may include, but is not limited to, the following:

- Endangers the mental or physical health or safety of any person; or
- Causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual; or
- Involves any act solely based on the classification status of a student; or
- Involves the damage, destruction or removal of public or private property; or
- Involves impairment of physical liberties, such as sensory deprivation, kidnapping, isolation, sleep or meal deprivation, and personal servitude;
- Involves a violation of local, state, or federal law or university policy; or
- Otherwise creates an interference with academic endeavors;

And is in connection or associated with initiation or admission into, or continued membership in, or elevating status within any recognized student organization or group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, musical, athletic, or military organization.

Individual acceptance of or agreement to engage in any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.

Both individuals and groups may be held accountable under this policy. Failing to intervene to prevent and/or failing to report those acts may also violate this policy. Any individual who plans or intentionally assists in hazing is in violation of this section, whether or not that individual is present when the hazing activity occurs.

Violations under this section may include activities that are not consistent with the parent organization’s (where applicable) rules and regulations.

In addition, any act meeting the definition of “Hazing” under Iowa Code Section 708.10 is a violation of these regulations.”

Section 2 – Guidelines

- A. All Iowa State NPHC member organizations must abide by all Iowa hazing laws and the Iowa State University guidelines on harassment which include: No physical abuse will be

tolerated. This includes, but is not limited to slapping, kicking, punching, caning, etc., which may cause harm.

- B. Any person witnessing or suffering from a hazing activity must report the incident immediately to the Iowa State NPHC Advisor.
- C. New Member Education for respective member organizations must not interfere with others' rights and activities and should always reflect the best interests of all members of the organization, the council, and the university.
- D. Induction of new members to a respective member organization should be scheduled to not interfere with the academic performance of member organizations and prospective members.
- E. The New Member Educator of each member organization shall be responsible for informing members and inducted members of the Iowa hazing laws and the Iowa State University guidelines on harassment. No alcoholic beverages are to be consumed prior to or during the New Member Presentation

ARTICLE XI – EXPANSION

- A. Any group that identifies itself with Greek letters and whose primary mission is social, not academic, that wishes to become a recognized Iowa State University chapter (a “Group”) must first contact Iowa State University’s Office of Sorority and Fraternity Engagement for more information regarding requirements.
 - a. **Phone:** (515) 294-1023
 - b. **Email:** sfestaff@iastate.edu
 - c. **Address:** 2229 Lincoln Way, 0355 Memorial Union, Ames, IA 50011
- B. Minimum requirements include but are not limited to:
 - a. Each interested organization must have an advisor who is properly appointed at the discretion of the interested Inter/National Organization.
 - b. Additional documentation and information as requested by Iowa State University and the Office of Sorority and Fraternity Engagement.

ARTICLE XII – POLICY FOR UNRECOGNIZED GREEK LETTERED ORGANIZATIONS

- A. Iowa State NPHC strictly prohibits recognized member organizations from co-sponsoring events with unrecognized Greek Lettered.
- B. If interested in joining the Iowa State NPHC, they must meet with the Office of Sorority and Fraternity Engagement (SFE) to obtain more information. Please see Article XI for more information.
- C. Unrecognized Greek-lettered member organizations cannot use Iowa State University's name in affiliation with their member organization.

Note: Iowa State University has 4 member organizations who currently operate a chapter with membership from Iowa State University (Ames, IA) and Drake University (Des Moines, IA).

*These Organizations include Alpha Phi Alpha (Omicron Pi Chapter**), Alpha Kappa Alpha (Eta Tau Chapter) Kappa Alpha Psi (Omega Chapter), and Delta Sigma Theta (Phi Chapter). Chapters who hold recognition from Iowa State University and have membership from Drake University are welcomed to hosts events at Drake University and in partnership with Drake University recognized Greek-lettered organizations. All members of the Chapter must abide by Iowa State University rules, policies, and procedure regardless of the event location; regardless of which institution they attend*

Inactive Member Organizations are denoted by two asterisks (**)

ARTICLE XIII – BYLAWS AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the general council provided notice has been sent at least 30 days prior to the meeting where they will be considered.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The parliamentary authority for the governance of *The National Pan-Hellenic Council, Incorporated at Iowa State University* shall be the latest edition of Robert's Rules of Order Newly Revised, where they do not conflict with these Bylaws.

BYLAWS

ARTICLE I – PROGRAMMING

Section 1 – Scheduling

- A. Iowa State NPHC shall keep an official calendar of events highlighting all Iowa State NPHC and SFE events.
- B. Events must be submitted to the Event Authorization System (EAS) at least 14 calendar days before the event and in the Iowa State NPHC Calendar.
- C. Members can designate one (1) week per academic semester to officially celebrate their national founding date or their Iowa State founding.
- D. Weeks will be decided and finalized by the first month of the Fall Academic semester.
- E. In the case that two or more member organizations seek to have their week at the same time, both member organizations shall meet with the Vice President to come to an agreement about how the Chapters will schedule its events to not overlap (alternate) with the other Chapter.
- F. Member organizations may propose changes to the Iowa State NPHC calendar at any General Assembly, subject to time-date availability.

Section 2 – Event Planning

- A. No member organization shall be allowed to have an event on the same day and on Iowa State University Campus or an Iowa State NPHC sponsored event without an emailed consent of the host member organization.
- B. No member organization shall be allowed to have an event during another member organization Founders' Week, organization Founders' Day, chapter's Charter Day, or During an Iowa State NPHC sponsored event without an email consent of the host member organization.
- C. No member organization shall be allowed to co-sponsor any type of event, including but not limited to, academic, community service, social, fundraising, or philanthropic, with any unrecognized member organization as defined in Article IV
- D. Any member organization violating the above expectations will be subject to warnings and/or fines. After three warnings, a fourth violation will result in a fine. Specific fine amount may be found within Article IV Section 3.

Section 3 – Iowa State NPHC Week

- A. There shall be one week during the academic year to celebrate the founding of Iowa State NPHC.
- B. There shall be philanthropy and/or community service held within the week of Iowa State University NPHC Week.
- C. Iowa State NPHC Week cannot occur during any member organizations Founders' Week.

Section 4 – Notice of Event Registration

- A. The Event Authorization System Form (EAS) can be found on the Iowa State University Website and must be submitted by the member organization at least 2 weeks prior to their event taking place.
- B. If the member organization does not complete the EAS form within 2 weeks prior to the event, the member organization risks having their reservation removed and their event canceled.

ARTICLE II – MEMBERSHIP INTAKE PROGRAMS

- A. Each Member Fraternity/Sorority must adhere to its own inter/national organization's guidelines regarding intake procedures, in addition to adhering to the Membership Intake Policy, established by the Office of Sorority and Fraternity Engagement.
- B. New Members of the NPHC member organizations are expected to support and abide by the Constitution and Bylaws of the Iowa State NPHC.

ARTICLE III – RECORDS AND INSPECTION

Section 1 – Records

This organization (National Pan-Hellenic Council, Incorporated at Iowa State University) shall maintain adequate and current accounts, books, and records in accordance with the ISU Office of Campus Organization Accounting, Office of Sorority and Fraternity Engagement, and the National Pan-Hellenic Council. All such books, accounts, and records shall be kept in the Office of Sorority and Fraternity Engagement wherein access is available to the membership.

Section 2 – Certification and Inspection of the Constitution

The original or a copy of this Constitution, as amended or otherwise altered to date, shall be open to inspection by member organization representatives, the Iowa State NPHC Executive Board, and the Office of Sorority and Fraternity Engagement Staff.

Section 3 – Contracts

No individual member, member organization, nor Council Officer shall have the power or authority to bind the Iowa State NPHC by any written or oral contract unless written consent is received by the proper University authority. For more information about contracts and support, please contact the Office of Student Engagement at Iowa State University.

ARTICLE IV – FINANCES

Section 1 – Financial Procedures

- A. The following policies and procedures govern our financial accounts and monies:
 - a. All funds shall be kept in the Council's [University] Campus Organization Account.
 - b. All accounts shall be reconciled and balanced monthly by the Vice President of Finance (Treasurer) and the Council Advisor or another designated Staff Member from Sorority and Fraternity Engagement.
 - c. The Council must adhere to all financial policies and procedures as outlined by Campus Organization Accounting (COA) at Iowa State University.
 - d. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

Section 2 – Membership Dues

- A. Each semester, Member Organizations are responsible for submitting a current active member roster by the second Wednesday to the Iowa State NPHC Advisor and Iowa State NPHC Secretary.
- B. Each Iowa State NPHC member organization shall be assessed \$35 per member, per semester (\$70 per active member, per academic year). Payments may be made via the University's Student Organization Marketplace, check, cash, and/or money order. Check or Money Order should be made payable to Iowa State University NPHC.
- C. Membership dues must be paid within 14 calendar days (2 weeks) of the Invoice.
- D. Be no more than seven (7) days late on all financial obligations to Iowa State NPHC or the member organization will receive a penalty of 10% interest after the due date and additional 10% for every week [late] thereafter. Furthermore, the member organization will no longer be in good standing with the Office of Sorority and Fraternity Engagement (SFE) and unable to host events until resolved.

Section 3 – Fines

- A. Notice of fines will be sent out to the member organization's delegate, including chapter president and the chapter's advisor on the same day as the Iowa State NPHC General Body meetings from the Iowa State Vice President of Finance (Treasurer).
- B. The fine amount for any violation of expectations shall be \$30 from the relevant organization.
- C. All fines will be due 12 calendar days from the time the notice is sent out.

- D. If a chapter would like to contest a fine, an email must be sent to the Iowa State NPHC Vice President of Finance (Treasurer), Iowa State NPHC President, and the Iowa State NPHC Advisor within 48 hours
- E. Unpaid fines will lead to a chapter being in bad standing with the National Pan-Hellenic Council and Office of Sorority and Fraternity Engagement (SFE).
- F. Until Fines are paid, they will not be able to have events approved.

DOCUMENT HISTORY

<u>ACTION</u>	<u>DATE & TIME</u>	<u>LOCATION</u>	<u>WHO</u>
CREATED	4/4/24, (2:36 PM)	Ames, Iowa ISU Office of Sorority and Fraternity Engagement	• N. Belgrave (ZΦB) • D. Hinton II (SFE Staff)
MODIFIED	4/04/24, (2:36PM) 4/10/24, (7:17 PM) 4/11/24, (1:55 PM) 4/16/24, (9:50 PM) 4/18/24, (2:10 PM) 4/23/24, (4:52 PM) 4/25/24, (2:20 PM) 5/08/24, (9:05 AM) 5/16/24, (12:36 PM) 6/13/24, (6:31 PM) 7/18/24, (12:54 PM) 2/7/25, (12:33 PM)	Ames, Iowa ISU Office of Sorority and Fraternity Engagement	• N. Belgrave (ZΦB) • K. Lucas (AKA) • K. Williams (ΔΣΘ) • E. Smith (ΦBΣ) • D. Hinton II (SFE Staff) • M. Talbott (SFE Staff, ZΦB) • B. Boulden (SFE Staff)
COMPLETED	8/29/24	Ames, Iowa ISU Office of Sorority and Fraternity Engagement	• N. Belgrave (ZΦB) • D. Hinton II (SFE Staff) • M. Talbott (SFE Staff, ZΦB) • B. Boulden (SFE Staff)
VOTED ON BY COUNCIL DELEGATES	09/16/24	Ames, Iowa Location:	• N. Belgrave (ZΦB) • T. Ross (ΦBΣ) • M. McDowell (ΔΣΘ) • J. Johnson (ΔΣΘ) • N. Nyoak (SFE Staff, ZΦB)
APPROVED BY NATIONAL NPHC	OCTOBER 7, 2024	Ames, Iowa ISU Student Innovation Center	•