

**BYLAWS OF  
THE NATIONAL PAN-HELLENIC COUNCIL, INC.  
OF THE  
UNIVERSITY OF KENTUCKY**

**Preamble**

**WHEREAS**, the purpose for which The National Pan-Hellenic Council, Inc. of the University of Kentucky was formed is to initiate, discuss, coordinate, oversee and maintain programs and activities of mutual interest to all National Pan-Hellenic Council organizations in an effective and systematic manner;

**NOW THEREFORE**, we bind ourselves to carry out these objects and agree to abide by the following Bylaws and Rules of Procedure.

**Article I Name**

**Section 1.** The name of this Council shall be The National Pan-Hellenic Council, Inc. of the University of Kentucky; hereinafter referred to as "The Council."

**Article II Purpose**

**Section 1.** The purpose of The Council will be:

- a) To create and maintain high standards in the life and ideals of fraternities, sororities, and inter-Greek relations
- b) To promote unity among Greek lettered organizations and student life at the University of Kentucky
- c) To establish and foster a relationship and understanding of the structure and method of operations among affiliate and non-affiliate organizations
- d) To address, coordinate, and develop action strategies on matters of mutual concerns to affiliate organizations
- e) To serve as the agent for such action plans as may be developed
- f) To act in accordance to the rules and policies set forth by the University of Kentucky.

**Article III Membership**

**Section 1.** Members of the National Pan-Hellenic Council, Inc. of the University of Kentucky shall consist of the following Greek organizations:

Alpha Kappa Alpha Sorority, Inc.  
Alpha Phi Alpha Fraternity, Inc.  
Delta Sigma Theta Sorority, Inc.  
Iota Phi Theta Fraternity, Inc.  
Kappa Alpha Psi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Sigma Gamma Rho Sorority, Inc.  
Zeta Phi Beta Sorority, Inc.

hereinafter referred to as member organizations.

**Section 2.** Each Greek letter organizations listed above must be a registered student organization at the University of Kentucky and in good standing (i.e. financially and academically) with their respective national organization and the University of Kentucky in order to be an active member organization accounted in the Council.

**Section 3.** The Fraternity and Sorority Affairs roster as prepared by the Fraternity and Sorority Affairs office shall at all times designate the membership of the National Pan-Hellenic Council, Inc. of the University of Kentucky.

**Section 4.** Any organization under the National Pan-Hellenic Council, Inc. of the University of Kentucky that is revived must return under of the National Pan-Hellenic Council, Inc. of the University of Kentucky on probation (refer to Article XIII Section 2 Subsection d).

**Section 5.** Any student participating in membership intake for an organization in the National Pan-Hellenic Council at the University of Kentucky must attend an informational presentation and education session sponsored by the council in the semester they intend to join. Failure to attend this session or an appropriate make up session will make them ineligible for participation in membership intake in that semester.

#### **Article IV Officers, Elections and Nomination, Terms of Office, Officer Resignation/Impeachment**

##### **Section 1. Officers.**

- a) The elected officers of The Council shall be the President, the Vice President, the Second Vice President, the Secretary, and the Treasurer.
- b) Appointed officers shall be the Parliamentarian, Historian, and Step Show Chair. They shall be appointed by the elected president.
- c) Officers shall be undergraduate students of the University of Kentucky
- d) Any officer missing three (3) or more consecutive general body or executive board meetings with an unexcused absence per semester shall forfeit their executive office

##### **Section 2. Officer Eligibility.**

- a) Candidates for all officer positions must have a cumulative GPA of 2.5 or higher.
- b) The offices of President and Vice President may not be held by members of the same organization.
- c) Candidates for Vice President and President must be active in their active member organizations for at least three (3) months prior to being a candidate.
- d) All candidates must be enrolled undergraduate students for the entirety of their term.

##### **Section 3. Elections and Nominations.**

- a) The Nominations Committee (chairperson) shall accept nominations and recommendations starting the NPHC Retreat. Each organization must nominate a minimum of one individual to run for an elective office.
- b) Members seeking a council office must submit their name, letter of interest and resume to the Nominations Committee.
- c) All candidates seeking nominations must be present and may present a speech during the second meeting in Feb. In the event of extenuating circumstances as defined through the University of Kentucky absentee policy the candidate may select a member of their organization to speak on his/her behalf.
- d) The Nominations Committee will present the candidate's name, letter of interest and resume to The Council at the first general body meeting in September.
- e) Nominations Committee chairperson will no longer accept recommendations and/or nominations after the first general body meeting in September. A write in ballot and/or nominations from the floor will be accepted for any position not nominated.

- f) Election of officers shall be held at the second general body meeting in September. The election shall be decided by majority vote in which each active member organization (eligible) having one vote each.
- g) In the event of a tie the President shall vote to break the tie.
- h) A transition meeting shall directly follow the election. A training period for the elected officers shall begin after the election.

**Section 4. Terms of Office.**

- a) Officers shall serve one term, defined as a calendar year.
- b) There are no term limits for Executive Office positions. Candidates may be elected to the same position multiple times.
- c) Newly elected officers shall take office and preside over the final general body meeting of the Fall semester.

**Section 5. Officer Resignation and Impeachment.**

- a) In the event of the President's resignation or impeachment from office, the Vice President shall assume the position and powers of President.
- b) In the event of vacancy in Vice President, the Second Vice President shall assume the position and powers of Vice President. The general body will nominate candidates for the position of Second Vice President, and the Executive Board shall hold a vote to select the new officer.
- c) Upon a vacancy in Secretary/ Treasurer position the new President shall appoint said officers.
- d) The Council may remove any officer on the Executive Board for violations of the Bylaws or for nonproductively in their position (refer to Article VII Section 7).

**Section 6. Special Elections**

- a) Special elections may be called by a majority vote of The Council when one or more of the following has occurred:
  - a. Resignation or impeachment of more than one officer on the Executive Board
  - b. The Council desires to change the term of office
  - c. The elections calendar described in the bylaws cannot be fulfilled because of special circumstances during a particular year
- b) During a special election, nominations will be taken immediately following the majority vote by the chair of the Nominations Committee and elections will be held at the next, regularly scheduled General Body meeting.
- c) Voting will proceed as usual with each chapter having two votes.

**Article V Duties of Officers**

**Section 1.** All officers of The Council shall:

- a) Maintain the best interest of The Council at all times.
- b) Attend all meetings
- c) Complete one hour per week in the Office of Fraternity and Sorority Affairs.

**Section 2.** The President shall:

- a) Be the chief executive officer of The Council.
- b) Be responsible for the overall coordination of The Council's functions.

- c) Preside over all meetings of The Council and The Executive Board, ensuring that they are conducted with decorum and discipline.
- d) Call emergency meetings if necessary.
- e) Act for The Council between meetings of The Council and the Executive Board; Provided that a complete report is made available at the next general meeting and provided that he/she takes no action contrary to any expressed policy of The Council.
- f) Maintain a working relationship with the Council's advisor and serve as liaison between advisor, other councils and The National Pan-Hellenic Council, Inc. of the University of Kentucky.
- g) Remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with the exception of judicial trails.
- h) To sign all binding documents and/or contracts.
- i) Serve as a joint signer on all accounts.
- j) Appoint committee chairpersons and co-chairpersons as necessary with the exception of committee chairpersons already accounted for and outlined in duties of officers.
- k) Arrange and participate in frequent meetings with Interfraternity Council and Panhellenic Council Presidents and/or university advisors.

**Section 3.** The Vice President shall:

- a) Assume the office of President in the event of the absence or impeachment of the President.
- b) Serve as chairperson of the Judicial Board. (i.e. be responsible for handling all impeachment requests, reporting disputes to the Judicial Board, and gathering the Judicial Board as needed).
- c) Oversee the official calendar of The Council.
- d) Oversee all efforts related to academic improvement and scholastic excellence
- e) Serve as chairperson of the Nomination Committee.

**Section 4.** The Internal Programs Chair shall:

- a) Shall serve as a liaison between all committees and the general body.
- b) Serve as co-chairperson for the Activities Committee.
- c) Oversee all NPHC programs related to council promotion, recruitment, and fellowship.
- d) Submit an itemized financial report for all programming events to the Treasurer.

**Section 5.** The External Programs Chair shall:

- a) Serve as co-chairperson for the Activities Committee.
- b) Oversee all NPHC programs related to council education, culture, and community service.
- c) Serve as a representative of the Council for all Greek programming.
- d) Submit an itemized financial report for all programming events to the Treasurer.

**Section 6.** The Secretary shall:

- a) Be responsible for keeping an accurate record of minutes at all general and Executive Board meetings.
- b) Be responsible for keeping a record of attendance for all delegates at general meetings.
- c) Be responsible for distributing minutes of each general meeting to all active member organizations.
- d) Be responsible for distributing a copy of The Council Bylaws to every active member organization.

- e) Maintain a current file of all current and past minutes, rosters and Bylaws as well as be responsible for all correspondence to organizations.
- f) Be responsible for notifying members of The Council of all internal affairs (i.e. fines, notices, etc.)
- g) Deem an absence excused per the University of Kentucky policy for excused absences for class attendance.
- h) Prepare an academic year report due by the first general meeting in April.

**Section 7.** The Treasurer shall:

- a) Work with the President to maintain an accurate account of all The Council finances including making all deposits and reconciling the accounts regularly
- b) Give a financial report at each general meeting.
- c) Submit a typed itemized list of all transactions each month to the President.
- d) Receive or collect revenue and deposit them into The Councils financial account within 24 hours of receipt of any funds.
- e) Issue checks upon receipt or invoice and to be a joint signer on all accounts
- f) Be present at all fundraisers to receive, receipt and record incoming and outgoing monies.
- g) Create and present a budget for The Council by the first meeting of each semester.

**Section 8.** The Parliamentarian shall:

- a) Enforce The Council Bylaws.
- b) Be responsible for maintaining order in general /emergency meetings according to Robert's Rules and The Council's Bylaws.
- c) Serve as chairperson of the Bylaws Committee.
- d) Ensure that the bylaws are reviewed yearly and that any revisions are presented at the last general body meeting of the spring semester. All revisions go into effect immediately as voted upon.

**Section 9.** The Historian shall:

- a) Keep a record of all events and progress, including photos, of The Council throughout the academic year.
- b) Compile a scrapbook of The Council's progress & events at the end of the academic year and present the scrapbook to The Council at the last meeting in April.
- c) Oversee public relations and social media of The Council.

## **Article VI Executive Board**

**Section 1.** There shall be an Executive Board comprised of the elected officers of The Council.

**Section 2.** The Executive Board shall meet at the call of the President and shall be responsible for the transaction of routine business between general meetings of The Council. The Executive Board shall be empowered to act on behalf of The Council in situations of emergency; provided that a complete report is made available to The Council at the next general meeting; AND provided further, that no action taken by the Executive Board be contrary to any expressed policy of The Council.

## **Article VII Judicial Board**

### **Section 1. Judicial Board Members.**

- a) Judicial Board members will consist of one chairperson and only one delegate of each active member organization.
- b) The Vice President will be the chairperson of the Judicial Board and preside over Judicial Board meetings.
  - a. In the case of a judicial board grievance procedure in which the Vice President is the subject, the President shall preside over the meeting.

### **Section 2. Judicial Board Duties.**

- a) The purpose of the Judicial Board is to serve as a body in which grievances are received and handled. This body also implements fines for failure to adhere to bylaws, rules and regulations of The Council and will handle the impeachment of incompetent officers.

### **Section 3. Judicial Board Meetings.**

- a) In Judicial Board meetings, grievances and/or impeachment request will be worked out in a civilized manner where all aspects of the case will be reviewed and deliberated. Notification of the meeting time and place must be given with a minimum of one (1) week notice.
- b) In the event of a grievance trial, Judicial Board members and no more than 2 representatives of each active member organization involved must be present.
- c) In the event of an impeachment trial, the officer in question, the accusing party, (which is no more than two representatives), and Judicial Board members must be present. Failure of the representatives of the accusing party to attend will result in the said case be dismissed indefinitely.
- d) Judicial Board members cannot serve as representatives due to the need of impartiality. The chairperson is a non-voting member unless in the case of a tie.
- e) An advisor must be present at all Judicial Board meetings.

### **Section 4. Judicial Board Ruling**

- a) A written complaint or request for impeachment of an officer must be submitted in writing to the Judicial Board barring evidence in a case.
- b) Judicial Board members are to be impartial in all of its dealings and deliberations, adhering only to the facts that were presented during the Judicial Board meeting.
- c) Each Judicial Board member (present) will have one vote in Judicial Board meetings. The chairperson is a non-voting member unless in the case of a tie.
- d) The Judicial Board must inform The Council of all decisions.
- e) The Judicial Board's decision is final with majority vote of Judicial Board members.

### **Section 5. Action.**

- a) The Judicial Board has the right to rule on a grievance/dispute, implement fines, and remove incompetent officers (refer to Section 2, Subsection a, of this Article).

### **Section 6. Grievance Proceedings**

- a) The active member organization with a grievance must first submit a formal written complaint to the Vice President in writing within 3 days (72 hours) after the incident
- b) The Vice President will then set a Judicial Board meeting. The Judicial Board members, 2 representatives of the active member organization(s) involved, and The Council's advisor must be

present only. The Vice President will give a minimum one week notice of the meeting time and place.

- c) The written complaint will be read to the Judicial Board. The representative(s) of active member organization(s) involved will speak for a maximum of 5 minutes pertaining to their grievance/dispute. Judicial Board members will discuss the matter and come to a ruling at the end of the Judicial Board meeting. This meeting will not exceed 90 minutes. A ruling on must be decided at or before 90 minutes is completed and shall be final.

**Section 7. Impeachment Proceedings.** The Council may remove any officer from the Executive Board for violations of the Bylaws or for nonproductively in their position.

- a) Active member organization must first submit a formal written request for impeachment of an Executive Board member to the Vice President (i.e. the Judicial Board chairperson) within 3 days (72 hours) after the incident.
- b) The Vice President will then set a Judicial Board meeting. The Judicial Board members, officer in question, 2 representatives of the accusing party, and The Council's advisor must be present only. The Vice President will give a minimum one week notice of the meeting time and place.
- c) The formal request for impeachment will be read to the Judicial Board. The representative(s) of the accusing party and officer in question will speak for a maximum of 3 minutes each pertaining to the case. Judicial Board members will discuss the matter and come to a ruling at the end of the Judicial Board meeting. This meeting will not exceed 90 minutes. A ruling must be decided at or before 90 minutes is completed and shall be final.

## Article VIII Committees

**Section 1.** The President shall confer with the Executive Board, and appoint committee chairpersons and/or co-chairpersons as necessary with the exception of committee chairpersons already accounted for and outlined in duties of officers. (Refer to Article V).

**Section 2.** The Standing Committees are as follows:

- a) Activities and Community Service Committee
- b) NPHC Step Show Committee
- c) Budget and Finance Committee
- d) Scholarship Committee
- e) Nominations Committee
- f) Bylaws Committee

**Section 3.** Committees are to present an academic year report of their accomplishments due by the first general meeting in April.

**Section 4. Activities and Community Service Committee.** This Committee shall plan and organize a minimum of 4 major Council sponsored/co-sponsored activities/community service events (including fundraisers) per semester.

**Section 5. NPHC Step Show Committee.** This committee will plan and operate the annual NPHC Step Show. The chairperson of this committee must not be a participant in the step show competition.

- a) There will be a fine of \$20.00 for each missed Step Show Committee Meeting. All step show fines are to be paid no more than two (2) weeks prior to the step show. If all step show fines are not paid by that time the NPHC affiliated organization in question will not be allowed to step at that year's step show nor will the organization receive a share in that year's profits.

- b) If an NPHC affiliated organization receives more than five (5) unexcused absences from the Step Show Committee meetings planned for that year, the organization in question will not be allowed to step at that year's step show nor will the organization receive a share in that year's profits.

**Section 7. Budget and Finance Committee.** This committee shall work closely with other committees. The committee plans and recommends a budget for The Council's approval due by the second meeting in March.

**Section 8. Scholarship Committee.** This committee outlines efforts to improve the cumulative GPA(s) of active member organizations collectively. This committee also develops and administers a scholarship award and recognizes organizations and individuals who have made extraordinary achievements.

**Section 9. Nominations Committee.** This committee shall consist of one (1) representative from each active member organization. They shall be responsible for the elections of officers. They shall also be charged with creating a ballot of candidates and tallying the results as well as organizing and conducting elections. (Refer to Article IV Section 3).

**Section 10. Bylaws Committee.** This committee shall consist of one (1) representative from each active member organization. The parliamentarian shall serve as the chairperson of this committee. The Bylaws Committee shall be responsible for making recommendations to the bylaws currently adopted by The Council. This committee shall present their recommendations to The Council to be voted upon.

## Article IX Calendar

**Section 1. Authority.** The Vice President shall be responsible for overseeing The Council calendar and ensuring it's accuracy throughout the academic year.

- a) The calendar will be kept in a format that is accessible to all members of The Council.
- b) Only the Vice President and advisor may make edits to the calendar.
- c) Events placed on the calendar will have priority over any ongoing events that are scheduled for the same date and time.

### Section 2. Definitions.

- a) Events that should be placed on the calendar include: National programs or initiatives, on-campus parties, and/or one-day events that are publicized and open to individuals other than chapter members.
- b) Regional or national programs and conferences hosted on the University of Kentucky campus should be placed on the calendar for reference. These events will not count towards the maximum number of events allowed, unless the chapter wishes to count it.
- c) Ongoing events shall be placed on the calendar the first day that they occur with the note of their ongoing nature. These events will not count towards the maximum number of events allowed to each member organization.
- d) Closed weeks shall be considered 7 consecutive days selected by that organization to count as a week when no other organization may have any events without the written permission of the organization president. The number of events, not number of days, held during that week will count towards the maximum number of events allowed per organization.

### Section 3. Date Selection.

- a) Calendar dates will be selected by semester. Fall dates will be selected before the last day of class in the Spring semester. Spring dates will be selected no later than the second General Body meeting in September.



- b) Council events will take priority over chapter events and will be placed on the calendar prior to any member organization making selections.
- c) Active member organizations may submit a maximum of twenty (20) events per academic year, ideally ten (10) per semester, to be recorded on the academic year calendar.
- d) Active member organizations may host a maximum of three (3) closed weeks per year.
- e) The active member organization(s) with the highest cumulative GPA(s) as calculated by the Fraternity and Sorority Affairs office at the end of each semester will have priority when selecting dates.
  - a. i.e. Fall 2015 dates will be selected in April of 2015 using grades from the Fall 2014 semester.
- f) Once an active member organization has established priority of their maximum 20 events per academic year as submitted when due, no other active member organization shall have a public event during the said date unless written permission (i.e. event permission form) is granted by the President of the organization hosting that event.

**Section 4. Changes to the Calendar.** Any organization wishing to add additional events to the calendar after the calendar scheduling meeting shall follow the procedures below.

- a) Submit a request to the Vice President two (2) weeks prior to the proposed event. Requests must include:
  - a. Agenda for the program or event
  - b. Confirmation of the room or space reservation
- b) If the event conflicts with any other previously scheduled event, the chapter must also submit the written permission of the organization president granting permission.

**Section 5. Penalties.**

- a) Organizations must announce the event or program at the NPHC meeting or to the NPHC Advisor three (3) weeks prior to the date or must notify the Executive Board that they will not be using this date.
- b) Organizations failing to make the appropriate announcements will be subject to a penalty as outlined below.
  - a. First time: Loss of date
  - b. Second time: Loss of date and the organization will not be allowed to place any additional dates on the NPHC calendar for that semester.
  - c. Third time: Loss of date and the organization will not be allowed to place any additional dates on the NPHC calendar for the remainder of the academic year.
- c) Exceptions will be granted for special events and circumstances, such as new member presentations, as approved by the NPHC advisor.

## **Article X Delegates**

**Section 1. Delegate Attendance**

- a) Each active member organization must have two (2) delegates at each general meeting.
- b) Active member organizations must have at minimum one (1) consecutive serving delegate per general body meeting. This delegate shall be the primary delegate and the other delegate shall be the alternate.
- c) The primary delegate shall be the voting delegate for his or her chapter. Each chapter receives one vote on all business matters of the council.
- d) Absences
  - a. Delegates must email a notice of absence 2 days prior to general and/or emergency meetings to be considered acceptable.

- b. Acceptable absences shall be constituted by the University of Kentucky policy for excused absences for class attendance.
- c. Excused absences shall not be sanction/fined.

**Section 2. Responsibilities.**

- a) Delegates must actively participate in Council business. This includes committees, community service, meetings, etc.
- b) Only delegates eligible and present at roll call are to participate in voting during general/emergency meetings.

**Article XI Meetings**

**Section 1. Timing.**

- a) General body meetings shall occur twice a month when classes are in session, unless decided otherwise by the President of The Council.
- b) General body meetings (excluding those in which elections are taking place) must not exceed ninety (90) minutes unless an extension is voted upon and passed by The Council.
- c) The President of The Council has the authority to call emergency meetings as long as active member organizations are given five (5) days notice.

**Section 2. Executive Board Meetings.**

- a) The Executive Board must meet regularly.
- b) The President shall call Executive Board meetings and give at least 3 days notice prior to the meeting.

**Section 3. Attire.**

- a) The dress code for general meetings shall be business casual for executive board members.
- b) Delegates and other attendees can wear business attire or their Greek letters.

**Section 4.** All of The Council meetings are closed meetings. Meetings are only open to those who are members of active member organizations.

**Section 5.** A quorum must be present to vote on any matter. A quorum consists of the majority of the voting body (which is half of the voting bodies + one vote).

**Article XII Rights and Responsibilities of Active Member Organizations**

**Section 1. Responsibilities.**

- a) Active member organizations are to have two (2) delegates present for the ENTIRETY of every meeting. Failure to adhere will result in a fine(refer to Article XIV, Section 5, Subsection b.4a).
- b) Each active member organization must have representation of twenty-five percent (25%) of the chapter's official roster in attendance at all NPHC sponsored/co-sponsored events, or events deemed necessary by the President.
  - a. The fine for failing to adhere to this guideline is fifty dollars (\$50) per active member organization (refer to Article XIV Section 5, Subsection b.1 a).
- c) Each active member organization must have 100% representation at the annual NPHC Retreat scheduled by the Executive Board in consultation with The Council.
  - a. The fine for failing to adhere to this guideline is fifty dollars (\$50) per active member organization (refer to Article XIV, Section 5, Subsection b.2a).
- d) Active member organizations are required to pay dues and fines when due. (Refer to Article XIV, Section 4 & Section 5, Subsection c)

**Section 2. Rights.**

- a) Active member organizations shall have voting rights and privileges on all council matters including officer election, bylaws revision, and committee business.
- b) Active member organizations shall have the ability to propose amendments to the bylaws at any time.
- c) Active member organizations shall receive a share of the funds raised during the annual NPHC Step Show, granted that all other requirements and expectations of the show have been fulfilled and all monies owed to the council have been paid.

**Article XIII Probation Period Rights and Responsibilities**

**Section 1.** Active member organization shall be placed on probation if any of the following occur:

- a) Any active member organizations falling under a 2.5 semester GPA as calculated by the Fraternity and Sorority Affairs office (which does not include summer and winter intersession) at the end of the fall semester and again at the end of the spring semester.
- b) Active member organizations with outstanding monies (owed to The Council) in the excess of \$124.
- c) Active member organization(s) whom are absent and unexcused during roll call 3 times in a semester.
- d) Any active member organization that is revived shall be placed on probation for the length of their returning semester. (Refer to Article III Section 4).

**Section 2.** Active member organizations on probation shall have the following limitations and rights and responsibilities. Active member organization on probation:

- a) will not be entitled to vote in general or emergency meetings. (this does not pertain to Judicial Board or committee meetings)
- b) will still be required to adhere to the rights and responsibilities of active member organizations with the exception of voting. (Refer to Article XII).

**Article XIV Scholarship**

**Section 1.** Recognizing that academic achievement and scholarship are fundamental values to all member organizations of the National Pan-Hellenic Council, each member organization will be expected to maintain a minimum of a 2.7 GPA each semester.

**Section 2.** Organizations failing to meet the minimum expectation of a 2.7 will be required to complete the following requirements.

- a) The chapter will be fined \$50 plus \$10 per member who falls below a 2.5 for the semester.
- b) The chapter president and the chapter scholarship chair (as applicable) shall meet with the NPHC Vice President to discuss academic programs and policies that could support academic development amongst the chapter.

**Section 3.** Organizations who fall below a 2.5 semester average for two consecutive semesters will be placed on probation as described in Article XIII.

**Article XV Finances**

**Section 1.** All incoming monies shall be the responsibility of the Treasurer.

**Section 2.** All checks must have signatures from both The President and the Treasurer of The Council.

**Section 3.** See Financial Policy.

**Section 4. Dues.**

- a) The dues are \$75 per year for each active member organization of The Council. This amount is to be paid at the second general meeting of each semester.
- b) In addition to Article XIV Section 7 Subsection a, each member (delegate or not), must pay \$6.00 per academic year as dues to The Council. This entire amount is due at the second general meeting in the fall semester.
- c) New members of any active member organization must pay their \$6.00 per academic year dues upon entering their organization.
- d) Each active member organization is responsible for submitting dues according to the roster as determined by the Fraternity and Sorority Affairs office.

**Section 5. Fines.**

- a) Fines will be imposed when active member organizations fail to comply with the National Pan-Hellenic Council of the University of Kentucky's Bylaws, activities, attendance, rules and regulations.
- b) The following are standing fines that will be imposed, and do not require the Judicial Board's deliberations, unless the fined party disputes their guilt.
  - 1. Each active member organization must have representation of twenty-five percent (25%) of the chapter's roster (according to Fraternity and Sorority Affairs roster) in attendance at all NPHC sponsored/co-sponsored events (i.e. retreats, community service, etc.), or events deemed necessary by the President.
    - a. The fine for failing to adhere to this guideline is fifty dollars (\$50) per active member organization
  - 2. Each active member organization must have 100% representation at the annual NPHC Retreat scheduled by the Executive Board in consultation with The Council.
    - a. The fine for failing to adhere to this guideline is fifty dollars (\$50) per active member who is not in attendance or excused.
  - 3. All active member organizations with paperwork that is not turned into the Fraternity and Sorority Affairs office or the Executive Board by the pre-set deadline will incur a fine of fifty dollars (\$50) weekly until said paperwork is turned in.
  - 4. Each active member organization must have two (2) delegates present and in appropriate attire at every general meeting at the time of roll call and for the complete duration of the general meeting.
    - a. The fine for failure to adhere to this guideline is ten dollars (\$10) per delegate.
  - 5. Failure for a member of an active member organization to attend an anti-hazing workshop per academic year will result in a fine of \$50 per member (not member organization).
  - 6. Failure for a representative of an active member organization to attend the final schedule meeting when set, will result in a fine of \$50 per active member organization.
- c) Excluding Article XIV, Section 5, Subsection b.3, fines are due 14 days after notification is sent. Failure to pay will result in an additional \$10 one-time fee

**Section 6.** Fines and dues will roll over to the ensuring semester(s) for a said organization until paid. Any monies owed to The Council will cap at \$150.

**Section 7. Step Show Finances.**

- a) Monies from Step Show activities will not be dispersed to an active member organization until all monies owed to The Council are paid in full to The Council by the said organization. Monies owed to the Council will cap at \$150
- b) All monies owed to The Council will be removed, accordingly from the active member organization's Step show share. If their step show share does not cover the full amount of all acquired monies owed to The Council, the active member organization will be required to pay the remanding balance.
- c) The winners of the step show will receive \$1000 to be distributed. This money/prize will be deducted from step show gross profits. There will be one winner for female division and one winner in the male division. The winner will be decided by the highest score(s) as calculated in that division concluding the show. In the event of a tie in that particular division the prize will be split evenly.
- d) The remainder of the step show net profits will be dispersed as follows: The Council will receive 60% of the total revenue from the 2011 Step Show and each individual organization will receive one (1) share of the remaining 40%. The following year (2012) and there after the council will receive 70% of the total revenue from the 2012 Step Show and each individual organization will receive one (1) share of the remaining 30%. As of 2012 organizations who do not have a representative stepping in the step show will only receive 3/5 of one (1) share.

**Section 8. Accounting.**

- a) The financial accounts of the National Pan-Hellenic Council of the University of Kentucky must be audited each academic year by 2-3 person(s) due at the first meeting in April.
- b) All officers of The Council who handle the funds must be bonded at a level sufficient to cover the amount of funds they are expected to handle. i.e. President and Treasurer.

**Article XVI Parliamentary Authority**

**Section 1.** The latest addition of "Robert's Rules of Order" will govern in all matters not provided for in these Bylaws.

**Section 2.** The Executive Board has the right to provide any Bylaws interpretation.

**Article XVII Rules of Procedure**

**Section 1. Rules of Procedure**

**Rule 1.** The following agenda shall stand adopted;

*Call to order by President*  
*Minutes of the Previous Meeting*  
*Presidents Report*  
*Committee Reports*  
*Old Business*  
*New Business*  
*Announcements*  
*Closing/Adjournment*

**Rule 2.** Any member who offers a motion shall be permitted to speak in favor of that motion, and then any concurring or opposing position is heard.

**Rule 3.** Discussion pertaining to a motion must not exceed 4 minutes.

**Rule 4.** The Chairperson of general/emergency meeting (i.e. the President of The Council) shall entertain motions when warranted.

**Rule 5.** All committee chairpersons shall submit their reports in writing unless deemed unnecessary by the President.

**Rule 6.** All chairpersons/ persons shall remain responsible for reports assigned to them and accepted by them. Regardless of whether they are able to attend the meeting, their report is due. Officers who anticipate an absence shall provide the Secretary with their report prior to the general/emergency meeting.

### **Article XVIII Risk Management**

**Section 1.** All active member organizations must abide by the University of Kentucky's Risk Management Policy.

### **Article XIX Revisions**

**Section 1.** The Bylaws may be revised by two thirds (2/3) vote of active member organizations (present and eligible to vote).

**Section 2.** The President of the Council shall provide written notice of any changes of these Bylaws to The National Pan-Hellenic Council international Office, The Council's advisor, as well as to all other necessary sources within thirty (30) days.