

National Pan-Hellenic Council

Bylaws

The University of Kansas

University of Kansas Fraternity and Sorority Life Mission Statement:

The mission of the Greek community of the University of Kansas is to foster the growth and improvement of young adults through service, scholarship, unity and leadership by upholding the long-standing values of the Greek tradition.

Purpose and Standards:

The National Pan-Hellenic Council (NPHC) was established on May 10, 1930, on the campus of Howard University in Washington, D.C., with the purpose and mission of the organization being “unanimity of thought and action as far as possible in the conduct of Greek-letter collegiate fraternities and sororities, and to consider problems of mutual interest to its affiliate organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as the “National Pan-Hellenic Council, Incorporated.”

In an effort to assist institutions of higher learning across the nation and abroad in understanding the beginnings and function of historically Black fraternities and sororities, and the standards governing these organizations, and in a further effort to continue to address issues of mutual concern, focusing on five essential and shared areas, to the NPHC and member organizations (Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc.).

It shall be the purpose of the National Pan-Hellenic Council, (NPHC), University of Kansas, (KU), to unify and strengthen Black Greek Letter Organizations and foster cooperative action of their members in dealing with matters of mutual concern. To this end, the NPHC at the University of Kansas promotes the wellbeing of its affiliate fraternities and sororities and facilitates the establishment and development of high standard and leadership programming.

Expectations for NPHC Undergraduate Councils:

Continued promotion of academic excellence

Maintain grade point averages (GPAs) above the minimum GPA requirement which is a 2.7 or making strides towards it to be an Active member of the chapter and organization as defined by the college or university, if standards are higher than said affiliate organization.

Maintain graduation rates equal to or which exceed the all men's or women's rates, respectively, on a given campus.

Develop scholarship programs that challenge members and potential members to achieve academically, provide scholastic support, and recognize both improvement and excellence in academic performance.

Demonstration of the values of NPHC, affiliate organizations, and host institutions

Integrate the stated values and mission of NPHC, affiliate organizations, and the institution into all aspects of the organization and membership.

Develop and implement a Standards Board to hold members accountable to the entire Greek-lettered community, as well as to the student code of conduct at the institution.

Sponsor monthly leadership programs which promote personal development and encourage implementation of best business practices.

Develop standards which discourage both the misuse of alcohol and the use of illegal drugs and which exact penalties.

Development of leadership skills

Provide members with opportunities for leadership development workshops and programs, through NPHC, affiliate organizations, and other programs sponsored by outside organizations.

Encourage affiliate chapter members to seek leadership roles in other campus organizations.

Development of positive supportive relationships

Comply with all hazing and mandated policies of the state, college/university, NPHC, and affiliate organizations.

Create programs that enhance the Greek-letter community and student body and thereby contribute to a positive relationship with the community at large.

Demonstrate a genuine concern for all mankind.

Seek an appropriately credentialed Graduate chapter and Faculty/Staff advisor(s) to serve as advisories to affiliate chapters and the local NPHC

Develop citizenship through community service and outreach

Develop effective service projects and community outreach programs on an on-going basis.

Establish and maintain community service initiatives, while encouraging the participation of all members.

Participate in campus Greek-lettered and non-Greek governing councils, as well as non-Greek organizations and events.

Establish a positive and productive campus presence.

Article 1 – Name and Accreditation

Section 1:

The name of this organization shall be the National Pan-Hellenic Council, Incorporated of the University of Kansas, hereafter referred to as KU NPHC.

Section 2:

KU NPHC is an established and duly accredited collegiate council and is granted all the rights and privileges appertaining to lawful membership, as provided by the Constitution and Bylaws of the National Pan-Hellenic Council, Incorporated.

Section 3:

In order to remain active as a collegiate council, KU NPHC must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the Executive Director of the National Pan-Hellenic Council Headquarters.

Article 2 – Membership

Section 1:

Chapters must meet the following requirements in order to hold membership in the council and participate council affairs.

1. Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with KU NPHC.
2. Only chapters who are in good standing with their national organization may participate with KU NPHC.
3. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with KU NPHC.
4. Only those chapters registered as Greek organizations through the Student Involvement and Leadership Center at the University of Kansas are eligible to participate with KU NPHC.
5. Only chapters who pay dues each semester to KU NPHC may participate with KU NPHC.

Section 2:

Chapters that meet membership requirements shall be eligible for the following.

1. Voting rights in General Assembly meetings where chapter delegate is in attendance. Each chapter is allotted one vote.
2. Participation in NPHC-sponsored events, programs, and activities.
3. Participation in the NPHC date selection and date request process.

Section 3:

Chapters that violate KU NPHC Bylaws or Standing Rules may have the following restricted by the Judicial Board.

1. Voting in General Assembly meetings.
2. Participation in NPHC-sponsored events, programs, and activities.
3. Participation in the NPHC date selection process.

Section 4:

Chapters that are classified as inactive due to the following circumstances must relinquish dates

and are permitted to the following

1. Low membership: Hold events focused only on new membership intake that must be approved by the NPHC president and advisor. (i.e. Informational, Rush Week, Meet and Greets)
2. Low G.P.A.: Hold events focused only around academics or scholarship that must be approved by the NPHC president and advisor. (i.e. Study Hall)

Section 5:

Neither KU NPHC nor its Judicial Board shall have the authority to suspend member organizations from the council or University of Kansas. However, chapters who fail to meet requirements outlined in the *Greek Community Standards Program* may have their status as a registered Greek organization removed by KU NPHC and the Student Involvement and Leadership Center.

Article 3 – Officers

Section 1:

The elected officers of the organization and their respective duties shall be as follows:

A.

President

1. Presides over General Assembly meetings.
2. Attend all NPHC General Assembly and Executive Board meetings.
3. Serves as representative for the National Pan-Hellenic Council on University- and Greek-sponsored committees.
4. Meet monthly with the Interfraternity Council, Multicultural Greek Council, and Panhellenic Association presidents and Greek advisor.
5. Provides organization with a vision for the year and/or goals for development.
6. Must have agendas sent to delegate, officers, and advisor 24 hours before each meeting.
7. Attends all NPHC Graduate Advisor meetings held by the Fraternity and Sorority Life Advisor.
8. Responsible for coordinating calendar, planning meetings with the executive board, and reserving rooms.
9. Responsible for coordinating officer installation ceremony and officer transitioning meeting with the outgoing and incoming executive boards
10. Responsible for planning an organizing the NPHC Retreat annually.
11. Appoints appropriate positions committees as deemed necessary.
12. Votes only in the event of a tie.
13. Oversee AFLV Awards process for the executive board.
14. Complete four (4) office hours per week.

B. Vice president of Operations

1. Presides over General Assembly meetings in the absence or at the request of the president.
2. Attend all NPHC General Assembly and Executive Board meetings.
3. Shall serve as Parliamentarian.
4. Shall serve as the chair of the Judicial Board.
5. Routinely oversee the review and update the constitution.
6. Responsible for the creation of a council budget and maintenance of the NPHC bank account.
7. Responsible for disbursing dues invoices at the first general assembly meeting of each semester.
8. Responsible for collecting all dues and disbursing all receipts.
9. Responsible for NPHC fundraising activities.
10. Will submit financial report to council programming and activities at each meeting.
11. Responsible for completing AFLV binders for the Council Management and Judicial & Self Governance categories.
12. Additional Duties as assigned by the President.
13. Complete four (4) office hours per weeks.

C. Vice President of Communications

1. Attend all NPHC General Assembly and Executive Board meetings.
2. Responsible for creating council marketing plan including the creation of marketing materials for event and organizing photoshoots.
3. Responsible for maintaining council website and all social media (Facebook, Twitter, and Instagram) accounts.
4. Responsible for serving as a liaison to the Go Greek Team and Office of Admissions.
5. Responsible for all membership intake programming, policies, and procedures.
6. Responsible for planning and orchestrating Meet the Greeks event each semester.
7. Responsible for recording and distributing council meeting minutes to council and advisors.
8. Responsible for retrieving incoming correspondence (mail, voicemail, and e-mail) and disseminating outgoing correspondence (i.e. thank you and sympathy cards) on behalf the council.
9. Responsible for overseeing date selection and date request processes.
10. Responsible for maintaining calendar throughout the semester.
11. Responsible for completing AFLV binders for the Public Relations and Membership Intake categories.
12. Co-chair for NPHC Week
13. Additional duties as assigned by the President.
14. Complete four (4) office hours per week.

- D. Vice President of Programming
1. Attend all NPHC General Assembly and Executive Board meetings.
 2. Responsible for leadership programming for the council.
 3. Responsible for all member development and educational programming for the council.
 4. Responsible for conducting risk management training each semester.
 5. Responsible for administration and enforcement of all council risk management policies and procedures.
 6. Will work directly with Interfraternity Council, Multicultural Greek Council, and Panhellenic Association representatives on community-wide programs.
 7. Serves on the planning committee for any Greek-sponsored leadership programs, including Greek Advance and KUnity.
 8. Responsible for serving on the Greek Awards committee and ordering all plaques for chapters and individuals for Greek Awards Night.
 9. Responsible for overseeing the step show and stroll off committees.
 10. Responsible for completing AFLV binders for the Leadership & Educational Programming and Risk Reduction & Management categories.
 11. Additional Duties as assigned by the President
 12. Complete four (4) office hours per week.
- E. Vice President of Outreach
1. Attend all NPHC General Assembly and Executive Board meetings.
 2. Shall serve as Community Service and Philanthropy Chair.
 3. Shall serve as Scholarship Chair.
 4. Responsible for reviewing the Community Service Hours for each organization.
 5. Responsible for overseeing community service programs of the council.
 6. Serves as a liaison to the Center for Civic & Social Responsibility and Center for Community Outreach.
 7. Regularly disseminates community service philanthropic opportunities to each organization.
 8. Responsible for all academic-related programming for the council.
 9. Oversee the NPHC scholarship program, which includes updating NPHC members, disseminating scholarships, and reviewing all applications.
 10. Responsible for tracking the academic performance of each organization and assisting chapters in finding helpful resources for members.
 11. Responsible for completing AFLV binders for the Academic Achievement and Community Service & Philanthropy categories.
 12. Co-chair for NPHC Week
 13. If participating in Homecoming Week is responsible for activities.
 14. Additional Duties as assigned by the President.
 15. Complete four (4) office hours per week.

Section 2:

Members of the executive board will select a liaison position suitable for their means and attend the executive meetings of those organizations.

A. MGC Liaison:

1. Regularly attend NPHC meetings.
2. Regularly attend designated MGC meetings.
3. Report directly to the NPHC President.
4. Responsible for organizing collaborative projects or events with MGC.
5. Educate NPHC chapters about MGC and MGC chapters about NPHC.
6. Meet regularly with liaisons from MGC, PHA, and IFC.

B. IFC Liaison:

1. Regularly attend NPHC meetings.
2. Regularly attend designated IFC meetings.
3. Report directly to the NPHC President.
4. Responsible for organizing collaborative projects or events with IFC.
5. Educate NPHC chapters about IFC and IFC chapters about NPHC.
6. Meet regularly with liaisons from MGC, PHA, and IFC.

C. PHA Liaison:

1. Regularly attend NPHC meetings.
2. Regularly attend designated PHA meetings.
3. Report directly to the NPHC President.
4. Responsible for organizing collaborative projects or events with PHA.
5. Educate NPHC chapters about PHA and PHA chapters about NPHC.
6. Meet regularly with liaisons from MGC, PHA, and IFC.

D. BSU Liaison:

1. Regularly attend NPHC meetings.
2. Regularly attend designated BSU meetings.
3. Report Directly to the NPHC President.
4. Responsible for organizing collaborative projects or events with BSU.
5. Meeting regularly with liaisons from BSU.

Section 3:

All members of the KU NPHC must meet all requirements for membership to be qualified for a nomination to serve in office. The following is required:

- A. Must have and maintain a 2.5 cumulative GPA each semester.
- B. Must be in good financial standing with their local and national chapter.
- C. If elected president of the council; one must not serve as president of any other NPHC organizations.
- D. Candidates for President and Vice President of Operations must have been an active member of an NPHC chapter during the past calendar year for at least one (1) full semester.
- E. Candidate's local chapter must be in good standing with the University of Kansas and KU NPHC, as stated in Article 2, Section 1 of the NPHC Bylaws.

Section 4:

The term of the office shall be for one complete year, from November of the year of their election to November of the following year.

Article 4 – Executive Board

Section 1:

The Executive Board shall be comprised of all official officers: President, Vice President of Operations, Vice President of Communications, Vice President of Programming, and Vice President of Outreach.

Section 2:

Executive Board meetings are closed to the public, only members of the Executive Board as outlined in Article 4, Section 1 can vote.

Section 3:

In the event of a vacancy in office, all vacant offices shall be appointed by the President with majority vote of the Executive Board. In the absence of an appointment, all tasks of vacant position should be delegated to other executive members. In the event of a vacancy in the office of the president, the Vice President of Operations shall preside.

Article 5 – Elections

Section 1:

- A. Elections of officers shall take place at the first General Assembly meeting in November to allow for a transition between current and new officers.
- B. All members of the KU NPHC who meet the requirements as stated in Article 3, Section 3 are qualified candidates for office.

Section 2:

Elections shall occur in accordance to *Robert's Rules of Order*, but should abide by the following in the format:

- A. Nominations shall be at the last General Assembly meeting in October.
- B. The presiding officer must read the duties and responsibilities of each office to the candidates.
- C. Candidates must be present to run and be elected to an Executive Board position.
- D. Voting shall take place at the first General Assembly meeting in November. In the event that quorum is not achieved, a mandatory special meeting of presidents will be called for voting purposes.
- E. The officers shall be elected by a simple majority vote of the chapter delegates present at the meeting with each chapter having one vote.
- F. The balloting shall be by paper ballot.
- G. Election results will be tabulated immediately following each vote by the outgoing President with the assistance of the Advisor, unless President is up for re-election, then only the Advisor will tabulate.

Article 6 – Meetings

Section 1:

General Assembly meetings shall be held bi-weekly (every other week) and a quorum (two-thirds) must be present to conduct all business matters, i.e. voting.

Section 2:

Delegates for each chapter must be a member of the current undergraduate chapter of their organization at the University of Kansas. They must also be in good standing with their organization.

Section 3:

All General Assembly meetings are mandatory, and proper representation from each organization is expected. Each organization shall elect one (1) delegate and one (1) alternate delegate to the NPHC General Assembly.

- A. Members of the NPHC Executive Board may not be counted or considered as delegates for their respective organizations.
- B. Chapter delegates unable to attend must request an excused absence from the President at least forty-eight (48) hours in advance to a General Assembly meeting. Prior notice must be made via email notification in order to be approved. Unapproved absences will result in a ten (\$10) dollar fine.
- C. Chapter delegate requests for excused absences from General Assembly must be approved by the NPHC Executive Board on a case-by-case basis.
- D. Fine of ten (10) dollars will be given for unexcused absences from delegates and executive board members.

Section 4:

Meetings shall be conducted according to *Robert's Rules of Order*, except where they conflict with the KU NPHC Bylaws and Standing Rules. In those cases, the KU NPHC Bylaws and Standing Rules shall supersede *Robert's Rules of Order*.

Article 7 – Advisors

Section 1:

There shall be at least one general Advisor who must be a faculty/staff employee of the University of Kansas. If available, the council may elect to have an advisor from the local NPHC graduate council.

Section 2:

The Advisor will be assigned to the council by the University of Kansas Student Involvement and Leadership Center.

Section 3:

Advisors shall attend all General Assembly and Executive Board meetings and offer advice, leadership, and guidance.

Article 8 – Amendments

Section 1:

The Bylaws may be amended upon recommendation by a member or Advisor and must be voted on by KU NPHC needing a two-thirds favor to pass.

Article 9 - Judicial Board

A. Purpose

The National Pan-Hellenic Council Judicial Board is established to further the interest of the affiliate members of the National Pan-Hellenic Council at the University of Kansas, and hold its individual members to the high standards asked by our individual organizations.

B. Composition

Membership of the National Pan-Hellenic Judicial Board will adequately represent each affiliate member of KU NPHC. The Board will consist of:

1. One (1) Chairperson, who will be the Vice President of Operations.
 - a. If for any reason the elected chair is unable to sit a case, the chair will then be the Vice President of Programming.

b. In the event the Vice President of Operations is a chapter vice president the Vice President of Programming shall be the chair of the judicial board.

c. In the event the Vice President of Operations cannot fulfill the duties of chair the President shall hold the position of Judicial Board chair.

2. The hearing board shall consist of each chapter Vice President, with the exception of the accused (and accuser if applicable).

a. Quorum must be met in order for a vote to be made.

3. The following officers will be ex-officio (unable to vote)

a. Vice President of Communication – to record all proceedings of the Judicial Board.

b. Advisor

c. In the event the Vice President of Communication is a chapter vice-president, the Vice President of Outreach shall record proceedings for the Judicial Board.

d. In the event the Vice President of Outreach is a chapter vice-president the Vice President of Communication shall appoint a temporary secretary.

4. The hearing will be open only to members of the presenting and defending organizations and any of their witnesses.

C. Jurisdiction

The NPHC Judicial Board shall hear cases pertaining to NPHC affiliate member's activities and Executive Board impeachment.

1. Specifically the NPHC Judicial Board shall hear the following related cases:

a. Reported incidents of hazing and/or violation of new intake policy

b. Conflict between individual chapters including but not limited to:

I. Scheduling conflicts, week disputes, acts of violence.

II. Violations of NPHC constitution as reported by the council/individuals

III. Failure to pay fines

IV. Violation of Social Events policy

V. Executive Officer impeachment.

a. Any active member organization may bring an officer of the Council up for impeachment with due cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda.

- b. Any officer with two (2) consecutive unexcused absences in any given semester may be subject to removal from office.
- c. Any officer with three (3) total unexcused absences in any given semester may be subject to removal from office.
- d. Grounds for impeachment include, but are not limited to: not maintaining eligibility requirements, performing the duties of their office, or violations of University Student Code of Conduct.

D. Judicial Procedure

1. Complaints

a. An incident report is filed with the Vice President of Operations noting time, place and witnesses to the incident. It must be filed within seven (7) business days after the incident is known but not more than ten (10) days after it occurred. All incident reports received within the specified time frame will be reviewed investigated.

I. When the Vice President of Operations receives a signed copy of an incident report they must:

II. Verify that the report was received within seven (7) business days after the alleged incident was known and not more than ten (10) days after it occurred.

III. Verify the report is specific as to place and time and witnesses.

IV. Verify the incident is based on fact, not hearsay or rumor.

V. With consultation from the Judicial Board, endorse the report.

VI. Forward a copy of an endorsed report within 48 hours of approval from the Judicial Board to the chapter president, chapter advisors, and Judicial Board advisor.

b. Individual/Organization vs. Organizational Actions

a. Upon receipt of a complaint the Advisor & Vice President of Operations must first determine if the actions represent individuals of a sorority/fraternity, or the organization.

II. Evidence that an activity is organizational is, but is not limited to:

a. The chapter pays for part of the event in any way.

b. The event is advertised by the chapter.

c. Members were present because of their affiliation with the organization.

d. Other chapter members were present/aware and did not prevent the incidence from occurring.

e. The activity was actively/passively endorsed by the chapter.

f. The incidence is publicized in written form or by word of mouth as a chapter event, or is commonly known as a chapter-sponsored activity.

g. The incident occurs in/on a location reserved for the chapter including private residences.

2. Hearing Procedures

a. The official complaint must be read to all involved parties at the beginning of the hearing.

b. The evidence is to be presented before the Judicial Board and the organization's representative by the Vice President of Operations.

c. All evidence and witnesses must be presented to the involved parties as well no less than 48 hours before a hearing.

d. All board members will be given copies of the evidence at the beginning of a hearing.

e. Any witnesses must first be presented, and then questioned by the Judicial Board and then the organizations representative.

f. The accused answers evidence and presents witnesses, and then questions may be asked by the Board.

g. The Board deliberates to decide whether to assign sanctions, make recommendations, or dismiss the cases by majority vote.

h. The organization will be told of the outcome immediately following deliberation.

i. All hearings are closed to the public.

j. All proceedings will be recorded.

k. All Judicial Board decision are final.

3. Mediation Procedures

a. A chapter versus chapter dispute that can be settled through open communication can be mediated as an alternative solution at the discretion of the Judicial Board and the approval of the chapters in question.

b. Mediation Guidelines: A successful mediation preserves confidentiality, settles differences without the formal process of a hearing, and provides a solution acceptable to all without involving multiple witnesses and time-consuming discussions.

I. Set the time of the meeting for the convenience of all who will attend.

II. Provide pertinent materials for everyone, a copy of the infraction report and a copy of the KU NPHC Bylaws and Standing Rules.

III. Identify the problem.

IV. Provide time for participants to explain their position.

V. Search for alternative solutions. List all solutions and discuss each one.

VI. Select a fair and reasonable course of action, specific and doable.

VII. Agree to keep the mediation discussion private.

VIII. Take written minutes (not recorded).

c. Choosing a Mediator: A mediator shall be selected who is available to serve when necessary as a neutral party to the mediation process. A college or University staff member, a trained alumna/e who is not a member of a chapter involved in the mediation, or the Council Advisor may serve as a mediator. Undergraduate chapter members shall not serve as mediators.

d. Participants: Participants shall be the mediator, the Council Vice President of Communication, the presidents to the chapters involved, and the chapter advisors if desired from each chapter involved, signer of the violation form and the Council Advisor if not the mediator.

e. Records: The Council Vice President of Communication shall record the minutes of the mediation meeting. The minutes are to be submitted to the Executive Board in order to keep record of the incident and the decision made.

f. Violation: The agreement reached in mediation is recorded and copies given to the chapters involved and their advisors. The President is responsible for seeing that any agreements made are fulfilled.

KU NPHC Standing Rules

Section 1: Attendance

A. NPHC Executive Board must provide notice fifteen (15) days prior to the date of an event in order make an event mandatory for chapters.

B. Unless a lower attendance number or rate is set by the NPHC Executive Board, all members in good standing from each organization are required to attend mandatory NPHC events unless they have an excused absence.

C. Chapter presidents must submit a list of all members that will be absent with their reasons via email to the NPHC President at least seven (7) days in advance to the event.

- D. Chapters that are on University/organizational probation and are prohibited from participating in specific events (i.e. Stroll Off, Step Show, etc.) shall not be fined for not participating in the event but must volunteer for the event.
- E. Unexcused absences will result in a twenty (20) dollar fine per person totaling no more than one hundred (100) dollars per chapter per event.
- F. Excused absences must be approved by the NPHC Executive Board. Chapters that disagree with the NPHC Executive Board's ruling on individual members' absences may request NPHC Judicial Board review.
- G. Attendance criteria will go as stated: If there are one (1) to four (4) active members in your chapter, one (1) member counts as one (1) representative to NPHC events. If there are five (5) or more active members in your chapter, two thirds (2/3) of the chapter will count as representation for NPHC events. Two thirds (2/3) of five (5) is three (3).
- H. In the event that a chapter violates the aforementioned $\frac{2}{3}$ attendance policy, said chapter will be fined \$50 unless otherwise determined by an excused absence.

Section 2: Committees

- A. Committees shall organize for each activity or project conducted under the KU NPHC. The Executive Board shall assign chairpersons for each committee.

Section 3: Finance

- A. Dues for each organization shall be \$10 per member, not exceeding \$100 per chapter, for each semester (Fall and Spring). The Treasurer shall collect dues. A late charge, not to exceed 15% of the set fee, shall be set by the Executive Board for any organization being delinquent. Organizations that have not paid the dues and late fees by the following General Assembly meeting may not participate in KU NPHC until its dues and assessments are paid.
1. Dues shall be due at the second general meeting of each semester
 2. National Dues: Dues, finances, and other assessments for National Pan-Hellenic Council shall be forwarded within the time specified.
 3. Organizations wishing to join with the Council must pay the current semester dues and any outstanding obligations to the council.
- B. Sponsorship
1. Based on the council account, the Vice President of Operations will determine how much can be allocated to council sponsorship
 2. Chapters will need to fill out Funding/Sponsorship Application in a month's advance
 3. Sponsorship needs are as followed: organization's conferences/activities and/or student expenses.
 4. All request must be approved by the executive staff

Section 4: New Membership Intake

- A. KU NPHC strictly forbids Hazing of kind
- B. In accordance with the University Of Kansas definition of hazing as stated in the *Code of Student Rights and Responsibilities*, Article 22. Section A, Items 1 and 2, which states:
 - 1. *“Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.”*
- C. Chapters must complete the Student Involvement and Leadership Center Membership Intake Process Intent and Membership Intake Process Candidate forms before the respective organization’s national intake takes place. Failure to comply will result in judicial review.

Section 5: Alcohol

- A. The National Pan-Hellenic Council of the University of Kansas and its affiliate member organizations strive to ensure the safety to their members and guests, as well as to provide an opportunity for responsible social interaction. The University of Kansas alcohol Policy serves to complement and require compliance with all federal, state, local, and university policies, and to provide parameters for the social events of Greek Letter organizations.
- B. NPHC expects the risk management and alcohol policies of their inter/national organizations to be honored by each of the chapters.
- C. All chapter social events where alcohol is present must be registered with the National Pan-Hellenic Council via the Vice President of Programming and Student Involvement & Leadership Center via the NPHC Advisor fourteen (14) days prior to the event via the NPHC Party Notification Form. Events where alcohol is present must conform to the following guidelines:
 - 1. Third Party vendor guidelines:
 - a. A licensed, insured company caters and serves the function and alcohol. The company must be licensed and insured as required by the state and local ordinances.
- D. Failure to register event will result in Judicial Board review for sanctioning
- E. Alcohol may not be directly or indirectly purchased by chapter
- F. No individuals under the legal drinking age will be permitted to bring alcohol to a function, to consume alcohol at the function, to be allowed to remain at a function if found in possession of alcohol.
- G. Social events, which encourage drinking, drinking games, drinking contests, and/or drunkenness, are prohibited.
- H. Alcohol is prohibited at the following events:
 - 1. Any new member events.
 - 2. Any formal or informal recruitment events.

I. The National Pan-Hellenic Council also expects alcohol education from their member chapters as a supplement to the NPHC Alcohol Policy and recognizes abstinence from alcohol as a healthy choice for its members.

Section 6: Calendar Date Selection

A. All chapters that meet membership requirements shall be eligible for participation in the KU NPHC date selection and request process. Organization's calendar requests for the following semester must be submitted to the NPHC Executive Board no later than the last General Assembly meeting of the semester. Late submissions shall not be considered.

B. Organization calendar requests shall consist of four (4) events for the following semester. Valid requests should include the following information about each event.

1. Description of the event including name and purpose of event.
2. Intended audience (i.e. public, closed, invitation only etc.).
3. Preferred date of event. Organizations will be encouraged to provide two alternate dates for each event.

C. Selected dates must occur after the first day of classes and prior to Stop Day. Requested dates not occurring within these dates will not be granted.

D. Organizations may not select dates that occur during another organization's recognized week (see Section 14) or dates predetermined by NPHC, or community-wide event dates as determined by the governing council presidents and/or the Advisor.

E. All properly submitted organization calendar requests shall be reviewed and approved by the NPHC Executive Board and NPHC Advisor no later than one week following the last General Assembly meeting of the semester.

F. Organization calendar requests will be reviewed one event at a time. Review order will be based upon chapter grade-point-average performance the semester prior (highest to lowest). When possible, preference will be given to the chapter's first requested date. If that date has already been selected by another chapter, the chapter will be granted its second date. If both first and second preferred dates have already been selected, the chapter will be granted its third preferred date.

G. NPHC Executive board shall be responsible for notifying all chapters of their approved dates no later than one week after the last General Assembly meeting of the semester.

H. Following notification of calendar dates from the NPHC Executive Board, dates not selected during calendar date request that occur after the first day of classes and prior to Stop Day may be selected through the proper completion of NPHC Date Request forms found on Rock Chalk Central. The NPHC Date Request form must be completed at least one week in advance in order for dates to be considered. Date requests must be approved or denied by the NPHC Vice President of Communication

and the Advisor. In the absence of the Vice President of Communications, the President may approve or deny requests

I. Any organization that wishes to hold an open event on a date held by another organization must submit documentation indicating prior approval from the other organization to the Vice President of Communications and Advisor at least one week of the event. However, organizations may hold closed events on dates held by other organizations. Closed events are defined as events intended for undergraduate members, graduate members, and/or invited guest only.

Section 7: Destruction

A. Destruction of property or abuse, including physical and verbal of individual organizations will result in a Judicial Board review.

Section 8: Step Show

A. The Official NPHC Annual Step Show will be planned in the spring semester and hosted in the fall semester.

1. Organization Responsibilities

a. Each organization will be required to either agree to step or have a backup team in place to represent their organization in the step show by the May stop day before the step show.

b. Organizations that fail to meet this commitment will receive the following sanctions :

I. Agree to have their date selection process postponed until all other organizations have selected dates (if multiple organizations receive this sanction they will participate in date selection together using the regular process).

II. Agree to be assessed a one hundred fifty (\$150) (~~\$300~~) dollar fine.

III. Agree to serve as volunteer workers at the step show.

c. Organizations that commit to stepping in the Spring, but withdraw their submission in the Fall semester will receive the following sanctions.

I. No social events in the spring semester.

a. Social events- parties, game nights, etc.

II. Agree to work the step show

III. Agree to be assessed a three hundred (\$300) dollar fine

IV. These sanctions will be circumstantial and up for judicial review

2. Council Executive Board Responsibilities

a. It is up to the discretion of the general body to either perform in founding order or draw for performance order. This will be

determined by majority vote. (Refer to Article 6, Section 1 for voting policy)

- b. The executive board is responsible for letting the general body know the order of performances at the GA prior to the step show.

Section 9: Sanctions

A. Previous Record

1. In deciding sanctions the Board may consider the organizations previous record of offenses at the University of Kansas for the preceding two (2) years.

B. Possible Sanctions

1. Status of the Chapter: Includes but is not limited to the recommendation of chapter suspension/probation, recommendation that a chapter's recognition be suspended or withdrawn. Suspension from the NPHC for a definite or indefinite period of time.
2. Notification of Appropriate Groups: Including but not limited to alumni, National Headquarters, groups affected by the incident
3. Education: Includes but not limited to mandatory attendance at education sessions, seminars, or classes. Presentations and/or programs designed to educate the campus community.
4. Monetary fines.
5. Community service
6. Any combination of the above

C. Failure to Comply

Failure to comply with sanctions delivered by the Judicial Board will result in an automatic second hearing. This will result in possible recommendation to have chapter not recognized as an University of Kansas organization.

Section 10: Scholarships

A. Latina Sullivan Scholarship is to be given to one African/African American female or male undergraduate applicant attending the University of Kansas. The amount given is \$500. The application is reviewed by a selection committee of students, staff, and faculty. The selection committee will be determined and be facilitated by the Scholarship chair in collaboration with the Advisor. The scholarship will be presented to the student at the NPHC, KU awards banquet.

B. The Anthony Brown Scholarship is to be given to one female or male undergraduate applicant member of the National Pan-Hellenic Council of the University of Kansas. The amount given is \$500. The application is reviewed by a selection committee of students, staff, and faculty. The selection committee will be determined and be facilitated by the Scholarship chair in collaboration with the Advisor. The scholarship will be presented to the student at the NPHC, KU awards banquet.

Section 11: Office Hours

A. If the council currently holds an office or cubicle space, each Executive Board member shall be required to serve the number of office hours each week as stated below. These office hours are based on a ten (10) hour per week minimum that has been established by the Student Involvement and Leadership Center to maintain office space.

1. President – 4 hours
2. Vice President of Operations– 4 hours
3. Vice President of Communications – 4 hours
4. Vice President of Programming – 4 hours
5. Vice President of Outreach– 4 hours
6. Appointed Officers – 1 hour

Section 12: Dress Code

1. Dress is Business casual for the first General Assembly of every month. NO Jeans. Acceptable wear is as follows: Polos, Button ups, blouses, blazers, and cardigans. Slacks, Khakis, and/or dark bottoms. The Executive staff dress code is as followed: Polos, black bottoms, and name tags.
2. Business casual dress will be required for meetings with guests or presenters.
3. A five (5) dollar fine will result in failure to follow the dress code from both General Assembly and the Executive Staff.

Section 13: Community Service

1. The Community Service projects shall be organized to involve 2/3 of each chapter.
2. A minimum of 48 hours The Community Service projects shall be organized to involve 2/3 of each chapter; notification will be given.

C. In the event that any organization is not in attendance to a Community Service, there will be a fifty (\$50) dollar sanction per undergraduate, active/financial member of that organization. This amount will be due at a decided date by the NPHC Judicial Board. If the organization does not pay by the decided date, further sanctions will be given.

D. Chapter Organizations shall utilize the KU Fraternity and Sorority Life Community Service form to record community service hours and submit them to the Vice President of Outreach.

Section 14: Retreat

A. An all assembly retreat shall take place at least once every school year. The Retreat is planned by the President and the Council Advisor. The retreat shall be a gateway to discuss accomplishments, failures, and goals of the KU NPHC as well as serve as an opportunity for the General Assembly and Executive Board to form a cohesive and business oriented KU NPHC.

B. Attendance requirements should follow the guidelines set forth in Section 1 of the KU NPHC Standing Rules.

Section 15: Recognized Organization Weeks

A. Each organization in good standing is entitled to one week per academic year. These weeks will be held in recognition of the organization's national founding date or chapter chartering date.

B. In the event that an organization's national founding date or chapter chartering date fall outside of the academic year, another date may be selected by the chapter. This date should not fall during another organization's week.

C. Organization's weeks should occur during the weeks in which the following dates fall:

1. Alpha Phi Alpha Fraternity, Inc.
 - a. December 4 (National Founding)
2. Alpha Kappa Alpha Sorority, Inc.
 - a. February 15 (Chapter Chartering)
3. Kappa Alpha Psi Fraternity, Inc.
 - a. March 27 (Chapter Chartering)
4. Omega Psi Phi Fraternity, Inc.
 - a. November 17 (National Founding)
5. Delta Sigma Theta Sorority, Inc.
 - a. April 22
6. Phi Beta Sigma Fraternity, Inc.
 - a. October 20 (Chapter Chartering)
7. Zeta Phi Beta Sorority, Inc.
 - a. February 25 (Chapter Chartering)
8. Sigma Gamma Rho Sorority, Inc.
 - a. October 9 (Chapter Chartering)
9. Iota Phi Theta Fraternity, Inc.

a. September 19 (National Founding)

10. KU National Pan-Hellenic Council Week (KU NPHC WEEK)

a. The Third (3rd) week of September every school year

D. Additional permanent weeks may be added to the calendar but require a majority vote by the General Assembly. This would include any co-sponsored organizational weeks or a NPHC week.