

*“Where there is unity, there is strength”*

NATIONAL PAN-HELLENIC COUNCIL, INC.  
University of North Carolina at Chapel Hill Chapter

**CONSTITUTION AND BY-LAWS**

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 their certain areas of action and programming can best be realized by formal organization, do hereby establish an organization to address these needs and bind ourselves to abide by the provisions of the following Constitution and By-laws.

**Article I – Identification**

**Section 1 – Name**

The official name of the organization shall be the National Pan-Hellenic Council, Incorporated of the University of North Carolina at Chapel Hill. For university recognition purposes, the name of this organization is UNC-CH National Pan-Hellenic Council. Throughout this document, the organization will henceforth be referred to as the UNC-CH NPHC, Inc., NPHC, or the Council.

**Section 2 – Affiliation**

This organization is a chapter of the national entity, the National Pan-Hellenic Council, Incorporated.

**Article II – Purpose**

The purpose of the University of North Carolina at Chapel Hill chapter of the National Pan-Hellenic Council (NPHC), Incorporated shall be to enhance fellowship among the historically Black fraternities and sororities on campus through closer interaction among ourselves in the interest of improving social and philanthropic relations and increased communication with the University population. The council shall be the governing body that regulates and controls the interactions between the individual organizations.

## **Article III – Membership**

Membership includes those members participating in active NPHC chapters at the University of North Carolina at Chapel Hill. The fraternity or sorority must be recognized as active by its national organization. In the case of charter revocation, a letter from the district or regional office confirming reinstatement of the chapter must be submitted to the Council. In addition, a letter from the fraternity or sorority seeking reinstatement in the NPHC must be submitted to the Council. On receipt of this documentation, the Council will vote on the membership status of the fraternity or sorority.

In order to establish and/or remain in good standing with the Council, members of the organization must adhere to obtaining a semester chapter GPA that aligns with University standards. If an organization does not meet these requirements, it will receive an initial warning. Following that initial warning, if the chapter continues to be unable to meet these requirements, it is subjugated to social probation and must submit a plan outlining how it plans to achieve good standing.

All organizations that are part of the NPHC, and consequently their members, subject themselves to all rules, dues, fees, fines and punishments set forth by the Council.

## **Article IV – Elected Officers**

### **Section 1 – Composition**

The National Pan-Hellenic Council will consist of elected officers, which will be called the Executive Board. They consist of:

1. President
2. Vice-President
3. Secretary of Internal Affairs
4. Treasurer
5. Secretary of External Affairs
6. Parliamentarian
7. Committee chairs

### **Section 2 – Succession**

In the event that an executive officer is unable to perform his or her duties or is unable to be in attendance at the University of North Carolina at Chapel Hill for any reason, then the following order of succession shall be implemented:

1. President to Vice-President
2. Vice-President to Secretary of Internal Affairs
3. Secretary of Internal Affairs to Treasurer

4. Treasurer to Secretary of External Affairs
5. Secretary of External Affairs to Parliamentarian

In the event that a promoted officer cannot or does not wish to take his or her new office, then the officer must occupy the new office until an election process can be held to fill the vacancy. The aforementioned officer has the option of returning to his or her former position or yielding that position to another NPHC member selected through the election process.

### **Section 3 – Violations**

If at any time an officer or appointed official fails to maintain the eligibility under which he/she was appointed or elected, that officer may be asked to resign. An unexcused absence is counted when a chapter fails to send a minimum of 2 delegates for representation without at least a 24 hour notice to the executive board. (Undergraduate advisors may serve as delegates but are prohibited from voting.) Two unexcused absences will result in a review by the Judicial Board. Failure to perform other tasks may also prompt a review by the Judicial Board. Members of the Executive Board are responsible for submitting requests to the Judicial Board in such scenarios.

### **Article V – Voting**

Each member organization shall have two votes, which may be exercised by the organization's official delegate. A simple majority will decide the outcome. In the event of a tie vote, the President, or next presiding officer, will serve as a tiebreaker

### **Article VI – Quorum**

A quorum shall consist of at least ½ of the dues-paying member organizations (chapters). Quorum must be established before any motion can be made before the National Pan-Hellenic Council. If no quorum is present, voting cannot take place.

### **Article VII – Ratification**

This constitution and constitutional amendments shall become effective immediately when approved by a three-fourths (3/4) majority vote of all dues-paying member organizations.

### **Article VIII – Amendments**

This constitution of the National Pan-Hellenic Council can be amended by a majority vote of the dues-paying member organizations, following the approval of the seconded motion to enact such changes at the beginning of the school year. All amendments cannot be voted on until the first National Pan-Hellenic Council general body meeting

with quorum. No chapter may circumvent the constitution by any means. Any chapter that does will be sent to the Judicial Board.

- a. Affiliate chapters, through their representatives, may propose amendments to these by-laws.
- b. In order to amend the by-laws, amendment proposals shall be submitted to the general body at least 30 days before the meeting at which they will be voted upon.
- c. Proposed amendments to the by-laws shall be considered adopted by a three-fourths (3/4) vote. Adopted amendments become effective the first day of the next week following adjournment of the meeting at which they were adopted.

## **Article IX – Meetings**

### **Section 1 – General Body Meetings**

Regular general body meetings of the National Pan-Hellenic Council shall be held on the first Wednesday of every month at 8:00 pm, with the exception of conflicts with the University calendar. The Executive Board will meet directly after each general body meeting, unless otherwise specified.

### **Section 2 – Chapter Presidents Meetings**

The presidents of the chapters that comprise the Council shall meet on the last Monday of every month at 5 pm, with the exception of conflicts with the University calendar.

### **Section 3 – Special Meetings**

Special meetings may be called by the President, when appropriate. In order to call a special meeting, the Executive Board must agree on its necessity. Each organization shall be notified about special meeting at least three (3) days prior to the meetings, unless immediate action is required.

### **Section 4 – Representation**

A quorum to convene and transact business shall consist of one half (1/2) of the active members.

A chapter with no undergraduate members can be represented on the council by the intended graduate advisor of the chapter. This delegate may pay dues, and actively participate in all NPHC functions. The advisor's presence will not, however, be included in the voting quorum.

### **Section 5 – Attendance and Punctuality**

Organizations that miss general body and/or chapter presidents meetings will be summoned with the following actions:

- a. Missing of first meeting – Warning
- b. Missing of second meeting – \$20 per chapter, paid to the Treasurer by the next general body meeting.
- c. Missing of third meeting – Reimbursement of chapter allocations by Executive Board, paid to the Treasurer by next general body meeting, and loss of voting privileges for the semester.

Attendance will be taken at the beginning of each meeting. Any organization that is more than 15 minutes late, without prior approval of the chair, will not be allowed to enter the meeting and will be marked as absent. Any organization needing to leave early should also tell the President prior to the meeting. See Article V, Section D of the by-laws for more information on mandatory meetings and fines.

## **Article X – Nominations and Elections**

### **Section 1 – Timeline**

Nominations for officers and committee chairs shall be open in October and shall be closed on the second to last meeting of the semester. Elections shall be held on the final meeting of the semester. Candidates may give a speech, not exceeding five minutes, shortly before their position is voted on. Positions will be voted on one at a time, in the order of succession outlined in Article IV. Nominations may be taken from the floor for positions that have not been filled. Newly elected officers shall begin their terms in the first general body meeting of the following school year.

### **Section 2 – Criteria**

All candidates for the Executive Board must meet the following eligibility requirements:

- a. Must possess at least a 2.7 cumulative GPA (in accordance with University standards), to be verified by the Council advisor within the Office of Fraternity and Sorority Life and Community Involvement (OFSL-CI).
- b. Must be a member of an active chapter in good academic standing with the University.
- c. Must not be a candidate for graduation the same semester in which he/she is running.

In addition to the requirements above, all candidates for President and Vice-President must have been an active member of the Council for at least one full academic semester. Such role of activity may include, but are not limited to: executive board positions and committee chairs.

### Section 3 – Installation Ceremony

Upon the voting of the executive officers, the Council advisor will preside over an installation ceremony within two weeks of elections. The script is below:

The National Pan-Hellenic Council was established on May 10<sup>th</sup>, 1930 at Howard University as a national coordinating body for the nine historically African-American fraternities and sororities, which had evolved on several American college and university campuses by that time. Blatant racism prevented many African-American students on historically white campuses from joining general fraternities and sororities. African-Americans were denied admittance to large numbers of campuses that still prohibited blacks from attending. Therefore, African-American students on both types of campuses established fraternities and sororities to enhance their college experiences. These organizations did not then, nor do they now, restrict membership exclusively to African-Americans. They have developed, however, a distinctive African-American style in their activities both socially and philanthropically. The nine members of the National Pan-Hellenic Council are:

Alpha Phi Alpha Fraternity, Inc., established in 1906 at Cornell University  
Alpha Kappa Alpha Sorority, Inc., established in 1908 at Howard University  
Kappa Alpha Psi Fraternity, Inc., established in 1911 at Indiana University  
Omega Psi Phi Fraternity, Inc., established in 1911 at Howard University  
Delta Sigma Theta Sorority, Inc., established in 1913 at Howard University  
Phi Beta Sigma Fraternity, Inc., established in 1914 at Howard University  
Zeta Phi Beta Sorority, Inc., established in 1920 at Howard University  
Sigma Gamma Rho Sorority, Inc., established in 1922 at Butler University  
Iota Phi Theta Fraternity, Inc., established in 1963 at Morgan State University

**Installing Officer:** Will the retiring officers please stand?  
*(Introduce all retiring officers, even those not present)*

To you, we say thank you for the many contributions that you have made during your time in office. You can enjoy the satisfaction of knowing you fulfilled your responsibilities well, and by doing so, won the respect and esteem of all. We bid you Godspeed and ask for your continued interest and support for the University of North Carolina at Chapel Hill Chapter of the National Pan-Hellenic Council and all of its activities, both undergraduate and alumni.

Will the newly elected and appointed officers please come forward and stand to my left (or right).

*(Call the names of the President, Vice-President, Secretary of Internal Affairs, Treasurer, Secretary of External Affairs and Parliamentarian)*

**Installing Officer (to all):** You have been chosen by the members of the National Pan-Hellenic Council of UNC-Chapel Hill to lead the Council during the next year. This is an honor and a privilege granted to you because of your outstanding qualifications and your loyalty to both your chapter and NPHC. During the coming year, it will be yours to serve willingly, to lead with sensitivity, to judge fairly, and to work in harmony with your fellow

officers and with the elected chapter delegates in a spirit of cooperation and friendship. Be sensitive to the wishes and needs of NPHC members. Set goals and priorities by which you can achieve your objectives.

**Installing Officer to President:** Do you \_\_\_\_\_, solemnly swear (or affirm), on your honor to carry out to the best of your ability the duties of the President, to obey the by-laws, to hold the welfare of UNC-CH's NPHC, Inc., as well as the national NPHC, as your goal at all times, and to work in harmony with your fellow officers?

(Pause for response).

**Installing Officer to Secretary (Internal Affairs and External Affairs):** The Secretary is the link between the NPHC and its supporters – the chapters on our campus, our advisors, and the national NPHC, in addition to the campus and surrounding community. It is the duty of the Secretary of Internal Affairs to keep minutes in an orderly and concise manner and to distribute them as required. It is the duty of the Secretary of External Affairs to build and maintain relationships with our partners and supporters in the campus and surrounding community. Do you pledge yourselves to perform these duties to the best of your abilities?

(Pause for response).

**Installing Officer to Treasurer:** Timely and accurate performance of duty is the privilege of the Treasurer. The reputation of our Council both on campus and in the community depends in many ways upon responsible financial management. Do you promise to fulfill the duties of Treasurer to the best of your ability?

(Pause for response).

**Installing Officer to Parliamentarian:** Do you, \_\_\_\_\_, accept willingly the office of Parliamentarian, to keep proper order at the NPHC meetings, to assist the President at all times, and to fulfill other duties as assigned to you during your term in office?

(Pause for response).

**Installing Officer to Entire Group:** Those of you who are not officers or members of the National Pan-Hellenic Council at this time bear an important responsibility – that of fulfilling our own obligations as representatives of your chapters and other councils. You are expected to participate in and support NPHC activities, communicate needed information, and contribute to the betterment of the entire Greek community here at UNC-Chapel Hill. I now declare the executive officers of the University of North Carolina at Chapel Hill Chapter of the National Pan-Hellenic Council duly installed. With mutual respect and cooperation among all members, may the council continue to give loyal service to member chapters and the University of North Carolina at Chapel Hill.

# National Pan-Hellenic Council By-Laws

## University of North Carolina at Chapel Hill

### Article I – Officer Description

- A. The President shall be the presiding officer of the council and chair its meetings when present. The President will be a non-voting member of the council except in the event of a tie in which case the President will serve as the tiebreaker. The President is the one responsible for making sure that all committees abide by council rules.
- B. The Vice-President shall assist the President in the administration of the Council's business, shall chair the Judicial Board and preside in the absence of the President. The Vice-President shall also serve as the executive board's liaison to the service committee.
- C. The Secretary of Internal Affairs (SIA) shall keep the minutes of the council meetings and distribute copies of the minutes to all member organizations prior to each subsequent meeting. The SIA will be responsible for compiling the official calendar of official Council meetings. The SIA will also keep track of attendance at all NPHC meetings and functions for the purpose of levying fines. The SIA will also serve as the executive board's liaison to the publicity committee.
- D. The Treasurer shall be the monitor of all financial transactions and concerns of the National Pan-Hellenic Council. Also, the Treasurer shall maintain current financial records of the organization at all times. The Treasurer is responsible for the collections of receipts and funds, and the presentation of bi-weekly reports. The Treasurer will also serve as the executive board's liaison to the fundraising committee.
- E. The Secretary of External Affairs (SEA) will be the primary correspondent for all events involving the campus and surrounding community. The SEA will be responsible for all recruitment events and programs with other campus or community organizations. The Secretary of External Affairs shall also serve as the executive board's liaison to the social committee.
- F. The Parliamentarian shall keep records of the constitution and all amendments and maintain order in all meetings using *Robert's Rules of Order* as a reference point. Where the Constitution and By-laws do not address appropriate decorum, *Robert's Rules of Order* shall govern. The Parliamentarian shall also be responsible for the preparation and presentation of contractual agreements between member organizations and the Council. The Parliamentarian is also responsible for assisting the President and any other duties, as assigned.
- G. Members-at-large: To ensure all representation of council on the executive board, A Member at Large shall serve as a liaison between executive board council and the

chapter they represent, will participate in voting to create goals, policies, and decisions that will affect the entire council alongside the elected executive board members, will serve as the liaison to the Greek Unity Committee and will work to foster community within NPHC as well as across all four governing councils. The MALs will also aid the executive council in executing council initiatives and events, and other special projects as needed

- H. Committee chairs are responsible for the goals stated in the committee descriptions (see Article II of the by-laws). They are also required to attend executive board meetings and responsible for providing reports and updates about their committee at these meetings. They should remain in constant communication with their appointed executive board liaison and update them regularly.
- I. A member of the Executive Board shall serve as one of the Council's two representatives on the Late Night Party Committee. In the event that members of the Executive Board are unable to serve on this committee because of ACADEMIC CONFLICTS, both members will be elected at large from the general body.

## **Article II – Committees**

The National Pan-Hellenic Council holds within it four committees. Each committee will have two chairs, elected by the general body.

### A. Social Committee:

- 1. The social committee will be responsible for the planning of the Council's parties, mixers, Homecoming Step Show, Stroll-Off, Last Day of Classes (LDOC) Cookout and the End-of-Year awards.
- 2. Social committee chairs shall be in charge of the successful execution of the responsibilities of the social committee. Committee chairs are required to attend all executive board meetings and submit bi-weekly reports to the Council, in addition to maintaining communication with their executive board liaison, the Secretary of External Affairs.

### B. Fundraising Committee:

- 1. The fundraising committee shall be responsible for general fundraising duties of the Council and aiding the social committee in planning Council functions involving admission and revenue. The committee will be responsible for at least one major fundraising project per semester.
- 2. Fundraising committee chairs shall be in charge of the successful execution of the responsibilities of the fundraising committee. Committee chairs are also responsible for planning at least one event during NPHC week. The fundraising committee chairs are required to attend all executive board

meetings and submit bi-weekly reports to the Council, in addition to maintaining communication with their executive board liaison, the Treasurer.

C. Publicity Committee:

1. The publicity committee shall be responsible for the publicity needs of the Council and its events, in addition to publicizing the events of the individual chapters within the Council.
2. Publicity committee chairs shall be in charge of the successful execution of the responsibilities of the publicity committee. The publicity committee chairs are required to attend all executive board meetings and submit bi-weekly reports to the Council, in addition to maintaining communication with their executive board liaison, the Secretary of Internal Affairs.

D. Service Committee

1. See Article VI in the National Pan-Hellenic Council at the University of North Carolina at Chapel Hill By-laws for an in-depth description of the service committee's responsibilities.
2. Service committee chairs shall be in charge of the successful execution of the responsibilities of the service committee. Committee chairs are also responsible for planning at least one event during NPHC week. The service committee chairs are required to attend all executive board meetings and submit bi-weekly reports to the Council, in addition to maintaining communication with their executive board liaison, the Vice-President.

### **Article III – Judiciary Committee and Procedures**

A. Purpose

The Judicial Board is established to further the interest of the Greek community at the University of North Carolina at Chapel Hill, and to hold its individual members to the high standards asked by our individual organizations.

B. Composition

The Judicial Board of UNC-CH's NPHC Inc., will consist of a variety of students to adequately represent the various chapters on campus. The Board will consist of:

- One (1) chair. This position will be fulfilled by the Council Vice-President. If for some reason the Vice-President is unable to sit a case, the chair will then be the Council Parliamentarian.
- The hearing board shall consist of one (1) representative from every Council organization, and quorum must be met in order to a vote.
- The hearing board shall not consist of a member of the defending organization.
- The hearing itself will only be open to members of the presenting and defending organizations, and any of their witnesses.

### C. Criteria for Board Membership

Each individual Council chapter must elect a person to serve on the Judicial Board and submit this name to the Vice President. This member will then serve on the board as long as he/she meets the following:

- In good standing at the University of North Carolina at Chapel Hill
- In good standing with their individual organization
- A minimum cumulative GPA of 2.7, aligning with University standards
- Does not graduate before the term expires.

### D. Term of Service

Membership on the NPHC Judicial Board shall be for one (1) academic year. There will be no limit on the number of terms a person can serve as long as they meet the requirements.

### E. Jurisdiction

The NPHC Judicial Board shall hear cases pertaining to fraternity and/or sorority chapter activities. Individual members of NPHC organizations shall seek proper sanctioning under the Honor System of the University of North Carolina at Chapel Hill.

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

- Reported incidents of hazing and/or violation of new member education policy (see Article
- Conflict between individual chapters, including but not limited to: scheduling conflicts, week disputes, acts of violence.
- Violations of NPHC constitution as reported by the council/individuals
- Failure of an officer to perform her/his duty
- Failure to pay fines
- Violation of Social Events policy (see Article
- Violations of New Member Intake policy (see Article

### F. Investigative Committee

All complaints will be investigated by the investigative committee, which will consist of the OFSL-CI professional staff and the NPHC President, within four (4) days of obtaining a complaint. If sufficient evidence is found the case will be presented to the Judicial Board, which will sit within seven (7) days. Information obtained by the investigative committee will be submitted to the Judicial Board as evidence. If sufficient evidence exists to go to a hearing then the chapter(s) involved will attend a pre-hearing interview, where charges will be explained and a hearing date will be scheduled. In emergency cases the investigative committee will sit within three (3) days.

### G. Hearing Board/Mediation

Hearing board members must not be in any way involved in the events leading up to or the investigation of a case. Board members are not able to file complaints. Any prior knowledge of the case and/or events leading up to the incident make a member ineligible to sit, and a substitute must be found. Board members will not sit cases pertaining to their individual chapter.

For issues that are not covered by the NPHC constitution or by-laws, chapters may request mediation, with the Judicial Chair, or third party mediator, that will sit with parties to resolve any conflicts before they escalate to a level where the Judicial Board would be obligated to intervene. The Judicial Board can also send cases to mediation that it feels do not warrant full board review.

#### H. Judicial Procedure

The judicial procedure commences in the following order:

##### a. Complaints

Complaints can be made to the OFSL-CI professional staff and/or the Judicial Board Chair. Complaints may be made anonymously, in person, or in writing. Anonymous complaints must include adequate evidence to aid in an investigation

##### b. Individual vs. Organizational Actions

Upon receipt of a complaint the investigative committee must first determine if the actions represent individuals of a sorority/fraternity, or the sorority/fraternity itself. Evidence that an activity is organizational is, but not limited to, the following:

- The chapter pays for part of the event in any way
- The event is advertised by the chapter
- Members were present because of their affiliation with the organization
- Other chapter members were present/aware and did not prevent the incidence from occurring
- The activity was actively and/or passively endorsed by the chapter
- 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
- The incident occurs in/on a location reserved for the chapter including private residences.

##### c. Level of Evidence

When sufficient evidence has been determined, all circumstances surrounding an incident are to be explored. No chapter shall be required to prove “beyond a reasonable doubt” that the events actually occurred. The Judicial Board will operate under a standard of a preponderance of evidence (i.e., is it more believable than not that the situation/incident occurred).

#### I. Representation

- The hearing board will be presided over by the NPHC Vice-President or adequate replacement. One (1) representative from each chapter should be

present, but at least two-thirds (2/3) of the representatives of dues-paying NPHC chapters, excluding the involved chapter, must be present to warrant a legitimate board.

- Representation of the organization(s) will consist of the chapter president, or someone acting on behalf of the president, a silent advisor who will sit in on the hearing, and any witnesses to speak on the organization's behalf.
- All chapters will be required to submit a person for the Judicial Board. If a chapter fails to do so, the chapter president automatically becomes that chapter's representative.

#### J. 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 board and the organization's representative by a member of the investigative committee.
- c. All evidence and witnesses must be presented to the involved parties as well as the Investigative Committee 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 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 case by majority vote.
- h. The organization will be notified of the outcome immediately following deliberation.
- i. All hearings are closed to the public.
- j. All proceedings will be recorded
- k. A graduate advisor from one of the chapters will sit as a silent advisor in every case.

Hearing procedures are outlined in the UNC-CH NPHC, Inc. Judicial Board Handbook (see Appendix C).

#### K. Sanctions

- a. Previous Record  
In deciding sanctions, the board may consider the organizations previous record of offenses at the University.
- b. Assignment of Sanctions  
Sanctions will be decided on a per-incidence base.
- c. Possible Sanctions
  - Status of the Chapter – Includes, but is not limited to, 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.

- Notification of Appropriate Group – Including, but not limited to alumni, the organization’s national headquarters, groups affected by the incident.
- Revocation of Privileges – Includes but is not limited to voting rights, performances, social privileges
- Education – Includes, but is not limited to, mandatory attendance at education sessions, seminars, or classes; presentations and/or programs designed to educate the community.
- Monetary Fines
- Community Service
- Combination

d. Failure to Comply

Failure to comply with sanctions delivered by the Judicial Board will result in an automatic second hearing. This will result in the possible recommendation to have a chapter’s charter revoked.

L. Appeals

All appeals must be submitted in writing within three (3) days of notification of the outcome of a hearing. Appeals will be granted by the board at the discretion of the Vice-President and the Assistant Director of OFSL-CI, or an appointed OFSL-CI staff member. The accused organization also has the right to appeal to the Office of Fraternity and Sorority Life and Community Involvement. Possible grounds for an appeal include, but are not limited to, the following:

1. Unfair/disproportional sanctions
2. Misinterpretations of regulations or policies
3. New and significant evidence

If an appeal is granted, a new board will be appointed.

M. Privacy

All information revealed in cases before the board or discovered in the investigative process must remain within the confines of the board and investigative committee.

## **Article IV – Recruitment/New Member Intake Policy**

The purpose of this article is to provide fraternities and sororities of University of North Carolina at Chapel Hill, their advisors, and prospective members with information regarding the Membership Intake process. The Office of Fraternity & Sorority Life and Community Involvement (OFSL-CI) is committed to the development of our Greek community and requires equal reporting while ensuring the safety and well being of our students, other fraternities and sororities, the local community, and the University’s reputation.

Chapters must comply with their individual council and national policies in regard to recruitment and intake. Chapters must be approved to begin intake/recruitment by OFSL-CI. Chapters who fail to gain approval for recruitment will face a review by the judicial board

### **Hazing**

No chapter shall conduct hazing activities. Hazing is defined as an action that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature. This definition stands in cases of recruitment, initiation, and continued membership in a society, fraternity or sorority, club, or similar organized group regardless of recognition by the University. [Instrument of Student Judicial Governance, §II.C.1.f].

### **Chapter Confidentiality**

In an effort to protect the interests, privacy and confidentiality of the interested student as well as the chapter/organization, OFSL-CI guarantees all documents submitted will be kept confidential. No one other than the respective council advisor, OFSL-CI staff, the President, Vice President or Dean of Students office will have access to these forms and information. All membership intake forms will be stored for a minimum of one academic year (i.e., 10 months). Access to these documents and information will be denied to all parties except members of the chapter, chapter advisors, and/or representatives from the respective organization's. All inquiries about these documents are to be referred to OFSL-CI professional staff, the chapter president and/or chapter advisors.

### **Potential New Members/Aspirants**

Requirements to join an NPHC fraternity or sorority vary per individual organization. If a chapter is selecting a member that is a first semester, first-year student, the chapter is required to have a GPA at or above the all-University average and permission from their National organization.

Each group conducts their recruitment/intake process separately. Individual organizations – guided by national/alumni approval and oversight – exercise complete autonomy when conducting intake.

For more information, students should contact members of the organization of interest by visiting the individual chapter websites or by attending events hosted by individual chapters to express interest.

### **NPHC Expectations of Chapter Intakes**

In order for the Office of Fraternity & Sorority Life and Community Involvement (OFSL-CI) to assist chapters with the intake process and avoid problems, if chapters are going to conduct intake at UNC-Chapel Hill, they must do the following:

- A. Before any membership intake activities can begin, the chapter must select a Membership Intake Coordinator and/or Rush Chair. This liaison must complete the proper forms and file appropriate information with OFSL-CI.
- B. Prior to any intake activities, interest meetings, and/or rush week activities, chapters must complete the Required GAC & NPHC Intake Application located on [ofslci.unc.edu](http://ofslci.unc.edu) at least 10 business days in advance.
- C. All fall intake activities must be completed the week before Thanksgiving. All spring intake activities must be completed before the last week of April. This includes new member presentations.
- D. No sooner than three (3) weeks before initiation/campus presentation, each new member/candidate must schedule an individual 15-minute meeting with OFSL-CI to sign the **Grade Release Form**. New members/candidates may not come in groups.
- E. Following the intake process and two (2) weeks prior to initiation or campus presentation officers must schedule a follow-up meeting.

At this meeting:

- Discuss location for campus presentation (if applicable) and submit copy of paperwork for reserved space (if required by venue).
- Discuss time of the campus presentation. If it will take place during the later evening hours, campus safety needs to be notified.
- Provide the office with a list of approved initiates
- Review Appendix B for presentation guidelines and ways to avoid potential violations.

\* Note: This meeting is required, regardless of whether or not a chapter is having a campus presentation.

Dependent upon all information being submitted on time, OFSL-CI will approve the campus presentation.

- F. Once new members have completed their Membership Intake Process:
  - An **Acknowledgement of Fraternity/Sorority Initiation Form** must be submitted to the OFSL-CI immediately following the initiation.
  - All new members must be added to the chapter's roster on [studentlife.unc.edu](http://studentlife.unc.edu) within 5 business days.

## Article V – Funds

The National Pan-Hellenic Council will maintain an account with the Student Activities Fund Office (SAFO) in the organization's name to hold all funds received from the National Pan-Hellenic Council.

**A. Dues**

Dues shall be subject to the opinion of the treasurer and the executive board at the second to last general body meeting each academic year, confirmed with a 2/3 vote by the general body. Dues are determined by the adopted budget. The total amount due is ten dollars (\$10) per person. This is to be paid twice a year at the general body meetings in November and April. There will be a five dollar (\$5) fine per business day thereafter if dues are not paid on time. If dues are not paid by the last day of the given semester, there will be an additional twenty-five dollar (\$25) reactivation fee making the total amount fifty dollars (\$55), as well as any additional late fees. The total amount of fees should not exceed \$200.

**B. National Dues**

Dues, fines, and other assessments for National Pan-Hellenic Council shall be collected and forwarded within the time specified by the notification.

**C. Failure of Dues Payment**

An organization shall be considered inactive by the UNC-Chapel Hill National Pan-Hellenic Council, denied voting privileges, and shall cease activities on and off-campus – with the exception of community service – until their dues and assessments are paid in full.

**D. Fines**

Each chapter must have the proper number of delegates at each general body meeting, and any other function that is declared “mandatory” by the President, though attendance by all members is highly encouraged. Exceptions will be made for chapter with less than five members. In order for an activity to be considered mandatory, the President should bring the proposal before the executive board for a vote. Activities deemed mandatory by the President must be attended by at least one member of each dues-paying organization.

Failure to attend events is punishable by fines, and failure to attend mandatory events is handled by the Judicial Board. A fine of \$20 will be issued for any required attendance events including general body meetings, service and social events, and all other mandatory events. The fine must be paid or an appeal must be submitted by the following general body meeting. A \$5 fine will be issued for arriving late to any general body meeting after fifteen minutes of the meeting being called to order. Failure to pay the fine or submit an appeal will result in that chapter being deemed “inactive.”

## **Article VI – Service**

Responsibility for all Council service projects will fall under the jurisdiction of the service committee, headed by two chairs.

A. Composition

The service committee will consist of at least one member from each of the dues-paying organizations. Attendance for committee meetings will follow the same guidelines as general body meetings – only one delegate is needed per chapter. Failure to attend committee meetings will result in the same fines as general body meetings, and appeals must be submitted to the Judicial Board.

B. Responsibilities

The service committee will be responsible for conducting forums and public relations a minimum of two service projects per semester.

C. Service Committee Chairs

The service committee chairs will be responsible for organizing committee meetings and reporting the results at general body meetings. The committee chairs are also responsible for attending executive board meetings.

D. Service Project Attendance

The attendance policy for service projects mandates that that two-thirds (2/3) of each chapter must be present at each service project. Punctuality also will be enforced. Failure to comply with this attendance policy without prior notice will result in an organizational fine.

## **Article VII – Social Functions**

The Council has priority at the beginning of each semester for social functions (i.e., parties on and off-campus, any event yielding profit for that organization, any other event not rendering service).

Any party outside of the Council (on or off-campus) must not conflict with the National Pan-Hellenic Council's scheduled date. Any organization that violates this policy will be subject to the actions of the Judicial Board and an immediate fine. Conflicting with the council's date is defined by having a party 24 hours before or after the council's scheduled date. Punishment for conflicting with the council's date is the same as violating a week.

## **Article VIII – Social Events/Interactions**

All recognized fraternities and sororities in the University of North Carolina at Chapel Hill Chapter of the National Pan-Hellenic Council must comply with University policies, as well as applicable federal, state and local laws, including, but not limited to, state laws related to hazing, alcoholic beverages, and drugs. Social Events should uphold the image

of the Council.

All member organizations will be asked to furnish a copy of their individual chapter's calendar of activities on a monthly basis and tentative calendar for the semester.

Each organization, in addition to NPHC service projects, shall be responsible for interacting with one another at least once per semester, in ways including, but not limited to, fundraisers and mixers. These interactions are required to be between at least two fraternities or two sororities. The two organizations themselves will be responsible for planning the activity. In addition, two-thirds (2/3) of each participating chapter shall be present at these interactions. The completion of said activities will be a factor in the Chapter of the Year Award selection.

It is imperative that chapters collaborate with each other throughout the school year and be mindful of each other's calendars in regards to program/event planning in order to prevent overlap.

### **Article IX – Step Show/Stroll-Off Rules and Conduct:**

In accordance with the National Pan-Hellenic Council, Inc. Constitution and By-Laws, the following rules and standards of conduct have been developed in order to stimulate a positive greek image among NPHC fraternities and sororities at the University of North Carolina at Chapel Hill and the communities they serve:

- There shall be no obscene, graphic, or extreme sexually oriented scenes with the show. This includes nudity (partial or non-partial), improper enactments, and sexually related statements, chants, or phrases.
- Music should be consistent with public radio station guidelines and should not include derogatory remarks, phrases, or words. Cursing should either be edited out or music should be conformed to a presentable listening state.
- There shall be no disparaging remarks made against any other organization, Greek or non-Greek. No negative remarks should be made towards any specific person or group of persons.
- Cursing will not be permitted in any aspect of the performance, whether it is included in chants, in conjunction with steps, or during any part of the show.

The National Pan-Hellenic Council, Inc. values the historical importance of step shows and deems them a vital aspect of the African-American fraternity and sorority world. It is understood that step shows are a form of creative expression and should be consistent with educating undergraduates about the vitality, strength, and history of our organizations. With respect to not only our history but also our community, these guidelines should be strictly adhered to in order to protect our rich culture and maintain a positive atmosphere in the arenas in which we serve.

### **Article X – Weeks**

Definition of a “chapter week”: One seven-day period, to be hosted in the fall or spring semester each year. Weeks that celebrate national founding or charter dates take

precedence. Weeks must be designated before the start of each school year. Weeks are to be hosted by ONE chapter, so that weeks hosted by two or more chapters do not count. Each NPHC organization shall have two weeks to monopolize during the year (either in the fall or spring semester). That week must be determined before the start of each academic year. Service, educational, social, or fundraising events put on by other chapters during that week can be approved at the discretion of the host chapter. An organization that wishes to host an event during another chapter's week must notify the host chapter president and NPHC chairperson in writing at least two weeks in advance. The host chapter has the option to accept or deny the other chapter to have an event during their week. If the host chapter does not respond within seven days, the other chapter can have their event.

NPHC will also hold an NPHC week in the fall. The social, service, and fundraising committees will each hold at least one event during this week. All organizations are required to participate and are encouraged not to schedule a week or any events during this time

## **Article XI – Great Hall Parties (Pending on Contract with Carolina Union):**

On-campus parties provide our organizations the opportunity to recruit new members, fundraise, and provide a safe party alternative for all UNC students. This policy has been created in order to successfully plan and host on campus parties that are safe and enjoyable for all. The following guidelines are designed to facilitate the success of each event and provide clarification, common understanding, and consistency in the responsibility for and enforcement of relevant procedures, rules, and regulations:

- Any NPHC organization interested in hosting an on-campus party is required to submit their party dates to OFSL-CI.
- Parties may be held in the Great Hall.
  - Once the room capacity has been reached, the party will be closed.
  - Use of other rooms and/or facilities must be discussed and cleared with OFSL-CI and Carolina Union.
- The host organization must supply at least two (2) entry monitors for the event who need to arrive at least 30 minutes before the event. Entry monitors will collect admission fees and check picture IDs. The host organization shall have a representative from their sponsoring Graduate chapter present throughout the entire event.
- On-campus party events call for police security. There shall be one (1) police officer per 150 people.
- A walkthrough of the facility shall be conducted with the host organization, Department of Public Safety, and Carolina Union staff 30 minutes prior to the event.
- Dance/party events are not open to the general public. All participants must be current UNC students or registered guests of a UNC student in attendance or the host organization. UNC students must present a valid UNC One Card to be considered a UNC student and admitted to the event. **Non-UNC student guests** must present

picture ID and register as guests of either an UNC student attending the event or the host organization.

- The organization will abide by the closing times of Carolina Union.
- If a scheduled party is cancelled, the organization must notify OFSL-CI and the Carolina Union within 48 hours. If not, the organization will be responsible for payment of the bill.

## **Appendices**

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## **Appendix A: Membership Intake Calendar Guidelines**

If your organization plans to conduct an intake process, the chapter president/Membership Intake Coordinator must turn in a calendar/schedule of activities for the organization that includes dates, times, locations, and who will be present. Intake activities to be included on the calendar/schedule are:

- interest meetings
- selection date(s)
- date expected to send off applications
- interview dates
- start date of official process/education
- education sessions
- initiation date
- presentation date
- any additional dates pertinent to a specific organization, those should be included as well. If potential members are planning to participate in a community service project or any other event (dances, etc.) with the chapter during the intake process, that information should also be listed on the calendar.

## **Appendix B: Guidelines for New Member Presentations**

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude intake with a formal new members' presentation, but would like to have another method of presenting new members, must have the approval from OFSL-CI staff, as well as their regional director. Any presentation of new members must take place on or before the last day of class.

Guidelines for those who present new members using a formal new members presentation are as follows:

- Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council. Chapters should also try to avoid scheduling their presentation on the same night of another chapter's new member presentation, regardless of council.
- Prior approval from OFSL-CI staff must be obtained for any items that are to be used as "markers" during the show (e.g., firelights, ropes, canes, animals, chalk, etc.)
- Vulgarity and profanity will not be tolerated. All members – new and current – shall refrain from using curse words or any other derogatory language. Sexual references should not be included in any form of chanting or physical expression.
- Any form of "dissing", adverse comments, or disrespect directed toward any organization, Greek or non-Greek, will not be tolerated. Personal comments should not be made towards any individual student, faculty or staff member.
- No explicit or revealing attire will be permitted.
- No alcoholic beverages will be permitted. Water and sport drinks will be allowed; however, new members must drink it themselves. The use of any food will not be allowed.
- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, etc.
- All members, new and current, should conduct themselves in a manner that will positively reflect the members of their organization as well as exemplify the principles, standards, and morals of their past and current members.
- All members, new and current, are expected to adhere to UNC's Honor Code as students within the University, as well as the National Pan-Hellenic Council, Inc.'s Standards of Conduct.
- All coming out shows must be completed by 9 PM. If your organization needs to exceed this time frame, you must contact OFSL-CI immediately.
- The duration of the presentation show should be no longer than two (2) hours from the start time stated in the follow-up meeting with OFSL-CI. Following

the presentation, members of the presenting organization must vacate the area within 15 minutes. The presenting organization will be responsible for ensuring the site used is left in its original state after use. The start time is the time allocated on your calendar/schedule. You must begin your presentation within 30 minutes of publicized start time.

- Should any organization choose to have their coming out show at an off-campus location, all NPHC and University rules and regulations still apply.
- Any violation of these policies will be handled by the Council's Judicial Board.

The history of our organizations is one conducive to positive influences and representation as professional college men and women. Adherence to these policies will help alleviate unnecessary adversity and will stimulate a positive environment in which to bring in more members.

Violations of the intake process may result in probation or suspension. Violations include, but are not limited to:

- Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
- Holding membership intake without conforming to the guidelines set forth in the Recruitment/New Member Intake Policy. No organization can hang up flyers or electric advertisements (e.g., Facebook, Twitter, Instagram, etc.) to inform students of intake without meeting with the OFSL-CI staff first.
- Hazing: Any violations will result in a referral to the Director of the Office of Fraternity and Sorority Life. Overt activity (defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors).
- Failure to adhere to Guidelines for New Member Presentations

## **Appendix C: Judicial Board Handbook**

[INSERT HANDBOOK HERE]

