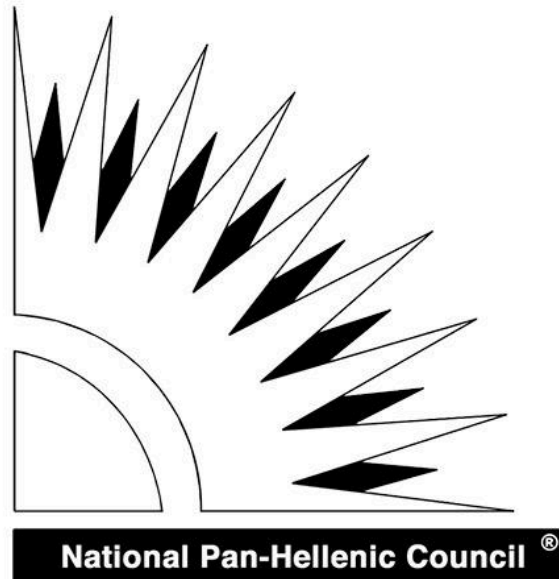


**NATIONAL PAN-HELLENIC COUNCIL
MTSU CHAPTER
At
Middle Tennessee State University
Constitution and Bylaws**



Chapter Chartered on _____
Bylaws First Established on _____
Revised Fall 2024

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**Constitution and Bylaws
of
MTSU Chapter of National Pan-Hellenic Council**

PREAMBLE

We, the representatives of the 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 the intercollegiate Greek letter fraternities and sororities, acknowledging that some regions of action and programming can best be carried out by the joint efforts of all such organizations, and believing that these needs can best realized by a formal organization, do at this moment establish such an organization and bind ourselves to abide by the provisions of the following Constitution and By-laws.

ARTICLE I - NAME

The name of this organization shall be the Middle Tennessee State University (MTSU) chapter of the NATIONAL PAN-HELLENIC COUNCIL, from now on referred to as the “National Pan-Hellenic Council INC.” or “NPHC of MTSU,” or “MTSU NPHC,” or “NPHC,” or “The Council.”

ARTICLE II - GRANT OF POWERS

The authority vested in MTSU NPHC shall be derived from the National Constitution of the National Pan-Hellenic Council University (NPHC) policy regarding registration of Greek Letter Social Organizations as established by the University administration and approved by the State of Tennessee Board of Regents.

ARTICLE III - MISSION STATEMENT & PURPOSE

MTSU NPHC shall serve as the official coordinating agent of the nine Historically Black Greek-letter Fraternities and Sororities to further their program unity on the Middle Tennessee State University campus.

The National Pan-Hellenic Council, since 1930, has stood firm in the fight against discrimination, oppression, and inequalities and has been an active contributor to the civil rights movement. The National Pan-Hellenic Council is committed to inclusion and does not condone discrimination based on race, national origin, gender, sexual orientation, religion, age, or ability.

In the furtherance of the mission, the purpose of MTSU NPHC shall be

1. Encourage high academic achievement through educational programs that foster academic, leadership, and social engagement.
2. Act as a platform for Fraternities and Sororities to discuss and manage mutual concerns.
3. Enhance a cooperative and harmonious environment among all Greek-letter organizations at MTSU, mainly focusing on those historically African-American.
4. Oversee and manage all operations and regulations related to historically African-American Greek-letter organizations at MTSU.
5. Establish rules and guidelines for membership and conduct that respect the rights of the organizations and comply with university policies.
6. Advance the service-oriented and ethical philosophy of the Council's member organizations.
7. Assist in achieving the university's educational goals and promote programs that enhance the social and academic experiences of the multicultural and broader college community.

ARTICLE IV - MEMBERSHIP

Section 1. Recognition

1. Membership in the MTSU NPHC, from now on referred to as MTSU NPHC Member Organization(s), shall include
 - a. Alpha Phi Alpha Fraternity, Incorporated – Kappa Xi chapter,
 - b. Alpha Kappa Alpha Sorority, Incorporated – Eta Psi chapter,
 - c. Kappa Alpha Psi Fraternity, Incorporated – Eta Gamma chapter,
 - d. Omega Psi Phi Fraternity, Incorporated – Mu Zeta chapter,
 - e. Delta Sigma Theta Sorority, Incorporated – Iota Tau chapter,
 - f. Phi Beta Sigma Fraternity, Incorporated – Iota Mu chapter,
 - g. Zeta Phi Beta Sorority, Incorporated – Mu Theta chapter,
 - h. Sigma Gamma Rho Sorority, Incorporated – Lambda Chi chapter,
 - i. Iota Phi Theta Fraternity, Incorporated – Eta Phi chapter

Section 2. Criteria for Active Organizations

1. MTSU NPHC Member Organizations must adhere to the rules regulations, and policies contained herein in the constitution and by-laws of the MTSU NPHC.
2. MTSU NPHC Member Organizations must be registered through the Office of Greek Life and the Student Activities Center as a student organization to comply with the University and be eligible for representation within the MTSU NPHC.
3. MTSU NPHC Member Organizations must maintain good financial standing with the MTSU NPHC each semester by properly paying council dues and accrued fines.
4. An updated chapter membership roster for each MTSU NPHC Member Organization shall be submitted to the Office of Fraternity and Sorority Life on the date set for each semester.

5. MTSU NPHC Member Organizations must participate actively in all MTSU NPHC and FSL-sponsored events: FSL Door Holding Campaign, FSL Meet and Greet, NPHC Informational, MTSU NPHC Week, MTSU NPHC Step Show, MTSU NPHC Stroll-Offs, and Greek Week (*Must refer to the FSL Calendar list for attendance requirements*).
 - a. Hardship Clause
 - i. 50% of each MTSU NPHC Member Organization must attend all MTSU NPHC-sponsored events.
 - ii. MTSU NPHC Member Organizations with five or fewer members are exempt from this mandate
 - iii. Slandering, insulting, or degrading any MTSU NPHC Member Organization is prohibited at any MTSU NPHC-sponsored events. Doing so will result in a fine of fifty dollars (\$50) or greater
 - iv. MTSU NPHC Member Organizations who do not have 50% of members present at approved MTSU NPHC events or are not exempt per the hardship clause shall be fined fifty dollars (\$50) or greater
6. All new members must attend a mandatory New Member Module put on by an MTSU NPHC advisor within that academic year.
7. All presidents are required to attend all presidents' meetings held by the MTSU NPHC advisor within that academic year.
8. All MTSU NPHC Member Organizations Intake Chairmen must attend the mandatory intake training the MTSU NPHC advisor provides within that academic year.
9. MTSU NPHC Member Organizations must maintain a minimum chapter grade point average of 2.5 on a 4.0 scale. (*Semester GPA*)
10. MTSU NPHC Member Organizations are not permitted to sponsor, pair, or facilitate any event with an inactive organization (*Including unregistered summer semester activities*).
11. THERE ARE NO WITHDRAWALS FROM THE MTSU NPHC. According to the national NPHC constitution, chapters whose organization is nationally affiliated with the National Pan-Hellenic Council must fall under campus NPHC jurisdiction where two (2) or more organizations exist. (National NPHC By-Laws. Article I. Section 1).

ARTICLE V - REPRESENTATION

Section 1. Voting Delegation

The president is the voting delegate from each MTSU NPHC Member Organization. In case the President cannot attend, each MTSU NPHC Member Organization can identify up to two (2) alternate delegates.

1. All voting delegates must be currently enrolled as full-time students at Middle Tennessee State University.
2. All voting delegates must be in good academic standing with the university, MTSU-NPHC, and their respective MTSU NPHC Member Organizations.
3. MTSU NPHC Executive Board members do not function as voting delegates.

Section 2. Responsibilities and Voting Rights of Delegate

Only those members delegated as chapter representatives or alternates at the beginning of each semester shall be allowed to vote at official meetings of the MTSU NPHC.

1. The duties of the representative(s) shall include, but are not limited to:
 - a. Provide the MTSU NPHC VP of Programming with a calendar of scheduled events each month to be submitted within the first (1st) week of the month for that upcoming month. Failure to do so will result in a \$50 fine.
 - b. Provide proposed dates for their MTSU NPHC Member Organization week during a designated time of submission.
 - c. Dissemination of information to his/her MTSU NPHC Member Organization on behalf of the MTSU NPHC.
2. The power of one (1) vote shall be given to each MTSU NPHC Member Organization, provided at least one (1) representative is present at the time of voting.
 - a. Representatives not present who have not submitted a written excuse to the MTSU NPHC VP of Administration for approval by the MTSU NPHC President shall lose all voting rights at that specified meeting.

ARTICLE VI - MEETINGS

Section 1. Frequency

1. The MTSU NPHC shall meet each month bi-weekly at such time and place as may be determined by MTSU NPHC Executive board. The MTSU NPHC Executive Board shall meet in between the mass meetings. MTSU NPHC meetings will begin the first week of school each semester. An all-MTSU NPHC Member Organizations meeting will be held once during the Fall and Spring semesters.

Section 2. Quorum

A quorum shall be defined as a simple majority (half of active MTSU NPHC Member Organizations plus one).

1. A quorum shall be necessary to conduct any business requiring a vote. The VP of Administration must identify whether the quorum is either verified or not verified immediately following roll call (*Attendance*).
2. Chapter members on the MTSU NPHC Executive Board do not count toward the chapter total unless the chapter is below five (5) members.

Section 3. Attendance and Compliance

Each active MTSU NPHC Member Organization is required to have either the chapter president or chapter delegate in attendance at MTSU NPHC meetings.

1. If a delegate arrives at the meeting ten (10) minutes after the VP of Administration completes a roll call, the delegate will be marked absent.
2. If a delegate is absent due to an emergency, the alternate is required to be present, and a written communication should be submitted to the VP of Administration twenty-four (24) hours prior to the meeting. Class and work are not considered emergencies.
3. MTSU NPHC Member Organizations with delegate absences at an MTSU NPHC meeting will be assessed a twenty-five dollar (\$25) fine before any events governed under Sorority & Fraternity Life can take place on campus.
 - a. For every meeting missed following the initial twenty-five-dollar (\$25) assessment, the fine penalty will be raised to fifty dollars (\$50).
 - b. Meeting absence totals are restarted at the beginning of each semester. Payments of fines are due thirty (30) days after notice from the VP of Administration is received. For every week exceeding the thirty (30) days, an additional ten-dollars (\$10) late fee will be taxed on top of the initial fine.
 - c. Failure to attend two or more meetings will place the chapter's standing under review, and facility form approvals will be withheld until the chapter is represented at a subsequent Council meeting.

Section 4. Order of Business

1. The order of business shall be:
 - a. Call to Order
 - b. Roll Call
 - c. Chapter Reports
 - d. Financial Report
 - e. Old Business
 - f. New Business
 - g. Advisor Report
 - h. Announcements/Upcoming events
 - i. Adjournment

Section 5. Special Meetings

1. The MTSU NPHC President shall call all special meetings, including virtual meetings, with permission from the MTSU NPHC Advisor. Each MTSU NPHC Member Organization shall be notified of a special meeting in writing at least three (3) days prior to the meeting. Exceptions to the notification clause may be made on a case-by-case basis with approval from MTSU NPHC Advisor. Said meetings shall be composed of a quorum and adhere to the rules of procedure of regular meetings.

Section 6. Electronic Meetings

1. Electronic meetings may be conducted when deemed necessary by the MTSU NPHC President and Advisor, utilizing platforms such as Zoom, Microsoft Teams, or other University-approved virtual meeting tools. Electronic meetings must maintain the same order of business as in-person meetings, and all voting shall be conducted through secure, verifiable means. Quorum and attendance rules apply equally to electronic meetings as to physical meetings.

Section 7. Advisor

1. The advisor for MTSU NPHC must be a member of the MTSU Office of Fraternity and Sorority Life staff or other designated University faculty or staff. The advisor's role is to provide guidance, ensure compliance with University policies, and facilitate communication between the MTSU NPHC and the University administration. The advisor is required to attend all MTSU NPHC Executive Board and general body meetings.

ARTICLE VII - FINANCE

The fiscal year of the MTSU NPHC shall be July 1st - June 30th.

Section 1. Contracts

1. The signatures of the MTSU NPHC President, VP of Administration, and Advisor shall be required to bind the MTSU NPHC to any contracts.

Section 2. Checks

1. All checks issued on behalf of the MTSU NPHC shall have two (2) signatures as follows:
 - a. MTSU NPHC President and Advisor, or
 - b. MTSU NPHC VP of Administration and Advisor, with the knowledge of the MTSU NPHC President.

Section 3. Payment

1. All payments due to the MTSU NPHC shall be submitted to the VP of Administration, who shall record them. Checks for payments shall be made payable to "MTSU National Panhellenic Council."

Section 4. Membership Dues

1. Each MTSU NPHC Member Organization listed in Article IV, Section I shall be assessed a \$15 fee per member per semester. MTSU NPHC Member Organizations that are suspended or inactive will not be required to pay dues to the MTSU-NPHC.
2. Dues shall be paid two (2) weeks from the date of invoices.

- a. Any MTSU NPHC Member Organization that does not pay all fees incurred by the MTSU NPHC within one month of the invoice is subject to suspension of all activities until all dues and late charges are paid.
- b. A notice is to be sent on non-payment of dues within one (1) week of the deadline.
- c. If not paid within thirty (30) calendar days from invoice, MTSU NPHC Member Organizations will also be assessed a fifteen dollars (\$15) late fee and an additional fifteen dollars (\$15) fee accruing every fifteen (15) calendar days until payment is received.

ARTICLE VIII – NOMINATIONS AND ELECTIONS PROCEDURES

Section 1. Elected Officers

The elected officers shall be:

- President
- Vice President of Administration
- Vice President of Programming
- Vice President of Communications

Section 2. Qualifications of Officers

1. No MTSU NPHC Member Organization member may hold an elected or appointed office in the MTSU NPHC if
 - a. His/her respective MTSU NPHC Member Organization is not an active organization
 - b. He/she is not identified as an active member of his/her respective MTSU NPHC Member Organization as indicated by the current chapter roster
 - c. He/she does not have a minimum 2.75 cumulative grade point average
 - d. He/she is not currently considered a Full-time (*Defined as 12 credit hours*) student during the Fall and Spring semesters at the Middle Tennessee State University during the term of office
2. No more than two (2) members from any one (1) MTSU NPHC Member Organization may serve as officers
3. Should there be more vacancies than willing representatives from MTSU NPHC Member Organization, the position shall be open to any MTSU NPHC Member Organization willing to fill it
4. MTSU NPHC Executive Board members from MTSU NPHC Member Organizations with less than three members can serve as their chapter delegates

Section 3. Election Process

There will be an annual NPHC Executive Board election held in April.

1. Election Process for all MTSU NPHC Executive Board Positions
 - a. Nominations

- i. Nominations shall be made in the form of applications made by the MTSU NPHC Advisor via MyMT
- b. Nomination Committee
 - i. A nominations committee shall be formed to propose a slate of candidates. This committee shall be composed of the MTSU NPHC Executive Board, who are not eligible for re-election or who decline to run for office and the MTSU NPHC Advisor. The chairman shall be the highest-ranking MTSU NPHC Executive Board member
- c. Interviews
 - i. The nominations committee shall review application interviews one week before the slate of candidates is released to all chapters.
- d. Slate Presentation
 - i. The nomination committee chairman shall present the slated candidates at the meeting two weeks before the elections.

Section 4. Elections

1. Date of Elections
 - a. Officers selected by slating shall be elected in the last MTSU NPHC meeting in April each year by a simple majority.
2. Candidate Presentations
 - a. Candidates must be present to represent themselves for their intended position.
 - b. Each candidate will have 3 minutes to give a speech.
 - c. After the speech, each candidate shall be asked one question per position developed by the current MTSU NPHC Executive Board.
 - d. Active MTSU NPHC Member Organization chapter representatives are allowed to ask at least one question to candidates.
3. Voting Procedures
 - a. Elections will be conducted using a secret ballot by the MTSU NPHC.
 - b. A candidate must receive a majority of votes (half plus one) from the respective MTSU NPHC Member Organization delegates to be elected.
 - c. If more than two candidates vie for the same position and no majority is achieved, the candidate with the fewest votes will be eliminated, and a runoff will be held between the top two candidates.
4. Announcement of Results
 - a. After voting concludes, candidates will be invited back into the meeting, and the winner will be announced.
5. Handling of Unfulfilled Positions
 - a. Any remaining unfilled positions will be reopened for nominations from the floor the following week. Candidates nominated from the floor must meet all officer eligibility requirements.
 - b. Candidates not elected may be considered for any remaining unfilled positions.

Article IX - AMENDMENTS

Section 1. Amending Bylaws

These bylaws may be amended by a 2/3 vote of the MTSU NPHC. The proposed amendment must be submitted to the Office of Fraternity and Sorority Life, and each financial MTSU NPHC Member Organization. All amendments must be presented at the regularly scheduled meeting prior to the meeting when the vote is held.

Article X - PARLIAMENTARY AUTHORITY

Section 1. Governing Authority

The MTSU NPHC shall be governed by the rules set forth in the most recent edition of Robert's Rules of Order, Newly Revised, except where these rules conflict with the provisions of this Constitution and Bylaws or any special rules of order that the MTSU NPHC may adopt.

Section 2. Application of Rules

The rules of parliamentary procedure shall apply to all official meetings of the MTSU NPHC, including general body meetings, executive board meetings, committee meetings, and special or electronic meetings. In the event of any procedural disputes, the MTSU NPHC President shall serve as the final authority, subject to the advice and consultation of the Advisor.

Section 3. Parliamentary Procedure Officer

The VP of Administration shall act as the Parliamentarian for the MTSU NPHC and shall be responsible for ensuring the correct application of parliamentary procedures during meetings. The Parliamentarian shall have the authority to call points of order when necessary to maintain proper procedure.

Section 4. Voting Procedures

1. Voting at any meeting where parliamentary rules are invoked shall be conducted using one of the following methods:
 - a. Voice vote (viva voce) for routine matters.
 - b. Roll call vote upon request by any voting MTSU NPHC Member Organization delegate or member of the MTSU NPHC Executive Board.
 - c. Secret ballot for the election of officers and any other matter deemed sensitive by the MTSU NPHC President or upon the request of any MTSU NPHC Member Organization delegate.
 - d. A simple majority vote shall decide all issues unless otherwise specified in the Constitution or Bylaws.

Section 5. Special Rules of Order

MTSU NPHC reserves the right to adopt special rules of order to address specific issues not covered by Robert's Rules of Order. Any such special rules must be proposed by a MTSU NPHC Member Organizations, approved by a two-thirds (2/3) majority vote of the MTSU

NPHC, and take precedence over general parliamentary rules.

Section 6. Suspension of Rules

The rules of parliamentary authority may be temporarily suspended by a two-thirds (2/3) majority vote of the MTSU NPHC Member Organization voting delegates present at any regular or special meeting. The suspension of rules shall be limited to specific motions or procedural changes and must be clearly stated before the vote.

Section 7. Appeals to Rulings

A MTSU NPHC Member Organization voting delegate may appeal any decision made by the MTSU NPHC regarding parliamentary procedure. The appeal must be made immediately after the ruling. The voting body shall then decide the appeal by a simple majority vote. The decision of the voting body shall be final.

ARTICLE XI - MEMBERSHIP INTAKE

Meetings of candidates for initiation should be in accordance with the rules and regulations of individual organization Constitutions and bylaws, and University regulations. Each organization shall be limited to a fifty (50) person maximum every Membership Intake period.

All MTSU NPHC Member Organizations must adhere to all state and local laws pertaining to hazing, as well as the Middle Tennessee State University (MTSU) hazing policy.

Section 1: Chapter Standing

1. Good Standing Requirement

- a. MTSU NPHC Member Organizations must be in good standing with the state, regional, and national levels of their respective MTSU NPHC Member Organization to participate in the Membership Intake process.

Section 2: Hazing Agreement

1. Submission of Hazing Agreement

- a. MTSU NPHC Member Organizations must submit a signed and notarized copy of the Middle Tennessee State University Hazing Agreement to the Center for Student Involvement and Leadership Office within 30 days of the first day of classes of the fall semester.

Section 3: Membership Intake Program Form

1. Form Submission Deadline

- a. MTSU NPHC Member Organizations must complete and submit the Membership Intake Program form in its entirety at least two weeks before beginning any intake or new member process.

Section 4: Consequences of Violations

1. Regulation Violations

- a. Violation of any state, local, university, or organizational regulations will result in the termination of approval for intake and the suspension of the chapter, pending investigation.

Section 5: Associate Member Intake

1. Advisor Consultation for Associate Members

- a. Associate members are not allowed to proceed with intake without consultation and the consent of the MTSU NPHC Advisor.

ARTICLE XII - NPHC STEP SHOWS & PRESENTATIONS

Section 1: Prohibition of Degradation or Belittlement

1. Respect for Greek-letter Organizations

- a. Step shows, Presentations shows, new member presentations, or presentations resembling the introduction of new members will not involve the degradation or belittlement of any Greek-letter organization's paraphernalia, shield, or other tangible valuables.
- b. This applies to fraternities and sororities affiliated with MTSU NPHC Member Organizations, Interfraternity Council, and College Pan-Hellenic Council.

Section 2: Standards of Behavior

1. Appropriate Conduct

- a. Step shows, which may involve dancing, singing, and/or skits, should not include lewd, indecent, or obscene behavior.

Section 3: Notice for Presentation Shows

1. Advance Notice Requirement

- a. Presentation shows, new member presentations, or presentations resembling the introduction of new members will not be allowed unless a one-week notice is provided to the MTSU NPHC Advisor and the Office of Student Involvement and Leadership.

Section 4: Event Logistics

1. Location and Time Restrictions

- a. Presentation shows, new member presentations, or presentations resembling the introduction of new members must be held in spaces reserved in advance by the sponsoring MTSU NPHC Member Organization.
- b. These events must not disrupt the normal conduct of business, foot traffic, or vehicle traffic.
- c. If held outdoors, the events will not begin after 10 p.m.

Section 5: National Policies

1. Compliance with National Policies

- a. Presentation shows, new member presentations, or presentations resembling the introduction of new members will not be sponsored by MTSU NPHC Member Organizations that have national policies prohibiting such activities.

ARTICLE XIII - GREEK WEEKS & SOCIAL AGREEMENTS

In order to prevent conflicts and promote unity amongst the member organizations, the following guidelines are established for Greek Weeks and social agreements

Section 1: GPA and Grade Reports

1. Calculation of GPA

- a. The individual grade reports shall be calculated by the Director and/or Coordinator of Fraternity and Sorority Life, or their designee, within the Office of Fraternity and Sorority Life.

2. Greek Weeks Selection Based on GPA

- a. Greek Weeks shall be held in both the Fall and Spring semesters of each academic year.
- b. The order of week selection will be based on the GPA average from the previous year, with the MTSU NPHC Member Organization having the highest GPA chosen first.

Section 2: Greek Weeks Format and Scheduling

1. Week Selection Procedure

- a. Week selection is determined on a first-come, first-served basis, prioritized by GPA rank.
- b. Greek Week selections will occur during the first MTSU NPHC meeting of the Fall semester, covering the entire academic year.

2. Restrictions on Greek Weeks

- a. All MTSU NPHC Member Organizations are restricted to one (1) week per calendar year.
- b. Collaboration weeks will count as one (1) week for each participating MTSU NPHC Member Organization.

3. Conflicting Events

- a. Conflicting events between MTSU NPHC Member Organizations will not be approved by the MTSU NPHC and/or the Office of Fraternity and Sorority Life.

4. Scheduling Conflicts

- a. No MTSU NPHC Member Organizations shall schedule public functions during another MTSU NPHC Member Organization's Greek Week without written documentation of an agreement.
- b. No MTSU NPHC Member Organizations shall post promotion of any events on social media during another MTSU NPHC Member Organization's Greek Week without a verbal or written agreement.

5. Rescheduling Greek Weeks

- a. If an MTSU NPHC Member Organization wishes to move its assigned Greek Week, the request must be made during the next scheduled MTSU NPHC meeting.
- b. Approval of the move requires a majority vote.
- c. If another MTSU NPHC Member Organization already has a previously scheduled event during the newly approved week, they may proceed with the event but may not schedule any additional functions.

Section 3: Social Event Procedures

1. Adherence to Scheduling Guidelines

- a. Each MTSU NPHC Member Organization must follow the proper procedural guidelines and systems for scheduling social events. These guidelines are available in the Office of Fraternity and Sorority Life.