

NATIONAL PAN-HELLENIC COUNCIL, INC.
of
INDIANA UNIVERSITY BYLAWS

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ARTICLE I – ORDER OF BUSINESS

The order of business should be as follows:

- I. Call to Order
- II. Roll Call
- III. Guest Speakers
- IV. Adoption of the Agenda
- V. Executive Reports
 - 1. President
 - 2. 1st Vice President
 - 3. 2nd Vice President
 - 4. Secretary
 - 5. Treasurer
 - 6. Parliamentarian
 - 7. Historian
 - 8. Public Relations
 - 9. Academic Excellence
 - 10. Advisor
- VI. Ex-Officio Reports
- VII. Chapter Reports
- VIII. Unfinished Business
- IX. New Business
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ARTICLE II – DUES

Section 1. The dues of each organization holding active membership in IU-NPHC shall be \$8.00 per active member at the beginning of each semester. New member fees: If the new member is revealed to the campus within the first 8 weeks of the semester then each new member will be charged a fee of \$4.00. If the new member is revealed to the campus during the second 8 weeks of the semester then each new member is charged a fee of \$2.00. (You are considered a new member once you are revealed to campus.)

Section 2. Dues to IU-NPHC are due at the second General Council meeting of each semester. If invoices are not sent to individual chapters, the chapter can still program until invoices are received; however, once invoices are received, chapters have until the second General Council meeting following the date of the invoice to submit payments. **FAILURE TO COMPLY RESULTS IN A LOST OF PROGRAMMING DATES FOR THE SEMESTER UNTIL DUES ARE PAID. DATES CANNOT BE RECOVERED IF LOST THEN TAKEN BY ANOTHER ORGANIZATION.**

Section 3. The treasurer has the rights to collect dues and fines from every organization in IUNPHC, while the council has the right to impeach any chapter not in good financial standing by a two-thirds (2/3) majority vote.

ARTICLE III - FINES

Section 1. A fine is defined as a sum of money imposed as a penalty to an organization. A organization can get a fine by, but not limited to, hosting unsanctioned events, tardiness to general council, going against any rules, and being underrepresented at NPHC events (meaning to have less than 20% of active members at events).

Section 2. All fines, relating to programming, will be imposed by the NPHC Treasurer and enforced by the NPHC Parliamentarian.

Section 3. All fines must be paid within 30 days of the offense. Failure to comply with these instructions stated will be subject to discipline by the Judiciary Board (Presidents of every Chapter).

Section 4. Fines:

Reasons For Fines	First Offense	Second Offense	Third Offense
Tardiness (15 minutes after the General Council Meeting has began.)	Warning from the NPHC Parliamentarian	\$4 for being 15-30 minutes late. (More than 30 minutes counted absent.)	Sanctions imposed by the NPHC judiciary board
Hosting unsanctioned events on Another Organization's Day on the Calendar	\$50 fine	\$150	Sanctions imposed by the NPHC judiciary board
Having less than 20% of membership at NPHC Events/Council meetings	Warning from the NPHC Parliamentarian	\$10 per person less than required (i.e. If 5 people are needed to attend and only 2 show up, the fine will be \$30)	Sanctions imposed by the NPHC judiciary board

Not Wearing at Least Business Casual at NPHC General Council Meetings (If you are not able to wear business casual, email the president 24 hours in advance)	Warning from the NPHC Parliamentarian	\$5 per person (The chapter of that person will be charged)	Sanctions imposed by the NPHC judiciary board
Being absent to a NPHC General Council Meetings (Being over an hour late). Chapters must tell the NPHC Secretary if they'll be	Warning from the NPHC Parliamentarian	\$15 fine on the chapter	Sanctions imposed by the NPHC
absent to the meeting 48 hours in advance in order to avoid the fines.			judiciary board
Hosting a Financially Beneficial Event on Another Organization Day on the Calendar	\$250	\$500	Sanctions imposed by the NPHC judiciary board
Hosting a Financially Beneficial Event during an NPHC day on the calendar	*Minimal offense \$2,000 and sanctions imposed by NPHC judiciary board		

*All fines will be imposed by the NPHC Treasurer and enforced by the NPHC Parliamentarian.

ARTICLE IV - MEMBERSHIP

Section 1. Any organization that is expelled from IU-NPHC for financial reasons forfeits their calendar days. Their calendar days become open dates for any active organization of IU-NPHC to choose from.

Section 2. No IU-NPHC organization who had been placed on probation or suspension by the university or IU-NPHC shall schedule an activity that coincides with an activity of an organization in good standing or IU-NPHC. If this should occur, the suspended or probationary organization will have a date taken away from them upon reinstatement for each occurrence.

Section 3. All IU-NPHC organizations must adhere to the calendar policies as stated.

Section 4. Calendar Dates

- A. All active member organizations may have one week of consecutive programming Programming weeks are selected randomly at the first general body meeting of the fall semester.
- B. A week can be as minimal as four (4) consecutive days and a maximum of seven (7) consecutive days. * A mini week consists of 3 consecutive days.

- C. All dates must be submitted to the Secretary via email **10 days prior to the date requested.** Secretary will confirm/deny dates within 48 hours.
- D. Each member organization has priority to their Founders and chapter charter date.
- E. IU-NPHC shall have priority dates for the following annual events. Any organization wishing to hold an event during these weeks must submit a proposal to the Executive board for approval. Failure to comply with these instructions stated will be subject to discipline by the Judiciary Board.
 - 1. **NPHC Homecoming Yard Show/Strollfest**
 - 2. **NPHC Homecoming Tailgate**
 - 3. **NPHC Little 500 Step Show**
 - 4. **NPHC Little 500 Step Show After Party**
 - 5. **Safe Halloween**

Section 5. All unused or lost Greek dates will be returned to IU-NPHC. ***Written proposals must be presented to the IU-NPHC President for those dates at least two weeks prior to the date in question. Dates must be approved by the Secretary.**

Section 6. Any active member organization may hold internal community service [NOT PHILANTHROPY EVENTS] functions at any time.

Section 7. Non-active member organizations may not hold a profit or non-profit event in their name or another member organizations name.

Section 8. No active member organization may hold or co-sponsor a non-profit social or profit generating event in their name, on or off campus (i.e. house party, happy hour), on another member organizations dates without prior written consent, in email form within 24 hours of the program with the IU-NPHC Secretary cc'd on it, to that organization. Failure to comply with these instructions stated will be subject to discipline by Judiciary Board.

ARTICLE V – MEETINGS

Section 1. A meeting is defined as an event where member organizations of IU-NPHC are required to send one or more representatives to General Council. Any organization not sending the required number of representatives will be subject to discipline by Judicial Board.

Section 2. Robert's Rules of Order

IU-NPHC is governed by the IU-NPHC Constitution and By-Laws. The meetings are to be run according to Robert's Rules of Order 11th edition.

Section 3. Maintenance of Order

A. The Parliamentarian, at the discretion of the President, shall maintain order at the meetings. Representatives with disorderly conduct may result in the ejection from the meeting. If the ejections of the representative or representatives occur more than twice a semester, the respective organization will be penalized with suspension of voting privileges for that semester and will be subject to discipline by Judiciary Board.

B. General Council meetings are open to one (1) official representatives and one (1) alternate.

Section 4. Establishment of Agenda

The President shall establish the agenda, date, and place of the meetings. In the event that the President cannot meet, the Executive Board shall perform this function. Representatives are expected to notify the President 24 hours in advance, in email form *with NPHC Secretary cc'd on it, of any items needed to be added to the agenda.

Section 5. Frequency of Meetings

- A. The Executive Board shall meet bi-weekly and the General Council shall meet biweekly alternating with the Executive Board.
- B. The President and the advisor have the power to schedule an emergency meeting when necessary.
- C. Notification of emergency meetings will be the duty of the secretary by use of email. Make sure all member organizations have been contacted within 48 hours of the meeting when possible.

Section 6. Quorum

A quorum can be announced when there is a majority (2/3) of the active voting members whose organizations have a good financial status.

Section 7. Official Representatives

- A. Each active member organization shall have one (1) official representative (delegate) that will cast one (1) vote on all voting procedures.
- B. No Executive Board member on the NPHC Council shall have the authority to vote as a representative of their organization unless Article VI Section 1 is fulfilled.

Section 8. Voting Procedures

- A. All voting shall take place if quorum is met with two-thirds (2/3) of the voting membership is in attendance.
- B. All voting shall be carried by a simple majority vote unless otherwise specified by the bylaws.
- C. Members of inactive organizations or those not in good standing with IU-NPHC cannot be nominated for an office by neither active nor inactive organizations, unless the organization will potentially be active the following semester.
- D. An organization can vote only if they are in good financial status with the council.
- E. In the case of a tie, the President of the IU-NPHC shall vote, casting the deciding vote.

Section 9. Admittance to Meetings

- A. Executive Board meetings are open to anyone in IU-NPHC but required for executive officers
- B. Any active member organizations arriving more than 30 minutes after meeting is called to order WITHOUT written notice at LEAST 24 HOURS in advance to parliamentarian will be deemed absent. All voting privileges will be revoked for that General Council meeting.

Section 10. Unpaid Debts

All unpaid debts must be paid to the Treasurer of IU-NPHC in the form of a certified/chapter check or money order.

ARTICLE VI - REPRESENTATIVES

Section 1. Executive Officers

A. Executive officers cannot function as representatives nor vote for their respective organization unless by written proxy. Upon written proxy, the executive officer shall officially relinquish their executive position for the meeting.

***B. An Executive officer can count towards 20% of the chapter's representation in General Body meetings.**

Section 2. Declaration of Delegates

Organizations must declare one (1) official delegate and one (1) alternate in writing to the President of the Council no later than the second General Council meeting of each semester.

Section 3. Responsibilities of Organizations

Member organizations are responsible for their actions, conduct, and fulfillment of the duties and responsibilities of their representatives.

Section 4. Commitment of Delegates

All delegates commit to:

1. **Making sure that their respective organizations adhere to the plans of the General Council, its objectives, and/or obligations unless otherwise specified by the General Council or the IU-NPHC Constitution and Bylaws.**
2. **Attending all IU-NPHC meetings**
3. **Supply a written chapter listing of names, current addresses, phone numbers, positions, and e-mail addresses by the second (2nd) General Council meeting. Failure to do so will result in penalty decided by Judiciary Board and General Council.**
4. **To supply a written listing of the names, email addresses and phone numbers of the one (1) official IU-NPHC representative and the one (1) alternate.**

Section 5. Decisions of Representatives

Representatives must be able to make decisions (such as voting on proposals or disciplinary acts) without adjournment for consultation with other chapter officers and members. **Things that need immediate votes must be stated at the beginning of the general council meeting.**

ARTICLE VII – ELECTION PROCESS

Section 1. Nominations

A. Nominations for officers are restricted to one nomination and one second per organization per officer. Council representatives are to notify their respective organizations of the date for election of officers.

B. At the meeting before or at the meeting for elections, prospective names for officers are to be submitted for acceptance or denial. Only voting representatives of each active organization may nominate a candidate or second a nomination. Names cannot be submitted via email as a form of a nomination. It **MUST** be in a general council meeting.

C. No organization may second their own nomination.

D. All nomination procedures must be done in order of succession with voting for each office to follow nominations and subsequent presentations for each office:

1. **President**
2. **1st Vice President**
3. **2nd Vice President**
4. **Secretary**
5. **Treasurer**
6. **Parliamentarian**
7. **Historian(s)**
8. **Public Relations Chair**
9. **Academic Excellence Chair**

Section 1: Applications

- A. All candidates for officers must complete an application to be considered for any executive position(s)

Section 2. Presentations/Speeches

- A. The duties and responsibilities of each office must be read to the candidates by the presiding officer.
- B. At the end of each speech and any other discussion, the elections will be held. Any candidate receiving a two-thirds (2/3) majority vote shall be declared the winner and will officially take office at the last General Council meeting in April.
- C. The nominees for President will have five (5) minutes to give a brief speech as to why they feel they are qualified for the office in which they are seeking. All other nominees will have a limit of (3) three minutes for their speech. In the case of an uncontested candidate, he/she will be required to give a speech but must be voted into the position by council.

Section 3. Elections

- A. Elections will be held at the last general council meeting in November.
- B. Elections shall be conducted by secret ballot adhering to the order of succession.
- C. Candidate must win by two-thirds (2/3) majority vote.
- D. In the event of a tie, there will be a run-off between the candidates with the highest number of votes. All other candidates will be eliminated. In the event of another tie after the run-off, the President will cast the deciding vote after consulting with the Executive Board.
- E. Each active member organization has one (1) vote.
- F. Elections results will be tabulated immediately following each vote by the presiding officer with the assistance of the Parliamentarian.

Section 4: Officer Duties

- A. President

It shall be the duty of the President to:

- a. Preside over all meetings and to enforce the constitution and by-laws of the Council.
- b. Offer consideration of all motions consistent with Robert's Rules of Order.
- c. Declare the results of Council voting, stating passing, failed, or tie.
- d. Call special/emergency meetings.

- e. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Council.
- f. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation.
- g. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
- h. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Council's treasury accounts.

B. 1st Vice President

It shall be the duty of the 1st Vice President to:

- a. Assist the President by performing delegated duties and act in the place of the President when necessary.
- b. Serve as ex-officio member of all committees
- c. Develop special programs and projects to further the development of IU-NPHC.
- d. Chair at least one standing committee.
- e. Be responsible for all IU-NPHC social events
- f. Present a written report at each meeting.
- g. Act as liaison between the IFC, MCGC, and PHA Greek councils.

C. 2nd Vice President

It shall be the duty of the 2nd Vice President to:

- a. Assist the President by performing delegated duties and act in the place of the President when necessary.
- b. Serve as ex-officio member of all committees.
- c. Develop special community service programs and projects to further the development of the IU-NPHC.
- d. Chair at least one standing committee.
- e. Be responsible for all IU-NPHC community service events.
- f. Present a written report at each meeting.

D. Secretary

It shall be the duty of the Secretary to:

- 1. Maintain accurate minutes of all proceedings at general council meetings, executive board meetings, and general council meetings.
- 2. Keep minutes with the following information:
 - a. Every motion

- b. The name of the representative and organization who introduced the motion, as well as the name of the seconder and his/her respective organization.
 - c. The action taken on the motion.
 - d. Date, time, and place of the next general council meeting and/or executive committee meetings.
- 3. Compile all minutes on BeINvolved
- 4. Present the minutes from the previous meeting to the body for approval prior to the start of the following general council meeting.
- 5. Have on hand all records and information committed to his/her care, including a copy of the IU-NPHC constitution and by-laws.
- 6. Preside over all meetings in absence of the President, 1st Vice President, and 2nd Vice President.
- 7. Conduct the correspondence of the Council, both within the membership and outside of the membership.
- 8. Maintain a correspondence file and read any copies of correspondence before the Council.
- 9. Maintain a roster of all member organizations which should include chapter advisors, chapter presidents, voting representatives, and the alternates.
- 10. Maintain a roster of all IU-NPHC executive officers
 - a. Each roster should contain:
 - 1. Name, IU-NPHC Position, Chapter, Organization
 - 2. Current campus mailing addresses
 - 3. Current local phone numbers
- 11. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members by use of e-mail, telephone and by posting notices in individual mailboxes.
- 12. Reserve all meeting rooms.
- 13. Present a written report at each meeting.
- 14. Collect all written excused absences and keep a file.
- 15. Reserve rooms for NPHC business and emergency meetings.
- 16. Be responsible for ordering and keeping an inventory of all supplies.

E. Treasurer

It shall be the duty of the Treasurer to:

- 1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues. He/She must give a written status report at each meeting.
- 2. Give receipts for all fines or dues as they are paid and keep record of these transactions.
- 3. Submit dues and bills to the council.
- 4. Deposit all funds received, after verification by the executive committee.
- 5. Issue checks upon receipt of vouchers.

6. Prepare a budget for the following year by the first meeting in April for approval by the body.
 - a. Note: This budget must be prepared by the current treasurer and the newly elected treasurer. The budget shall be approved for the upcoming year by the Council (majority vote) by the last meeting in April.
7. Preside over all meetings in the absence of the President, 1st Vice President, 2nd Vice President, and Secretary.
8. Advise executive board in regards to financial standing and recommend possible expenditures.
9. Shall have name on all financial accounts.
10. Sign on financial accounts.

F. Parliamentarian

It shall be the duty of the Parliamentarian to:

- a. Be well versed in Robert's Rules of Order.
- b. Be well versed in the IU-NPHC constitution and bylaws, and any amendments made to them.
- c. Be responsible for the enforcement of the IU-NPHC constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.
- d. Serve as interpreter in the case of any procedural dispute.
- e. Assist the President in keeping order in all meetings.
- f. Remove any representative from any meeting at the request of the President or the body.
- g. Keep a voting record of all official motions and/or resolutions that come to the council. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.

G. Historian(s)

It shall be the duty of the Historian to:

- a. Keep NPHC website updated monthly.
- b. Work with the Alumni Coordinator in Student Life & Learning to maintain thorough record of NPHC-IU history

H. Public Relations Chair

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

- a. Responsible for all publicity coverage of NPHC events
- b. Responsible for press releases, flyers, radio ads, and IDS releases
- c. Take pictures at all NPHC events

I. Academic Excellence Chair

It shall be the duty of the Academic Excellence Chair to:

- a. Be chairmen of the Academic Excellence Committee
- b. Monitor the academic status of all chapters in NPHC
- c. Hold chapters accountable for their academics
- d. Research and share academic and scholarship opportunities with council members

ARTICLE VIII – IMPEACHMENT

Section 1. Eligibility

All elected officers may be subject to impeachment consistent with violation of any article of the IU-NPHC Constitution and Bylaws.

Section 2. Procedure

Any active member organization may bring an officer of the IU-NPHC Executive Board up for impeachment with Due Cause. The alleged violations must be presented in writing to the President before it is publicized at general council and appear with the sponsoring organization on the established agenda.

Section 3. Notification

All chapter presidents will be notified in writing of the alleged charges, the Executive Board member accused, and the date and time of the complaint. **Section 4. Hearing**

The IU-NPHC Judiciary Board (1st Vice President of IU-NPHC and the Presidents of each active organization) will convene and formally hear the accusations of the sponsoring organization and the rebuttal from the accused IU-NPHC officer.

Section 5. Individual Disputes

The organization with a dispute must first contact the 1st Vice President of IU-NPHC with a formal written complaint.

1. The 1st Vice President of IU-NPHC will then set a meeting with the presidents of the organizations, who have conflicts, to discuss possible solutions.
2. If the problem is resolved in Article VIII, Section 5, A, 1 of Judicial Proceedings, then no further actions will be taken.
3. If the dispute was not resolved, the 1st Vice President of IU- NPHC will summon the Judiciary Board with written suggested solutions to be voted upon.
4. If the 1st Vice President of IU-NPHC is a member of one of the organizations involved within the dispute, then the President shall handle the Judicial Proceedings with the 1st Vice President. The President will then give final possible solutions regarding the dispute.
5. If the accused organization disagrees with the hearing they may bring the case to the General Council Meeting. At this meeting, the situation will be settled with a $\frac{2}{3}$ majority vote of active member organization (the two organizations disputing must abstain from voting) in the General Council Meeting.

6. If the accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing, by the next General Council meeting following the hearing between both organizations.

ARTICLE IX – DISCIPLINE: SUSPENSIONS AND EXPULSIONS

Section 1. It shall be the responsibility of the President to inform individuals or respective organizations of possible disciplinary action at least one (1) week in advance.

Section 2. The IU-NPHC General Council may by two-thirds (2/3) majority vote (excluding the chapter in question):

- A. Suspend a chapter from IU-NPHC with Due Cause for violations within the IU-NPHC Constitution and Bylaws.
- B. Make a recommendation to the Student Life and Learning Office urging the chapter in question to be expelled or suspended.

Section 3. Any officer or chapter suspended or expelled by IU-NPHC may be reinstated at any time thereafter by a two-thirds (2/3) majority vote by the General Council. Reactivated chapters will have to complete reactivation procedures stated in Article X.

ARTICLE X – LEVELS OF ACTIVITY

Section 1. Active

- An ACTIVE status in IU-NPHC is considered to be a chapter in good academic and financial standing with IU-NPHC.

Section 2. Academic Probation and Academically Inactive

- An Academically Inactive status is considered to be a chapter who has failed to maintain a Chapter GPA above a 2.500. [See Article XIII Sections 1-8]
- A chapter considered to be on Academic Probation is considered to be a chapter who's chapter GPA ranges from a 2.500 – 2.699. [See Article XIII Sections 1-8]
- Can regain Active status within IU-NPHC by raising chapter GPA above a 2.499.

Section 3. Inactive

- An Inactive chapter is considered to be a chapter seen by the Student Life and Learning Office as non-active on the campus of Indiana University.

ARTICLE XI – REACTIVATION PROCEDURES

Section 1. An inactive chapter must submit a proposal to the IU-NPHC President before the chapter reports to a General Council Meeting.

A. Proposal must state the following but not limited to:

1. Information regarding the chapter's history and recent accomplishments.
2. Why the chapter was removed and/or suspended from IU-NPHC, Indiana University, and/or its national body?
3. What has the chapter done proactively to ensure that the reason for removal will not happen in the near future?

- B. President of IU-NPHC will then notify the chapter to report to the next general council meeting. As long as the chapter does not have any outstanding balances with IU-NPHC, NPHC headquarters, and if NPHC headquarters have approved the reactivation, the chapter will be reactivated.
- C. Once the inactive chapter is reactivated; the chapter will be placed on a probationary status for one semester.

Section 2. During the probationary period, the chapter must put on one educational and one community service event through IU-NPHC. Programs will be subject to approval from the IU-NPHC Executive Board. The two programs can be implemented within their community service week.

Section 3. It is mandatory to attend all IU-NPHC General Council meetings for the semester in which the chapter is under probation in order to successfully reactive the chapter.

Section 4. The reactivating chapter must establish relationships with every member organization of IU-NPHC. The chapter can do so by co-sponsorships, meeting with an entire chapter, dinner, social, etc. Once the chapter follows up with each active chapter within IU-NPHC, the reactivating chapter must inform the IU-NPHC Executive Board.

Section 5. IU-NPHC Reactivation Process for Organizations Inactive Due to Low Membership

That each organization that was inactive due to low membership (0-4 members) numbers be reactivated into the IU-NPHC upon completion of a council orientation. The current IU-NPHC President and Parliamentarian will administer the Reactivation Orientation. The orientation will consist of: à Review of the Constitution à Review of the Bylaws
à Review of the IU-NPHC Executive Positions and Committees

Every member of the organization must attend for the organization to be reactivated into IUNPHC. Upon completion of this orientation, by every member in the organization, that chapter will be considered ACTIVE in IU-NPHC.

ARTICLE XII – Student Life & Learning Programming

Section 1. FS 101 Workshop

- A. All new initiates must complete FS 101 facilitated by the Office of Student Life and Learning (SLL). The new initiates required to attend will be the initiates from the previous semester. For example, Fall 2011 initiates will attend FS 101 in the Spring 2012.
- B. New initiate orientation is mandatory and must be completed. Failure to attend this meeting
will result in violation of the IU-NPHC constitution and bylaws and fines will be imposed on their respective chapter. Each new initiate that does not complete orientation will be fined double dues.

Section 2: All NPHC organizations will have a representative at all SLL educational programming.

- A. All conflicts should be notified to the Secretary and NPHC Advisor. Conflicts include but are not limited to class, regional/national conferences/trainings, and work, and are approved at the discretion of the NPHC Judicial Board.

ARTICLE XIII – ACADEMIC EXCELLENCE

Section 1. Chapters will be evaluated by their Fall and Spring semester Chapter GPA. Chapters

with a semester GPA above a 2.699 are considered academically active. Chapters with a semester GPA between 2.500 and 2.699 are considered on academic probation. Chapters with a semester GPA of 2.499 or below are considered academically inactive. GPA's will not be rounded.

Section 2. Chapters that are considered on academic probation or academically inactive must follow Sections 3 – 7 below. In addition, academically inactive chapters must complete Section 8. Failure to comply with these rules will result in penalty decided by the Executive Board and General Council.

Section 3. Study Tables

- Every member in an Academically Inactive chapter or chapter under Academic Watch is required to attend NPHC study tables.
- Study tables will be held on Sundays from 5:00pm -7:30pm
- Study tables will be based in the Neal Marshall
- Chapter members will be required to sign in at every study table. If a chapter member does not sign in, s/he is considered absent from study tables.
- Work or academically based events are the only accepted excuses for missing study tables.
- Academically based events include but are not limited to class, help sessions, group meetings, or exams.
- Excuses for missing study tables should be sent to the Academic Excellence Chair 24 hours in advance.
- Every time a member does not inform the Academic Excellence Chair before they do not show up to study tables, the associated chapter will earn a point.

Section 4. Academic Goals

- Every member in an Academically Inactive chapter or chapter under Academic Watch is required to submit 5 goals.
- Every member who does not submit the goals by the stated deadline earns their chapter a point.

Section 5. Student Life and Learning Advising

- Every member in an Academically Inactive chapter or chapter under Academic Watch is required to have the designated adviser from the Office of Student Life and Learning at a chapter meeting every month. The chapter's President must also meet with the adviser at a separate time every month.
- Chapters who do not have the adviser in a month's chapter meeting earn the chapter a point.
- Chapter Presidents who do not meet with the adviser in a month earns their chapter a point.

Section 6. Office Hours

- Every member in an Academically Inactive chapter or chapter under Academic Watch is required to visit at least one of their professors office hours each week.

- Members must have a signature from the professor or TA that they went to office hours.
- Every member whose “check-in” information the Academic Excellence Committee does not see each week will earn the chapter 0.25 points.

Section 7. Repercussions for Violation of the Academic Contract (Point System)

Unexcused absence to study tables (See Article XIII, Section 7)	2 points towards organization (per individual)	2 points towards organization (per individual)	2 points towards organization (per individual)
Not attending study tables for a minimum of an hour (ie. leaving early or arriving without a minimum of an hour left of the session). (See Article XIII, Section 7)	1 point towards organization (per individual)	1 point towards organization (per individual)	1 point towards organization (per individual)
Unexcused absence from office hours. (See Article XIII, Section 7)	1 point towards organization (per individual)	1 point towards organization (per individual)	1 point towards organization (per individual)

- Each chapter has 9.75 points before they are penalized \$100 for reaching 10 points.
- Every 10 points merits another \$100 penalty.
- Inactivity will persist indefinitely until the penalty balance is paid.

Section 8. Programming while Academically Inactive.

- All academically inactive chapters are not allowed to program during their academically inactive period.
- Programming is hosting, co-hosting, or participating with Academically Inactive organizations name on advertisements, in any capacity in an event or social gathering of any kind with individuals outside the affiliated organization.
- Programming is not a planning meeting for a program that will take place during a future semester of activity.
- Chapter who have National mandated programs must contact their Regional or National office FIRST stating the rules in IU-NPHC and in the event that they are required submit proper forms from their Nationals proving the event is mandated to the IU-NPHC Advisor 2 weeks before said program is to take place in order to be approved.
- If an organization chooses to still program, a \$1000 fine will be assessed and is due before the chapter can become back academically active.

ARTICLE XIV – AMENDMENTS

Section 1. The IU-NPHC Constitution and By-laws may be amended by a petition from any respective organization approved by IU-NPHC by two-third (2/3) majority vote.

Section 2. The amendment must presented in writing at least one (1) regular meeting prior to the one (1) at which it is to be voted unless it is an amendment that is being made to a motion that is currently on the floor.

Section 3. The revised bylaws shall become effective in the following semester when ratified by a two-thirds (2/3) majority vote.

Section 4. Every third (3rd) year the constitution and by-laws shall be revised and updated, unless requested by the NPHC executive council or its advisors.

Section 5. The NPHC President will publish an updated copy of the IU-NPHC Bylaws at the end of their term, and thus present it at the last official meeting he/she runs.

Let it be resolved that: The IU-NPHC approves of this amendment to the attendance policy in order to increase attendance at IU-NPHC General Body meetings.

Respectfully submitted,
Bianca Davis
Alpha Kappa Alpha Sorority, Inc.

IU Student Policy Amendments for All Student Organizations

NPHC agrees to comply with all of the new additional requirements as follows:

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may *endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.
- **Statement of Non-Discrimination:** (Name of Organization) allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

- Programs Involving Children: This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

Revised - October 31, 2016
Adopted – December 5, 2016
Revised- August 1, 2018
Adopted-August 30, 2018

Adopted September 25, 2017
President, Justin Balogun, KAPPA ALPHA PSI FRATERNITY, INC.
1st Vice President, Johnnie Allen Jr., PHI BETA SIGMA FRATERNITY, INC.
2nd Vice President Jaz Talley, ALPHA KAPPA ALPHA, SORORITY, INC.
Secretary, Myanna Kelly, ALPHA KAPPA ALPHA SORORITY, INC.
Treasurer, Dominick Harris, KAPPA ALPHA PSI FRATERNITY, INC.
Parliamentarian, Imani Palacio, ZETA PHI BETA SORORITY, INC.
Public Relations Chair, Imani Keith, ALPHA KAPPA ALPHA SORORITY, INC.
Historian, Brianna Clark, DELTA SIGMA THETA SORORITY, INC.
Academic Excellence Scholarship, Connisha, ALPHA KAPPA ALPHA SORORITY, INC.