

**BYLAWS OF THE UNIVERSITY OF IOWA**

**Updated: February 9th, 2021**

# ADMINISTRATION OF MEMBERSHIP SELECTION

## Membership selection shall be determined by each individual’s national organization, with oversight by graduate advisors and/or graduate chapters.

# RULES OF ORDER

## The University of Iowa National Pan-Hellenic Council shall be governed by Robert’s Rules of Order Newly Revised Edition except in matters specifically provided for in the constitution, bylaws, and standing rules.

# INTAKE AND INITIATIONS

## For chapters that are participating in Membership Intake Processes, they must abide by the following guidelines:

### Notice of Membership Intake

#### This notice of membership intake form must be completed, via Engage, by September 15th for any given fall semester and February 15th for any given Spring semester,

#### If the notice of membership intake is not given, chapters will not be allowed to have membership intake. Chapters that hold a membership intake process without giving notice will be referred to the NPHC Judicial Board

### Membership Intake Information

#### The membership intake information form must be submitted, via Engage, two (2) weeks prior to beginning a membership intake process.

#### If the membership intake information is not provided, chapters will not be allowed to have membership intake. Chapters that hold a membership intake process without providing requested information will be referred to the NPHC Judicial Board.

### Report of Candidates

#### A report of candidates must be submitted, via Engage, one (1) week after application approval from IHQ/Regional Director.

### Gold Cards

#### Gold Cards must be signed within one (1) week after initiation (after an interest crosses) in order to have New Member Show.

# CHAPTER MEMBERSHIP

## Initiates from other chapters shall not be considered as chapter members unless they are affiliated with the University of Iowa. Affiliated members will not be counted toward membership total.

## Membership rosters for each chapter member must be on file with Fraternity and Sorority Life Programs and updated regularly throughout the semester.

## Chapters in good standing shall be defined as:

### Obtaining a cumulative chapter GPA of 2.5

#### Clause 1: A chapter that does not meet the required GPA of 2.5 will be automatically referred to the NPHC Judicial Board for mediation. The purpose of this mediation is to create a plan to increase the chapter’s GPA. The NPHC Judicial Board has full authority to levy any additional sanctions.

### Organizations that are financial with Dues paid on time to the National Pan-Hellenic Council

### An organization that is up to date with all Fraternity and Sorority Life Programs (FSLP) guidelines and procedures.

### An organization that is currently active status and in good standing with their Inter/National Headquarters

## Chapters not in good standing will be defined as not being compliance with Article 4, Section 1-4 and will be subjected to a hearing with the NPHC Judicial Board.

## Chapter Members not in good standing based on the criteria listed above (Article 4, Section 1 - 5) may submit a letter of appeal to the Chair of the Judicial board (President) 48 hours prior the Executive Board meeting following the change in good standing status.

# MEMBERSHIP DUES

## Dues are to be charged to each organization in the amount of **$15.00 per member** based on the chapter’s roster per semester.

## Dues must be paid by the date indicated on the given invoice.

## If dues are not paid by the indicated deadline, a chapter is not in compliance with the NPHC council. Failure to comply will result in a loss of privileges (a loss of privileges may include but are not limited to a loss of voting rights, ability to participate in events, etc.

# ELECTION OF OFFICERS

## Qualifications for National Pan-Hellenic officers shall be:

### Officers shall be from member chapters of the National Pan-Hellenic Council.

### Nominees for office need to have maintained both a 2.5 or above cumulative grade point average and previous semester GPA of at least a 2.5.

### New initiates are eligible to hold executive board positions with the exception of President.

### Any member wanting to hold the positions of President must have completed at least one (1) semester as an active/initiated member of NPHC at the University of Iowa.

## Procedures for elections shall be as follows:

### Applications shall be made available on Engage and the dates of elections shall be announced at least three (3) weeks prior to elections.

### All candidates must fill out an application to be placed on file at least seven days prior to elections. All candidates must prepare and give a speech explaining /detailing their plans and goals for the coming year.

#### If the candidate is in the intake process, the NPHC advisor may address the legislative body in their place.

## Officers shall serve for a term of one year beginning at the end of the Fall semester.

## In the event of a vacancy in the office of President, succession of office shall be the Vice President. If the Vice President declines, a general election will be held.

### In the event of any other vacancy in an Executive office, the position shall be filled by a vote of the National Pan-Hellenic member fraternities and sororities in good standing. Anyone meeting the qualifications (Article 6, Section 1) shall be eligible to run.

# OFFICER RESPONISBILITIES

## General Duties of All Executive Officers:

### Attend all bi-weekly National Pan-Hellenic Delegate Council meetings.

### Attend all National PanHellenic Executive Board meetings.

### Attend all events as outlined in officer contracts.

### Keep an up-to-date file/binder of all activities and duties pertaining to the particular office that will be passed down to the next officer in this position.

### To work jointly and have an open relationship with Interfraternity Council, Multicultural Greek Council and Panhellenic Council.

### To perform any other duties that may pertain to one’s position or that may be assigned.

## President

### To facilitate operation and maintain awareness of the National Pan-Hellenic Executive and Delegate Councils.

### To call and preside at all regular and special meetings of National Pan-Hellenic Council.

### Responsible for creating agendas for Legislative and Executive council meetings.

### To ensure that policies and actions of the National Pan-Hellenic Council are in accordance with the Policies/Procedures of the University.

### To be responsible for all official correspondence of the National Pan-Hellenic Council.

### To act as a primary spokesperson for the National Pan-Hellenic Council and has the power to delegate someone in their absence.

### To maintain positive communications with University officials and other Greek governing councils (IFC, MGC & PHC).

### To Serve as Academic Chair

### To enforce consequences or judgment made by the Executive Board.

### Attend Council of President Meetings

### To ensure NPHC has representation at FSL Community Wide Programs

### To schedule all executive and legislative meetings

### To organize and coordinate the National Pan-Hellenic Executive elections.

## Vice President

### Oversee of officer installations.

### Responsible for planning one educational per semester

### Serves as the philanthropy chair (Community Service)

### Responsible for encouraging members to attend leadership retreats including, LeaderShape, IMPACT, etc.

### Shall serve as the chair for the Stroll Competition and Meet the Greeks Committee.

### Responsible for coordinating at least one (1) council wide academic support session with academic services department.

### Plan and Execute NPHC Council Events/Programs (Yard Show, Service Projects, Step/Stroll Off, Etc.)

### Connect with Secretary to ensure all programs and event dates are added to calendar.

### Takes over the role of President if they cannot serve.

## Secretary

### Book venues for all scheduled council events

### Take minutes at Legislative and Executive council meetings.

### Compile minutes and send to chapter delegates/Presidents in 72 hours.

### Coordinate/Maintain semester calendar for the NPHC and distribute monthly.

### Serves as the educational chair to include programs on alcohol, health and wellness, social justice, etc.

### Act as Parliamentarian for all meeting and to be familiar with Robert’s Rule of Order.

### To coordinate a committee (if necessary) responsible for review and revision of the National Pan-Hellenic Constitution, By-laws, Membership Intake Rules and all other policies yearly.

### To receive and present any requests for changes or amendments to the National Pan-Hellenic Constitution or Bylaws.

### Maintain all NPHC Records, Archives, Awards, and Minutes

## Treasurer

### To be responsible for the general supervision of the finances of The University of Iowa National Pan-Hellenic Council.

### To be responsible for the preparation of the annual budget. Following its approval by the National Pan-Hellenic Council, provide a copy to each member chapter.

### To receive all payments due to the National Pan-Hellenic Council, prepare dues statements for each member chapter, collect all dues, and give receipts.

### To be responsible for the prompt payment of all bills for the National Pan-Hellenic Council.

### Apply for any USG requests and supplemental funding.

## Public Relations/Marketing Chair

### To handle all public relations aspects of the National Pan-Hellenic Council.

### To assist in maintaining a positive image of The National Pan Hellenic Council as well as the University of Iowa Greek Community throughout the University and the Iowa City community.

### Oversee production, publication, and distribution of all NPHC promotion materials.

### Responsible to educate chapters on their public relations role.

### Share event details sent in by chapters.

### Promote FSL wide initiatives.

### Coordinate a risk management educational to be held each semester in which chapter presidents and their members are present.

### Educate chapters on risk management in the NPHC community.

# OFFICER ATTENDANCE

## Two absences of an executive officer, without an excuse submitted in advance to the President or Vice President could result in the termination of office.

## Termination of office will be decided by a unanimous vote of the Executive Board officer excluding the President and officer in question.

# EVENT POLICY

## All chapters are required to adhere to the Fraternity and Sorority Life Social and Events Policy. Failure to comply will result in accountability action by the NPHC Judicial Board or Office of Student Accountability.

# NPHC COMMUNITY SERVICE

##  Each individual member of the NPHC must complete a minimum of four (4) hours of community service per semester.

##  Failure to comply without notice to a Co-President will result in a fine of $10.

##  NPHC Council vows to be in accordance with the Four Council Community Service Doctrine (See Addendum I).

# Risk Management and Education Initiatives

##  Each chapter of the NPHC community is required to host two (2) events a semester. These two (2) events must be related to either risk management or general education. Each chapter is required to meet at least a 50% program attendance.

##  Failure to comply ~~without notice to a~~ will result in an automatic $10 fine and referral to the NPHC Judicial Board ~~Vice-President will result in a fine of $10.~~

# HAZING

##  NPHC will be in accordance with the University of Iowa Hazing policy. The University of Iowa defines hazing as the following:

### Hazing is defined as any intentional or unintentional reckless action or situation–with or without consent—that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule—whether on campus or off campus—for the purpose of initiation into, affiliation with, or as continued membership in a student organization or team recognized by the University of Iowa Student Government or by any other university sponsor.

### Acts of hazing include but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well-being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization’s purpose is discouraged and will become the subject of a university investigation once the practice is brought to the attention of the Office of Leadership and Engagement.

##  If evidence is reported that a member fraternity or sorority is hazing, the charges will be turned over to the University for an official investigation. Further action may be taken by the NPHC Executive Board as deemed necessary.

##  Every chapter is expected to follow both their National Organization’s policies on hazing, as well as any rules/policies from the University of Iowa.

# SPECIAL PERMISSIONS

##  In the event of low membership (15 members and lower), NPHC will suspend the executive board and create a board consisting of chapter presidents and two appointed NPHC co-presidents.

### This permission may be enacted by a 2/3 vote of the voting members of the National Pan-Hellenic Council.

### NPHC Co-Presidents will serve as representatives for the council and perform duties as the board seems fit.

### The chapter presidents and NPHC co-presidents board will convene at least twice a month.

### In order to reinstate a NPHC executive board, another 2/3 vote of the voting members of the National Pan-Hellenic Council must be conducted, and subsequent election must be held.

### In the event a chapter is under investigation in this time of low membership, members on the Executive board from a chapter that is being investigated will be allowed to complete tasks and vote until the investigation is complete at which point, disciplinary procedures will be utilized, if necessary.

# AMENDMENTS

## In order to amend these bylaws, a 50% + 1 simple majority of eligible voting members of the National Pan-Hellenic Council is required. A notice of the proposed amendment must be given at the preceding regularly scheduled Delegate Meeting. Eligibility is defined as being in good standing with the National Pan-Hellenic Council and with Fraternity & Sorority Life Programs.

## The Constitution and Bylaws of the National Pan-Hellenic Council of The University of Iowa shall be reviewed annually for amendment by the NPHC Executive Council and NPHC Advisor.

# Addendums:

# Addendum 1: Four Council Community Service Doctrine

**Fraternity & Sorority Life Community Service Doctrine**

The purpose of this document is to act as a Community Service doctrine for the University of Iowa Fraternity and Sorority life. Its goal is to help inform both chapter leadership and general membership of general policies and guidelines that are taken into consideration when council leadership are approving/denying hours submitted for review.

This document is not meant to be comprehensive, and it should be noted the final decision on if hours are to be counted or not is up to the council officer who oversees Community Service for each respective council (IFC, MGC, NPHC, PHC). Additionally, this is meant to be an appendix to the respective council’s by-laws which still are what chapters are expected to abide by.

Areas addressed in this doctrine include:

Dance Marathon…………………………………………………………………………………1

Summer Hours…………………………………………………………………………………...1

Winter Break Hours……………………………………………………………………………...1

Alternative Spring Break………………………………………………………………………...2

Leadership Roles/Student Org Participation……………………………………………………..2

Dance Marathon

● Hours volunteering at the hospital and with the child/family outside of the hospital, will count as the full hours for community service (ex: 5 hours of volunteering at the hospital will count as 5 hours, etc.).

● Serving as a Morale Captain, Lime Captains, Family Representative or as a participant in the Big Event will not count as community service hours, as this is a philanthropy event.

● Hours spent as a volunteer (ex: working check-in, bag check, etc.) at the Big Event shall count as no more than half of the required community service hours per person (2 out of 4 hours can be counted).

Summer Hours

● Hours completed over summer break can count towards hours categorized as the fall semester. Hours volunteered over the summer months (last day of spring finals through the first day of fall classes) must be submitted by September 15th in order to count towards a chapter’s total.

● Unpaid internships are educational/professional experiences meant to supplement what you are learning in class and build your resume. Therefore, these will not count as community service.

● Working summer camps that are unpaid can count to a maximum of 56 hours per week (7 days x 8 hours per day) depending on the length of the camp. If submitting several weeks or mass amounts of hours (50+ hours) further reflection, information, and valid contact information must be provided for approval. A relative will not count as an appropriate person to validate the hours.

● Hours completed on mission trips (or similar) will need additional documentation, reflection, and information. A relative will not count as an appropriate person to validate the hours.

Winter Break Hours

● Hours completed over winter break (last day of fall classes to first day of spring classes) will count towards hours categorized as the spring semester. These must be submitted by February 15th in order to count towards a chapter’s total.

● Hours completed on mission trips (or similar) will need additional documentation, reflection, and information. A relative will not count as an appropriate person to validate the hours.

Alternative Spring Break

● Unless cleared by the VP of Philanthropy and Community Service, FSL Advisor, and Alternative Spring Break Advisor, Alternative Spring Break Trips will be capped at 8 hours per day for the days the member is doing service. (ex. Three days of service for 8 hours per day can be reported at 24 hours of service)

● Additional projects (ex. Volunteering at a food pantry in Iowa City) can be submitted separately in addition to the service completed the week of.

Leadership Roles/Student Org Participation

● Hours served in a student organization do not count towards the required number unless the hours are spent volunteering at a community service event. Those hours spent planning or organizing a philanthropic event shall be considered participation in a student organization.

● Hours spent training to perform community service (ex. Alternative Spring Break, Crisis Center Training, On Iowa!, etc.) do not count towards community service. Once actively volunteering on shifts, hours contributed helping others can count towards hours completed.

● Hours spent in an organization leadership or membership role (Dance Marathon, Students Care, etc.) helping run an organization administratively do not count towards community service. Time spent actively helping others (as community service is defined) can be considered counted. Reference Dance Marathon section for further explanation.

● On Iowa! Leaders time will be capped at a total of 20 service hours for leader’s time spent throughout the programs. If a leader believes they have volunteered for more hours by signing up for additional events than required, they can provide further reflection and information for those to be considered.

This doctrine is subject to change and will be reviewed at a minimum annually at the beginning of the Spring semester by the newly elected council officers. Note that while our councils have these guidelines in place to best measure our membership’s time spent completing what we deem as community service, your individual chapter’s headquarters standards and guidelines may vary. This may allow you to report more (or less) hours to them and that it will be up to your chapter’s leadership to measure.