

**University of Akron  
NPHC Constitution and Bylaws**

Adopted and Approved in February 2005.  
Revised: March 2006, November 2009, May 2010, November 2010, December 2011, January 2012,  
December 2013, November 2014, October 2015

**PREAMBLE**

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

**ARTICLE I: CLASSIFICATION**

**Section 1** This organization shall be known as National Pan-Hellenic Council, Inc. of The University of Akron or NPHC (hereinafter referred to as “Council” or “the Council”).

**ARTICLE II: OBJECTIVES**

**Section 1** The objectives of the Council shall be:

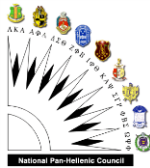
- A. to create a stronger bond of unity among the members of the Council
- B. to promote high standards of scholarship within the Greek community
- C. to initiate and establish programs that are designed to help meet the needs of the university and the community
- D. to educate students at The University of Akron about the history of African-Americans and how Black Greek Letter organizations are a part of that history
- E. to make recommendations to member organizations for the greater purpose and interest of the University and the community
- F. to perform community service for the university as well as surrounding communities

**ARTICLE III: EMPOWERED AUTHORITY**

**Section 1** The powers of the Council shall be to make and enact policies that pertain to its member organizations.

**Section 2** To initiate and act upon legislation necessary to promote the general welfare of the membership of the Council, namely:

- A. . to amend the Bylaws in accordance with the NPHC Constitution
- B. to levy and collect annual dues and assessments
- C. oversee academic standards
- D. to act on recommendations
- E. to propose action which shall become the action of the Council
- F. to have calendar authority



G. to hear reports

**Section 3** The Executive Board (herein after referred to as “Board” or “the Board”) shall be empowered to act on behalf of the Council. A full report on any action taken by the Executive Board must be reported to the Council at the Council’s next meeting for ratification by a majority of the membership. Actions by the Executive Board not ratified by the Council are rescinded. The Executive Board is not empowered to act on any matters related to bylaw amendments.

## **ARTICLE IV: MEMBERSHIP**

**Section 1** Membership in NPHC shall include: 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. and any other member organization of the NPHC as may, from time to time, be granted membership. No other organization shall have the right to sit on, or have a voice in, a local undergraduate or alumni council of NPHC, and may not be considered for membership on the local level.

**Section 2** **Once established, a Council with fewer than two participating member organizations must receive special permission from the National Executive Director and the college/university to continue functioning in a given fiscal year.**

**Section 3** Membership in the Council shall be open to Chapters which are (1) active as both academically and financially in good standing with their respective national organization, (2) active with the Office of Fraternity and Sorority Life, and in good standing with The University of Akron, which include the following:

**Alpha Kappa Alpha Sorority, Incorporated – Delta Pi Chapter**  
**\*Omega Psi Phi Fraternity, Incorporated- Beta Beta Chapter**  
**Zeta Phi Beta Sorority, Incorporated – Upsilon Epsilon Chapter**  
**\*Sigma Gamma Rho Sorority, Incorporated – Epsilon Rho Chapter**  
**Iota Phi Theta Fraternity, Incorporated – Beta Pi Chapter**

**Section 4** **Chapters denoted with asterisk (\*) above indicate chapters that are working toward gaining active membership in the Council and thus withhold voting rights, unless otherwise granted permission by the Council and the Office of Fraternity and Sorority Life.**

**Section 5** There shall be two classes of membership: active and non-active members.

A. Active members are those who have paid all required financial dues to their respective national organizations, the Council, and have completed all assessments given by the Office of Fraternity and Sorority Life.

B. Non-active members are those who are not a part of the Council, but who are a part of the Greek community and have the right given to them by NPHC on a national level to partake in the meeting.

**Section 6** To be a “voting organization,” an organization shall meet the following:

A. up-to-date on all financial obligations to the Council, failure will result in the organization to be placed in “bad standing”,

B each individual chapter of an organization must have at minimum a 2.5 cumulative GPA to be considered in “good academic standing”



- C. shall be in good standing with their national organization and with the University of Akron, including but not limited to, being free from suspension or other disciplinary action by the University,
- D. properly file all paperwork with the Office of Fraternity and Sorority Life, including hazing compliance forms, grade releases, intake policy forms, and roster updates. Failure to do so will automatically result in being placed in “bad standing” with the Council,
- E. Be represented at 75% of the meetings and activities of the Council. Each organization will need to have at least one active member for every 4 members in their Chapter at general Council meetings and 50% of their chapter members present at Council events/programs. Executive Board members can not represent or vote for their chapter, unless the organization has three (3) or fewer total members. Failure to have a representative will result in a loss of vote and subject an organization to fines that will be approved by the Executive Board of the Council with the assistance of an advisor from the Office of Fraternity and Sorority Life.

**Section 7** Any organization that has not fulfilled all financial and academic obligations in accordance with the bylaws of the Council shall be officially notified and given a fifteen (15) day grace period before the said organization’s voting rights are removed. Official notice will be made by formal letter to the organization’s mailbox located in the Student Union, as well as via email to the president of the organization.

## **Article V: Expansion**

Section 1: To officially start the expansion process to be formally re-recognized as a member organization at the University of Akron, the following must be completed:

- a) A formal written request to return to campus as a re-recognized member organization of the Council.
- b) Request a preliminary meeting with the Assistant Director of Fraternity and Sorority Life and the National Pan-Hellenic Executive Board.
- c) Complete all official paperwork, including the Membership Intake Process (MIP) paperwork.
- d) Follow the re-recognition procedure as stated in Article V, Section 3.

Section 2: The criteria for expansion include but are not limited to status of Greek Life on campus, average size of chapters, intake statistics, whether the group has been previously chartered at the University of Akron and interest from non-Greek students in the pursuit of a new NPHC organization. Proposals for city-wide and multi-campus chapters will not be accepted.

Section 3: To be recognized as an official member organization of the Council, the following must occur:

- a) A minimum of 10 members, as stated in the SOUrcE guidelines to be an officially recognized campus organization, must show a commitment to re-recognizing the member organization.
- b) The member organization must obtain both National and local/Graduate Chapter support
- c) Secure both a campus and chapter advisor for the member organization
- d) Comply with all policies required of organizations per the University of Akron Office of Fraternity and Sorority Life. Policies include but are not limited to the following:
  - i. Risk management and alcohol policies
  - ii. Policies on academic achievement and scholarship
  - iii. Policies on substance abuse
  - iiii. Policies on hazing
  - iv. Policies on health issues
  - v. Policies on sexual harassment, assault, and rape
  - vi: Policies on risk management



vii. Policies on Membership Intake Process (MIP)

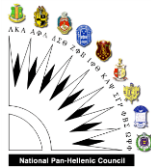
- Section 4: Expansion must be supported by and the Office of Fraternity and Sorority Life before a vote is taken by the Council.
- Section 5: The proposing organization must make a presentation to the present council including what they hope to gain from being on campus, a proposed chapter constitution, and a tentative calendar. The proposing organization should be prepared to pay dues and have a delegate attend the Council meetings,
- The proposal for expansion must be passed by a two-thirds vote of member organizations deemed as voting organizations with the Council. If the vote passes, the Council must follow its expansion policy under the supervision of their advisor and the Office of Fraternity and Sorority Programs.

## ARTICLE VI: RECOGNITION

- Section 1** Any organization proposing to be recognized by the Council must meet the qualifications of membership in accordance with Article IV and Article V.
- Section 2 Any organization proposing to be recognized by the Council must also meet the qualifications of the Student Organization Resource Center (SOuRCe) with a minimum 10 members to be a recognized student organization per the SOuRCe Recognized Student Organization Policy.
- Section 3** A proposal for recognition, in accordance with NPHC national guidelines, shall be presented to the Council for review. At the following Council meeting the Council's member organizations shall vote by secret ballot "for" or "against" recognition. Following a "for" outcome, the newly recognized organization shall be eligible to vote and have all rights and privileges of full membership at the following Council meeting.

## ARTICLE VII: FINANCE

- Section 1** No member organization of the Council shall be considered in good standing unless the organization has paid dues and assessments in accordance with the following:
- A. The Executive Board shall recommend Council dues.
    - 1 Dues will be \$30 per chapter for the entire academic year (Fall and Spring Semesters) and \$5 (per semester) per active Chapter member recognized on individual Chapter rosters on file at The Office of Fraternity and Sorority Life. New initiates will be required to pay \$11 their first full active semester (\$6 per new initiate fees and \$5 per active member fees)..
  - B. Upon recommendation of the Executive Board, the dues shall be determined by a 2/3 vote of voting organizations present at a full Council meeting.
  - C. Dues shall be effective immediately upon passage unless otherwise provided for by a 2/3 vote of the voting organizations.
  - D. Any member organization that has failed to pay Council dues within fifteen (15) days of the date on which said dues and assessments become payable shall be declared delinquent and in "bad standing". Upon such status the organization will notified in accordance with Art. IV, Sec. 4.
  - E. No cancellation or refunds of dues shall be made.



- F. Any member organization that owes monies from the sale of tickets, raffles, or any other assessment properly imposed upon the member organizations shall be considered delinquent and in “bad standing”.
- G. If delinquency occurs for more than fifteen (15) days after notice, delinquent organization shall be subject to a one time fine of 10% of the total balance past due.
- H. If delinquency occurs for more than thirty (30) days after notice, a recommendation of probation will be voted upon by the Executive Board with the assistance from the advisor of the Office of Fraternity and Sorority Life.

## Section 2

Organizations shall be subject to the following fines, but not limited to:

- A. \$25 fine for absences from Council meetings (not to exceed \$100). If organization misses more than 3 meetings, the Executive Board shall determine a fine and/or penalty with the assistance from the advisor of the Office of Fraternity and Sorority Life. If an organization is not in attendance for a meeting, a 24 hour notice must be made with the President and the advisor before the meeting. Any submissions made after this grace period will be counted as an absence. The written notification and will be kept on file with the Secretary for one academic year (Fall and Spring Semesters).
- B. \$10 for tardiness to Council meetings (Two 2 incidences of tardiness are equal to one absence).
- C. \$100 for continuing on with a program a chapter has double booked without the written permission of the original chapter who (have been proven to) have the rights to the date.
- D. \$50 for not submitting a chapter calendar to the Secretary by the last Friday of each semester. In the event a chapter has no events planned, a noticed is to be submitted in place of a calendar.
- E. \$25 for not giving an update of a chapter calendar changes **immediately** to the NPHC Secretary. A copy of the complete calendar must be resubmitted with the changes notated and any events taken off the calendar.
- F. \$50 for not submitting an updated chapter roster to the Office of Fraternity and Sorority Life by the given due date of each semester.
- G. \$100 for not properly canceling a major event program within 3 weeks of the event which includes submitting a written notice to the NPHC Secretary.
- H. \$50 for not properly canceling non-major event program within 3 week of the event which includes submitting a written notice to the NPHC Secretary.
- I. Fines will be assessed to organizations for disorderly conduct on campus. Such fines are as follows:
  - 1. Fighting at an on campus event; \$250
  - 2. Disrespecting advisors or University officials; \$250
  - 3. Damaging University of Akron property; \$250, in addition to restitution.  
Restitution is defined as the costs associated with such property damage.
- J. Fines will need to be paid in full, within (15) days after receiving written notice to the organization. If fine is not received with (15) days, a meeting with the Executive Board and with the assistance from the advisor of the Office of Fraternity and Sorority Life will be mandatory before issuing any further sanctions.



## **ARTICLE VIII: REPRESENTATION**

- Section 1** Each organization shall designate one (1) voting delegate and one (1) alternate. Delegates and alternates shall represent only one vote for their respective organization.
- Section 2** No Executive Board member shall be considered a voting delegate for his/her organization, unless his/her respective organization has a membership of (3) three or less.

## **ARTICLE IX: MEETINGS**

- Section 1** The Council will hold regular meetings, which will be determined the semester prior. Meetings will be determined with the assistance of advisor of the Office of Fraternity and Sorority Life. Meetings shall be run in accordance with Roberts Rules of Order.
- Section 2** Additional meetings may be held if determined by the Board. The Board must provide a minimum of (48) hour notice via phone or email to the Presidents of the member organizations.

## **ARTICLE X: QUORUM**

- Section 1** Quorum shall be defined as majority (half of eligible voting members plus one).
- Section 2** A quorum shall be necessary to conduct any business.

## **ARTICLE XI: QUALIFICATION OF OFFICERS**

- Section 1** A member may hold an elected or appointed office on the Executive Board if:
- A. He/she is in good academic and financial standing with respective member organization throughout the duration of term in office.
  - B. He/she is a full-time student holding (12) credit hours or more while being chosen to office (That officer shall not drop below (6) credit hours during his/her term as an officer).
  - C. Hold at least a 2.5 cumulative GPA throughout the full duration of term.

## **ARTICLE XII: ELECTIONS, LENGTH OF OFFICE AND VACANCIES OF OFFICERS**

- Section 1** Executive Board Officers must be elected by the end of the Fall Semester each year by a majority of the voting members. Election shall be by secret ballot vote of voting members of the Council.
- Section 2** In the event no candidate meets a majority, the two candidates with the most votes will have a runoff.
- Section 3** In the event of a tie voting will continue until a majority is met.
- Section 4** In the event of decreased community size or limited interest in Executive Board Officer Positions, the Executive Board Positions will merge officer responsibility as outlined in Article XIII, Section 2.
- Section 4** Nominations for all elected Executive Board Positions shall be made one (1) meeting prior to the election of candidates. Nominations from the floor may be made at this time. A nominee may be



slated to other positions upon recommendation. Each officer must meet the qualifications stated in Article X, Section 1.

**Section 5** No organization shall hold more than two (2) Executive Board positions, unless under exceptional circumstances or conditions requiring a 2/3 vote of delegates present at a full council meeting.

**Section 6** Each organization shall be empowered with one (1) vote during the election procedure. Each vote shall only be cast by the authorized delegate.

**Section 7** The terms of officers shall begin immediately after each officer has been installed and continue for one (1) year or until their successor has been elected. If a vacancy occurs the President shall have the power of appointment with the majority consent of the full Council. All appointments must be in accordance with these bylaws.

## **ARTICLE XIII: EXECUTIVE BOARD**

**Section 1** The Executive Board shall be comprised of five (5) members as follows: President, Vice-President, Secretary, Treasurer, and Parliamentarian, in which each officer must hold 2 (two) office hours per week. The duties of the Executive Board shall be:

- A. the President shall be the chief administrative officer of the Executive Board. He/she shall preside at all meetings of the Council. He/she shall represent NPHC on Fraternity and Sorority Life committees, as well as to The University of Akron. He/she shall appoint chairpersons of all standing and special committees. He/she shall call all regular meetings of the Council. He/she shall have the authority to interpret regulations and policy statements of the Council in cooperation with the Parliamentarian. He/she shall attend all President Council meetings. He/she shall serve as Chairperson of the Greek Week Committee. He/she shall be required have at least 2 (two) office hours per week.
- B. the Vice-President shall, in the absence of the President, become acting President. While in this role he/she shall assume all functions duties and responsibilities of the President until a successor has been appointed. He/she shall work with the executive council to monitor grade reports and the progress of those chapters failing to meet grade requirements. He/she shall make available resources to support scholarship policies. He/she will evaluate individual chapter's scholarship program and make resolutions concerning measures to improve the chapter's academic standing. He/she shall present speakers and seminars, as deemed appropriate, focused on study skills/time management each semester. He/she shall create and appoint members to committees as he/she deems necessary for proper and efficient functioning of the Council. He/she shall be required have at least 2 (two) office hours per week.
- C. the Secretary shall keep an official record of all actions of the Council. He/she shall make record of the minutes and resolutions of the Council. He/she shall be responsible for the filing of all the records and reports of the Council. He/she shall be responsible for the distribution of minutes, the agenda, and shall submit a typewritten report to have on file after executive board and full Council meetings. He/she shall receive and prepare a response for all official correspondence of the Council. He/she shall be responsible for council calendars. He/she shall compile each chapter's calendar to create the Council calendar and notify chapters of who has "rights" to days that have planned events. He/she shall be responsible for all publicity of Council events, i.e. social media pages (Twitter, Instagram, Facebook). He/she shall be required have at least 2 (two) office hours per week.





- D. the Treasurer shall deposit and account for all monies paid into the Council. He/she shall be responsible for monthly income and expense statements of the Council. He/she shall maintain an accurate ledger of the Council budget and make monthly reports to the full Council. He/she shall also sign all invoices for the payment of monies appropriated by the Council and submit a typewritten report after all full Council meeting which will be kept on file. He/she shall serve as chairperson of the community service/philanthropy committee. He/she shall be required have at least 2 (two) office hours per week.
- E. the Parliamentarian shall serve as the chairperson of the judicial board. He/she shall advise the President and members of parliamentary law when such issues arise. He/she shall give his/her interpretations of the Rules of Order. He/she will also inform members of the proper procedure to use during the meeting and keep the peace, maintaining order at all times. He/she shall oversee and run the National Pan-Hellenic Council Judicial Board. He/she shall serve as chairperson of the Greek Week committee. He/she shall be required have at least 2 (two) office hours per week.

**Section 2** In the event not all (5) officer positions are filled; the assumption of officer responsibilities will be as follows:

- A. The President will assume full responsibilities of Treasurer, unless otherwise agreed upon by the current Executive Board or otherwise filled by a subsequent appointed officer as explained in Article XI, Section 7.
- B. The Vice President will assume full responsibilities of Parliamentarian, unless otherwise agreed upon by the current Executive Board or otherwise filled by a subsequent appointed officer as explained in Article XI, Section 7.

**Section 3** The Executive Board shall submit all recommendations and actions taken to the full Council at the next regularly scheduled meeting.

**Section 4** Quorum shall be constituted as majority (half plus one). All Executive Board resolutions should be adopted by a majority of the Executive Board prior to recommendation to the Council.

**Section 5** The Executive Board shall maintain regular and effective communication with the Panhellenic Council, the Interfraternity Council, the Office of Fraternity and Sorority Life, and other organizations and members of the University of Akron community.

**Section 6** The Executive Board members are subject to the following fines:

- A. \$25 fine for unexcused absences
- B. \$10 fine for tardiness
- C. All excuses must be brought before the board.
- D. All fines must be paid by the individual within (15) fifteen days.

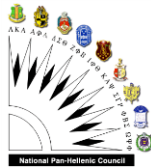
## **ARTICLE XIV: Judicial Board**

### **Section 1: Name**

The name of the judicial body of the National Pan-Hellenic Council shall be the National Pan-Hellenic Council Judicial Board, or hereinafter, referred to as NPHJB.

### **Section 2: Purpose**





- A. The purpose of the Judicial Board shall be to interpret the NPHC Constitution and Bylaws and The University of Akron's Student Rules and Procedures, Hazing Policy, and shall review complaints of and against fraternities and sororities as well as their members.

**Section 3: Membership of NPHJB**

- A. The NPHJB shall be composed of one (1) member from each active affiliate member organizations of the National Pan-Hellenic Council of The University of Akron and the Parliamentarian of NPHC who will serve as Chair of the board.
- B. Each active affiliate member of NPHC will select one representative to be trained to hear judicial board cases.
  - 1. Judicial Board members must have a 2.5 cumulative GPA while serving on the Board.
  - 2. Judicial Board members must be in good standing with their fraternity or sorority chapter.
  - 3. No organization shall have more than one (1) member serving on NPHJB at any given time.
  - 4. Each NPHJB Justices serving will be permitted one vote per issue. A case will not be heard unless at least three (3) Justices and the Chief Justice are present.
  - 5. The Chief Justice serves as a moderator for the Board's activities, and only votes in the case of a necessary tiebreaker.
- C. The only member of the NPHC Executive Board to serve on the Judicial Board will be the Parliamentarian. If the Parliamentarian is not able to serve, the NPHC Vice President will sit as the chair of the judicial board.
  - 1. The Judicial Board Chair will work with the NPHC on-campus Advisor on the following:
    - i. Provide notice to charged organizations of the alleged violations, time and place of the hearing in writing within two days of the Fraternity and Sorority Advisor's receipt of the NPHC Violation Form.
    - ii. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the Executive Board and not involved, starting with the President.

**Section 4: Eligibility of Justices**

- A. All members of the NPHJB shall be initiated members in an active chapter represented in the University's NPHC.
- B. Each Justice of the NPHJB shall pass the minimum NPHC Officer requirements prior to assuming office, and must have completed at least one (1) full semester of membership to be eligible.
- C. The NPHJB term shall be one calendar year beginning at the election of NPHC officers. All Candidates for these positions must not have an expected graduation date falling before the term expires.
- D. NPHJB members are eligible to serve more than one (1) year.

**Section 5: Appointment of Justices**

- A. Each chapter will be required to submit an application of one eligible member to serve on the NPHJB. Exceptions can be made if it would place the chapter in conflict with a sanction or probationary measures or at the discretion of the Executive Board.
- B. Applications for NPHJB will be due by 12pm on the day of the last Executive Board Meeting before NPHC Executive elections. After being reviewed by the Office of Fraternity and Sorority Life, all applications that meet the requirements stated in Section 4 of the Judicial Policy will be appointed to the NPHJB for the next calendar year.



- C. Any Chapters who do not turn in the required application by the due date and time or turn in an application that does not meet the eligibility requirements stated in Section 4 of the Judicial Policy will be subject to a grievance filed with the NPHJB.

## Section 6: Duties of NPHJB Members

### A. Chief Justice

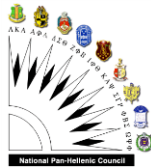
1. Review cases with the Coordinator of Fraternity and Sorority Life prior to the hearing to ascertain jurisdiction and validity.
2. Prepare and send all notices and necessary correspondence.
3. Keep confidential all matters relating to the judicial proceedings.
4. Educate all members according to the Constitution and Bylaws.
5. Shall see to the completion of all sanctions.
6. Maintain all NPHJB files.

### B. Justices

1. Hear and decide all cases brought before NPHJB. Attend all functions associated or sponsored by NPHJB.
2. Keep confidential all materials relating to the judicial proceedings.
3. Perform any other tasks as agreed by the NPHJB which will enhance its performance as a viable body.
4. One (1) Justice shall keep the minutes at all NPHJB meetings and hearings.
5. Perform other tasks as assigned by the Chief Justice.

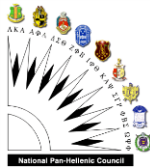
## Section 7: Grievance Procedure

- A. The NPHC President, NPHC Advisor(s), any fraternity or sorority chapter or member, any University of Akron student or faculty member, or any member of The University of Akron or Akron community or public at-large may bring charges against an organization or organization member.
  - B. In order to bring charges before the NPHC Judicial Board, an incident report form must be signed and submitted to the Coordinator of Fraternity and Sorority Life no more than ten (10) days after knowledge of the alleged incident.
  - C. Each grievance filed with the NPHC in general will be reviewed by the Chief Justice and the Coordinator of Fraternity and Sorority Life generally within five (5) days of being received.
  - D. Upon receipt of an incident report form, the NPHC Parliamentarian will meet with the NPHC on-campus Advisor to discuss the case and determining which of the following areas will handle the grievance:
    1. Student Judicial Affairs
    2. The NPHJB
    3. The Coordinator of Fraternity and Sorority Life through an Educational Conference  
The NPHC Parliamentarian and the NPHC on-campus Advisor have the right to conduct pre-hearing investigations at their discretion.
- \*The final outcome of this determination will hereto after be referred to as the file announcement, and will be based upon the subsequent criteria.\*
- E. After determining the destination of the Grievance, to either the NPHJB or the Coordinator of Fraternity and Sorority Life, the file announcement will be shared with the Accused, the Complainant, the NPHC Chief Justice, and the Coordinator of Fraternity and Sorority Life generally within one (1)



day of the decision being made. At which point the appointed group/individuals will assume control of the Case/Grievance.

1. A grievance may be filed with the NPHJB if it meets, while not limited to, any of these requirements:
  - i. It is in regards to violations of the NPHC scholarship, intake and/or risk management policies and is procedural or administrative in nature.
  - ii. It is in regards to administrative or procedural violations of the NPHC Constitution and Bylaws
  - iii. It is in regards to grievances between two bodies within the NPHC Community that do not contain major external factors such as damage or destruction to property or that do not contain any violation of the Student Code of Conduct. These may contain, but are not limited to:
    - a. NPHC Chapter Member(s) vs. NPHC Chapter Member(s)
    - b. NPHC Chapter(s) vs. NPHC Chapter(s)
    - c. NPHC Chapter Member(s) vs. NPHC Chapter(s)
    - d. NPHC Chapter(s) vs. NPHC Chapter Member(s)
2. If a case is to be brought before the NPHC Judicial Board, the Parliamentarian shall, by way of letter, notify the chapter(s) and/or individual(s) of the charges.
  - i. The letter shall specify a hearing date at least (4) calendar days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
  - ii. The letter shall also:
    - a. Describe of the alleged violation
    - b. Advise the organization of its rights:
      1. to a private hearing
      2. to appear at the hearing with an advisor
      3. to present testimony of witnesses, documentary, or other evidence
      4. to appeal
  - iii. The letter shall be delivered through e-mail and on-campus mail to the Chapter President.
3. A grievance that would normally be filed to the NPHJB, can instead be filed with the NPHC Executive board under this guideline:
  - i. the inability of the NPHJB to perform its duties as determined by the Chief Justice and the Coordinator of Fraternity and Sorority Life
4. If it is determined that the NPHJB is unable to perform its duties and subsequently the Grievance is filed with the NPHC Executive Board, either the Accused or the Complainant can request the Grievance is filed with the Department of Student Judicial Affairs instead, as long as a written request is received to the Chief Justice's mailbox within two (2) days of the filing announcement being placed in the mailbox of the Accused and Complainant. If no request is received within the stated time period, no option for filing with the Department of Student Judicial Affairs will be allowed from the Complainant or the Accused.
5. If it is determined that the NPHJB is unable to perform its duties, the Chief Justice must inform the chapter presidents by email within twenty-four (24) hours of that decision being reached and the Council at the following council meeting. Included in the email and announcement to the council must be the following:
  - i. The determination by the Chief Justice and the Coordinator of Fraternity and Sorority Life that the NPHJB is unable to perform its duties
  - ii. That grievances normally filed with the NPHJB will now be filed with the NPHC Executive Board
  - iii. The requirements of Article XIII, Section 8, Bullet J
  - iv. When it has been determined by the Chief Justice and the Coordinator of Fraternity and Sorority Life that the NPHJB may resume its duties, the Chief



Justice must inform the chapter presidents by email within twenty-four (24) hours of that decision being reached and the Council at the following council meeting. Included in the email and announcement to the council must be the following:

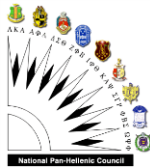
- a. The determination by the Chief Justice and the Coordinator of Fraternity and Sorority Life that the NPHJB is able to resume its duties.

\*\*That grievances normally filed with the NPHJB will resume being filed with the NPHJB\*\*

6. A grievance may be filed for an Educational Conference with the Coordinator of Fraternity and Sorority Life, if it meets, while not limited to, any of these requirements:
  - i. It is in regards to violations of the NPHC scholarship, intake or risk management policies and is procedural or administrative in nature.
  - ii. It is in regards to administrative or procedural violations of the NPHC Constitution and Bylaws
  - iii. It is in regards to grievances between two bodies within the NPHC Community that do not contain major external factors such as damage or destruction to property or that do not contain any violation of the Student Code of Conduct. These may contain, but are not limited to:
    - a. NPHC Chapters Member(s) vs. NPHC Chapter Member(s)
    - b. NPHC Chapter(s) vs. NPHC Chapter(s)
    - c. NPHC Chapter Member(s) vs. NPHC Chapter(s)
    - d. NPHC Chapter(s) vs. NPHC Chapter Member(s)
7. A grievance may be filed with the Department of Student Judicial Affairs, with notice given to the Chief Justice, if it meets, while not limited to, any of these requirements:
  - i. It is in regards to violations that encompass policies outside of the NPHC Constitution and Bylaws.
  - ii. It involves damage or destruction of property or any other violation falling under The University's Student Code of Conduct.

### **Section 8: Judicial Board Hearing Procedures**

- A. The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.
- B. Judicial board hearings shall be closed to the public.
- C. The participants in the judicial board hearing shall be representatives from each member organization involved, including a faculty advisor or the complaining party if other than a fraternity, the NPHC Judicial Board representatives, the NPHC Parliamentarian, and the NPHC on-campus Advisor.
- D. The NPHC Parliamentarian serves as the Chair of the Judicial Board unless his or her organization is involved in the alleged infraction. In that case the NPHC President shall serve as the NPHC Judicial Board Chair.
- E. The NPHC Judicial Board representative from the accused organization will not serve on the board for the hearing.
- F. The judicial hearing will be audio taped.
- G. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor, who is either a university employee or student, may be present during the hearing.
- H. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
- I. Following the completion of the hearing, the Judicial Board members hearing the case, the NPHC Parliamentarian and the NPHC on-campus Advisor will go into executive session for deliberations.
- J. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision sent following the end of the hearing.
- K. Penalties should be assessed to fit the nature and degree of the offense.
- L. Information on the appeal process shall be presented at the close of the judicial board hearing.



- M. All documents associated with an investigation or judicial board hearing shall be kept by the NPHC on-campus Advisor for a period of no less than three years.

### Section 9: Judicial Hearing - Order of Events

- A. Call to order by the NPHC Judicial Board Chair
- B. Introductions - Honor Code, not a legal system, and Confidentiality
- C. Read charges and obtain response to each (Responsible, Not Responsible, or Responsible with an explanation).
- D. Brief opening statement of charges and justification.
- E. Five minute opening statement by the accused organization.
- F. Call of witnesses to substantiate the charges - statements and questioning period.
- G. Call of witnesses to refute the charges - statements and questioning period.
- H. Closing statement by the accuser, if warranted.
- I. Closing statement by the accused organization representative.
- J. All in attendance except the Judicial Board Chairman, Judicial Board members, and the NPHC on-campus Advisor are excused from the meeting.
- K. Charges stated by Judicial Board Chairman.
- L. Chairman requests motion from Judicial Board member regarding decision(s). (Responsible or Not Responsible)
- M. Discussion of motion.
- N. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
- O. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
- P. The Hearing Report Form is completed (decision, sanctions, and reasoning) and given to Coordinator of Fraternity and Sorority Life.

### Section 10: Making Decisions

- A. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
- B. In a closed session, the Judicial Board shall decide if there is sufficient information to support the alleged violations. The decision reached should be based upon the information presented at the hearing, which is most convincing, most credible, and of the greatest weight or probability.
- C. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be *Not Responsible*. If the Judicial Board finds the group did violate the regulations, the Board will recommend the sanctions.
- D. If and only if the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
  - 1. The gravity of the violation
  - 2. Level of cooperation from the cited organization
  - 3. The impact the violations have on the Fraternity and Sorority, college, and surrounding communities.
  - 4. The educational impact of the sanctions on the organization.
  - 5. Past organizational offenses may be considered if the boards finding is that the chapter is responsible for the alleged offence. No mention of past organizational offenses is allowed during the deliberation on responsibility.
  - 6. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

### Section 11: Sanctions



- A. The Judicial Board shall have the authority to recommend one or a combination of sanctions, including, but not limited to:
1. **Official Warning:** An incident may be considered to be mild in nature and outcome by one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the organization that they have been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the organization that they need to reevaluate their behavior before serious action has to be taken.
  2. **Educational Sanctions:** The Judicial Board may choose to assign an educational project or task to be completed. Some examples of these sanctions include program development and implementation.
  3. **Alcohol Education Class:** Organizations found in violation of the Alcohol Policy may be required to attend Alcohol 101 class or another privately sponsored program (fee determined by the service provider).
  4. **Referral for Counseling:** If, in the opinion of the Judicial Board, an organization involved in a disciplinary situation will best be served by counseling, the group may be required to attend counseling sessions with a member of The University of Akron Counseling Staff or another professional off campus. The group will be responsible for all fees incurred by contracting the services of an independent professional.
  5. **Restitution:** Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
  6. **Campus Restitution Hours:** Campus restitution hours are intended to benefit the organization and the campus. If the group does not complete the assigned campus restitution hours by the required date, the group may face additional charges and a new hearing.
  7. **Fines:** Organizations may be required to pay a reasonable sum of money as a sanction (fee determined by the service provider).
  8. **Suspension of Social Privileges:** A student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments.
  9. **Disciplinary Probation for Student Organizations:** A probationary status, imposed for a specific time period, during which an organization is expected to show a positive change in behavior. A letter will be sent to the national organization or governing body notifying them of probationary status.
    - i. **Disciplinary Suspension of Organization Recognition (may lead to loss of charter):** The removal of an organization from the university which permits the group to apply for recognition at a later date. While a group is suspended, they may not meet as a group or utilize campus facilities or services (intramurals, meeting in university space, etc.). If the organization attempts to return without official recognition, they risk their eligibility to return to The University of Akron in the future.
  10. **Preliminary Suspension of Recognition:** A unique probationary status in which the organization is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the group but was not deemed necessary. If the group does not meet all special stipulations association with the preliminary suspension or if they are ground responsible of violating any other rule, regulations, policy or law, they may be sanctioned with disciplinary suspension from the university. If the group does not complete any stipulation of the preliminary suspension by the assigned date their recognition may be reevaluated. They national governing body is notified of the organization's status with the university.



11. **Permanent Separation:** Permanent removal from the university. Organizations separated from the university will not be allowed to return to The University of Akron in the future.
12. **Other.** The Council reserves the right to determine any other reasonable sanction not previously listed above.

### **Section 12: Post-Hearing Procedures**

- A. The NPHC Judicial Board Chair will meet with the NPHC on-campus Advisor to complete the post-hearing report form.
- B. The Parliamentarian will inform the chapter in writing the following:
  1. Restatement of the charges
  2. Decisions rendered on the charges
  3. Sanctions with completion dates and resources for completion
  4. Appeals Process

### **Section 13: Appeals**

- A. If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board/Parliamentarian, the chapter may appeal the decision to the Associate Director, Programs and Educational Services. A letter of appeal shall be submitted to the Associate Director within 48 hours of the chapter receipt of the decision.
- B. In order to determine if an Appeal hearing is required, the organization must state as clearly and fully as possible the reason for seeking a modification of the decision. The University criteria for considering an Appeal are as follows:
  1. Whether the original board's process was conducted fairly and in accordance with prescribed procedures.
  2. Whether there is new evidence or relevant information not available at the time of the original hearing that, if consequential, shall result in a remanding of the case to the original board.
  3. Whether the original decision is supported by substantial evidence.
  4. Whether the regulations alleged to have been violated were properly interpreted or applied by the original board.
  5. Whether the sanction imposed was proportionate to the gravity of the misconduct.

### **Section 14: Completion**

- A. The NPHC on-campus Advisor, in cooperation with the NPHC Parliamentarian, is responsible for ensuring the completion of all sanctions given by the NPHC Judicial Board.
- B. In the event that a chapter or individual does not complete the specified sanction, the NPHC Judicial Board will be re-convened to make further relevant decisions.

## **ARTICLE XV: SCHOLARSHIP POLICY**

### **Section 1: Name**

- A. Scholarship Policy – The NPHC Vice-President will work with the executive council to monitor grade reports and the progress of those chapters failing to meet grade requirements

### **Section 2: Support Programming**





- A. The NPHC Vice-President shall make available resources to support scholarship policies such as information provided by but not limited to the Counseling and Testing Center, Office of Fraternity and Sorority Life, Department of Student Life, Center for Career Management, Tutorial Services, University College, Academic Advising, Fraternity Advisors, and respective National Fraternity Organizations.
- B. The NPHC Vice-President, upon request of by edict, will evaluate individual chapter's scholarship program and make resolutions concerning measures to improve the chapter's academic standing.
- C. The NPHC Vice-President will present speakers and seminars focused on study skills/time management each semester.

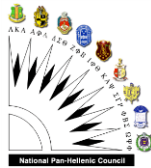
### Section 3: Academic Policy

- A. It is the immediate goal of the National Pan-Hellenic Council for each chapter to maintain a minimum chapter Grade Point Average of **2.50**.
- B. Chapter Grade Point Average (from here on to be referred to as **GPA**) will include all chapter members, associated and initiated, as well as dormant members (as reported to the Office of Fraternity and Sorority Life on the respective rosters).
- C. In order to hold an NPHC officer position, an individual must maintain a 2.50 cumulative GPA.

### Section 4: Corrective Actions

- A. **Level I Violation-** Any Chapter falling below the required GPA in either semester will be placed on **Academic Support**. The President, Vice President, and Scholarship Chair of the chapter will be required to meet with the scholarship committee to develop a written plan of action. The plan should be submitted to the NPHC Vice-President and the Coordinator of Fraternity and Sorority Life **by the third week of the semester**. A letter will be sent to the Chapter's respective Regional Headquarter Office and/or Graduate Chapter informing them of the chapter's current status. Copies of the letter will be sent to the respective Chapter and Faculty Advisors and the Coordinator of Fraternity and Sorority Life. The NPHC Vice-President shall again meet with the respective chapter officers during the eighth week of the semester to evaluate the chapter's progress. If deemed necessary, the NPHC Vice-President may adapt the plan to better facilitate development. **Intake is to the discretion of the coordinator of Fraternity and Sorority Life.**
- B. **Level II Violation-** After a chapter has fallen below the required GPA for a second semester, said chapter shall be placed on second level academic probation, consisting of the following: The chapter shall be placed on academic support as described in Level I probation, lose its right to host social events (without the possibility of reinstatement during the semester); and will be reviewed by the scholarship committee in the fifth and tenth weeks of the semester. The chapter will also lose NPHC voting privileges for the remainder of the semester. **In addition, failure to show progress of the scholarship plan at any of the reviews will result in loss of all event privileges (including their "week" if so falls after failure of a review) for the remainder of the semester. A chapter on a Level II Violation is unable to do Intake.**
- C. **Level III Violation-** After a chapter has fallen below the required GPA for a third semester, a chapter shall be referred to NPHJB. **The chapter will be immediately placed on suspension - meaning they will lose their right to vote and will have no event privileges. At this point, the NPHC President and Vice President will take over the construction of a scholarship plan, and the chapter will have to abide by said plan. Failure at any time to adhere to these plans could result in future disciplinary action. A chapter on a Level III Violation is unable to do Intake.**
- D. **Level IV Violation-** After a chapter has failed to meet the minimum academic requirements for a fourth consecutive semester, after having met with the NPHJB, they will be required to have a meeting/conference call with the NPHC President, Coordinator of Fraternity and Sorority Life and said chapters State/Regional Director to determine an immediate plan of action. **A chapter on a Level IV Violation is unable to do Intake.**

### Section 5: Reinstatement of Good Scholastic Standing



- A. Following the Level I Violation corrective procedures, if a chapter achieves the minimum GPA requirement, it will return to good scholastic standing, be removed from academic support, and a letter will be sent to the respective Regional Headquarter Office and/or Graduate Chapter informing them of the updated chapter status. Copies of the letter will be sent to the respective Chapter, Faculty Advisors and the Coordinator of The Office of Fraternity and Sorority Life.
- B. Following the Level II Violation corrective procedures, if a chapter achieves the minimum GPA required, it will be removed from a Level II Violation and placed on a Level I Violation. Said chapter will regain all privileges as explained in Level I Violation, and a letter will be sent to the respective Regional Headquarter Office and/or Graduate Chapter informing them of the updated chapter status. Copies of the letters will be sent to the respective Chapter, Faculty Advisors and the Coordinator of The Office of Fraternity and Sorority Life.
- C. Following the Level III Violation corrective procedures, if a chapter achieves the minimum GPA required, it will be removed from a Level III Violation and placed on a Level II Violation, Said Chapter shall regain all privileges as explained in a Level II Violation, and a letter will be sent to the respective Regional Headquarter Office and/or Graduate Chapter informing them of the updated chapter status. Copies of the letter will be sent to the respective Chapter, Faculty Advisors and the Coordinator of The Office of Fraternity and Sorority Life.

## **ARTICLE XVI: ADVISOR**

- Section 1**           The advisor will be selected by the Department of Student Life and will serve for their entire employment term.
- Section 2**           The Council shall be required to have an advisor who shall be a faculty member, staff member, or administrator of The University of Akron as in accordance with The Department of Student Life.
- Section 3**           Duties of the Advisor shall include, but not be limited to:
- A. Regular attendance at all Council meetings
  - B. Monthly examinations of accounts payable and receivable of the Council
  - C. Monitoring the meeting to assure that it is being conducted in accordance with the Council Bylaws
  - D. Assisting officers in carrying out their duties and responsibilities
  - E. Sign all invoices for the payment of monies authorized by the Council in cooperation with the President and the Treasurer
  - F. Other such duties as may be needed by the Council and/or the University.

## **ARTICLE XVII: COMMITTEES**

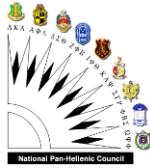
- Section 1**           The Vice President may create and appoint members to committees as he/she deems necessary for the proper and efficient functioning of the Council. Committees appointed by the Vice President will exist until deemed unnecessary by the Executive Board.
- Section 2**           The President shall appoint chairperson of all standing and special committees. The committee chairperson shall represent the committee at all Council meetings.
- Section 3**           **Standing Committees shall include, but not be limited to:**
- A. NPHC Week
    - 1. **the President shall sit as chairperson**



2. shall have reports at each meeting discussing the progress, ideas and concerns as they pertain to the Council
- B. Greek Week
  1. **the Parliamentarian shall sit as chairperson**
  2. shall have reports at each meeting discussing the progress, ideas and concerns as they pertain to the Council
- C. Community Service/Philanthropy
  1. **the Treasurer shall sit as chairperson**
  2. shall have reports at each meeting discussing the progress, ideas and concerns as they pertain to the council
  3. shall plan **AT LEAST** one service/philanthropy event each semester
- D. Scholarship Committee
  1. **the Vice President shall sit as chairperson**
  2. shall have reports at each meeting discussing the progress, ideas and concerns as they pertain to the council
- E. Social Media Committee
  1. **the Secretary shall sit as chairperson**
  2. shall have reports at each meeting discussing the progress, ideas and concerns as they pertain to the council and its utilization of the Council's social media outlets

## ARTICLE XVIII: EVENT PLANNING

- Section 1** All chapters of the council **MUST** submit their calendar to the Secretary by the last Friday of each semester, or be held subject to a fine. The Secretary will then compile each chapter's calendars to create the Council calendar and notify chapters of who has "rights" to days that have planned events. If dates are double-booked, those chapters will be notified and the day will be given on a first come, first serve basis.
- Section 2** Each affiliate organization is allotted per academic year:
- A. One seven (7) day week (Monday-Sunday), spring semester, which no other chapter shall schedule or hold any type of event without written permission of the chapter in possession of the week.
  - B. Reserved days, in which no other chapter shall schedule or hold any type of event without written permission of the chapter in possession of the days as listed as priority, such as National Founders' Day
- Section 3** If one organization has a planned event on the calendar, no other organization is permitted to have an event on the same day. Depending on the nature of the event (For example: Sorority women would be allowed to host an event if another Sorority hosts tables during the day because the events do not conflict.) It is at the discretion of the individual organizations to make the final call, and notify the Secretary of the final decision, or be subject to a fine.
- A. In the event a chapter has no events/programs scheduled for the current semester, a notice must be submitted stating so in place of a chapter calendar.
  - B. In the event any changes to a chapter calendar are made, these changes must be submitted **immediately** to the Secretary.
- Section 4** No Council organizations shall charge members of the National Pan-Hellenic Council of The University of Akron to attend any of their events on campus.
- Section 5** **All Council organizations must have at least 50% of their members in attendance at a Council sponsored event.** A sign in sheet will be provided at all events. Only a member from the Executive Board will be permitted to collect names and organizations that were present. Failure to attend a Council sponsored event are will result in a fine.



## ARTICLE XIX: Membership Intake

- Section 1 In order to do intake, chapters must be in good standing with the Office of Fraternity Life, having filled out and turned in all paper work required, be in good standing with NPHC, in good standing with their National Headquarters, and meeting minimum GPA requirements the semester before intake is intended to take place.
- Section 2 Chapters who are currently on academic probation of any level are **UNABLE** to do Intake, with the exception of those on Level I Violation.
- Section 3 Chapters on Level I Violation are able to meet with the Coordinator of Fraternity and Sorority Life to discuss whether their chapter can do intake. Chapter must prove that they are in good standing on all levels and actively working to improve chapter academics. The final decision of whether or not intake can take place will be left to the discretion of the Coordinator of Fraternity and Sorority Life.
- Section 4 Chapters in violation of the Scholastic Policy on any level with only one (1) member remaining in the chapter have the right to meet with the Coordinator of Fraternity and Sorority Life to discuss the need to do Intake. Chapter must prove that they are in good standing on all levels and actively working to improve chapter academics.
- Section 5 A new member must be initiated according to the national policy of the fraternity or sorority to which he/she is accepted and must adhere to the policies of The University of Akron NPHC Bylaws.
- Section 6 The membership chair and or the president of each chapter planning to do intake, is responsible for notifying the Coordinator of Fraternity and Sorority Life within two weeks prior to the national intake process of that respective chapter.
- Section 7 All forms of hazing, pre-intake and pre-initiation activities that are defined as hazing shall be banned. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity or sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include: creating of excessive fatigue, physical and psychological shocks; publicly wearing apparel which inconspicuous and not normally in good taste; engaging in public students and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the governing fraternity or sorority, The University of Akron, and/or the State of Ohio.

## ARTICLE XX: AMENDMENTS

- Section 1** The Council by-laws may be amended with a 2/3 vote of delegates present at a full council meeting.
- Section 2** All proposed amendments must be read and submitted in writing to all council delegates at least (14) days or (1) council meeting prior to vote.



**Section 3** A Council organization may submit their absentee vote to the President no later than twenty-four hours (24hrs) in advance of the next scheduled Council meeting; the absentee votes will only be counted toward the final resolution if quorum is met.

### **Article XXI – Nondiscrimination Clause**

The National Pan-Hellenic Council of The University of Akron shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap, veteran status, or sexual orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.

### **Article XXII – Student Life Clause**

The National Pan-Hellenic Council of The University of Akron shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life.