

By – Laws
Of The
Tech Council
Of The
National Pan-Hellenic Council, Inc.

Article I – Name

Section 1.

The name of the organization shall be The Tech Council of The National Pan-Hellenic Council, Inc.

Section 2.

The Council shall maintain regular affiliations with the National Pan-Hellenic Council, Inc.

Article II – Purpose

The Purpose of Tech Council shall be: to create and maintain high standards in the life of fraternities and sororities; to perpetuate constructive fraternity and sorority relationships; to foster an understanding of the structure and method of operation among the affiliate organizations; to address, coordinate, and develop action strategies on the matters of mutual concern to the affiliate organizations; and to serve as the conduit for such action plans as may be developed.

Article III – Membership

Section 1.

The Council shall be comprised of affiliated undergraduate chapters of the National organizations that comprise the National Pan-Hellenic Council. The affiliate organizations include Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, 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., and Iota Phi Theta Fraternity, Inc.

Section 2.

Each affiliate member organization shall be entitled to one representative and two alternates. These three representatives do not include elected Executive Officers of the President of the Council.

Section 3.

Each affiliate chapter is entitled to have one vote with the following provisions:

- a) The affiliate chapter shall submit to the Council, in writing, by way of the recording secretary, a full roster of their chapter members and their advisor(s) names and telephone numbers;
- b) All member organizations must submit or make changes to their official roster by the third week of school each semester. The signature of the President and NPHC Advisor must appear on all changes to the roster. Chapters must make and retain copies of all changes in case of a dispute;
- c) Active members may be dropped/added from/to the organizations roster up to a week after completing member intake;
- d) Representation by proxy for any official representative shall not be permitted;
- e) The Council will recommend replacement of any representative who is absent for four meetings in an academic year, limited to two per semester and are non-transferable;
- f) Any chapter desiring to change their voting representative must submit, to the President, the name of the new representative at least seven days prior to the next regular scheduled meeting to be afforded voting privileges;
- g) Any chapter may submit up to two alternates that are allowed to vote in the place of the official representative for the affiliate chapter. This alternate needs to identify themselves during roll call as the designated alternate to be recognized. These names must be submitted along with the names of the official representatives;
- h) Each affiliate organization shall be a registered student organization; and
- i) There will be no votes submitted by phone, not even in the event of emergency or otherwise.

Section 4.

Active members shall be the affiliate chapters which have paid the required dues.

Section 5.

Inactive members shall be affiliate chapters which have failed to pay the required dues. For an inactive member to become an active member, a reactivation fee may be imposed. Members that are inactive cannot vote.

Section 6.

The Council shall consist of two governing bodies:

- a) The Executive Board of the Council shall consist of all Council elected officers.
- b) The Council shall consist of all Council elected officers and the representative(s) of each member organization.

Article IV – Officers

Section 1.

The officers of the Council shall be as follows:

- a) President
- b) Vice President
- c) Recording Secretary
- d) Treasurer
- e) Parliamentarian
- f) Historian

Article V – Executive Board

Section 1.

There shall be an Executive Board comprised of the elected officers of the Council. The President, Basileus and Polemarch of affiliate chapters and the campus advisor shall sit as ex-officio members of the Executives comprising the Council.

Section 2.

The Executive Board of the Council shall deliberate on all policies and problems.

Section 3.

The President shall be the Chief Executive Officer and presides as Chairman of the Board.

Section 4.

The Executive Board shall meet no fewer than five times.

Section 5.

If the President is absent, the vice-president has Executive authority in decisions.

Section 6.

The Council will recommend replacement of any officer who is absent for two meetings in the academic year, limited to one per semester and are non-transferable.

Article VI – Eligibility For Officers and Terms

Section 1.

To be eligible for office in the Council, a member's chapter shall be in good standing with the Council and his/her national organization, except in the situation of national numerical membership requirements.

Section 2.

Officers shall be elected for one term. One term is defined as one year beginning in April and concluding in March.

Section 3.

The office of the President shall be filled as a result of a majority vote by the Council membership.

Section 4.

No individual may hold two offices concurrently.

Section 5.

No single organization will be permitted to concurrently hold more than two of the elected offices. In the event that the membership contains fewer than four member organizations, then the number of offices that can be held by one organization may be increased to three.

Section 6.

To be eligible for office in the Council, a representative shall be in good standing with their local chapter.

Section 7.

The President and Vice-President cannot be members of the same organization.

Section 8.

Each candidate must have a minimum cumulative grade point average of 2.25.

Section 9.

The offices of President and Vice-President shall not be held by neophytes except under circumstances where the candidate has been an active member for at least one full year.

Article VII – Duties of Officers

Section 1.

It shall be the duty of the President to:

- a) Preside over all meetings of the Executive Committee and the Council;
- b) Be responsible for the implementation of all decisions of the Executive Committee and the Council;
- c) Order the disbursement of fines of the Council, and sign checks whenever necessary;
- d) Call special meetings when appropriate;
- e) Represent the Council at any meeting with the University Administration and other campus organizations;
- f) Ensure that the Council operates in accordance with the Constitution and Handbook of NPHC, and the by-laws of the council;
- g) Shall remain neutral and cast a vote only in the event of a tie;
- h) Use the power of Executive Order in a detrimental situation;
- i) Perform any other Presidential duties not specifically outlined within these by-laws, which are deemed appropriate by two-thirds of the Executive Council;
- j) Approve, in writing, all expenditures of budget;
- k) Serve as official representative to the African American President's Council;

- l) Render a full report at the end of his administration and make recommendations for the good of the Council; and
- m) Name Committees and appoint the chairmen

Section 2.

It shall be the duty of the Vice President to:

- a) Assume the duties of the President in the absence or incapacity of the President, and shall perform such other duties as assigned;
- b) Serve as ex-officio member of all committees;
- c) Exercise coordinating supervision over the activities of the Council committees, and to hold at least one joint meeting of all committee chairpersons for the purpose of clarification of the activities each committee will be performing; and
- d) Oversee and coordinate programs.

Section 3.

It shall be the duty of the Recording Secretary to:

- a) Call roll at the beginning of each regular and call meeting;
- b) Read the previous meeting's minutes;
- c) Keep a list of all committees;
- d) Record the minutes of all meetings of the Executive Board and the Council, and shall keep permanent record;
- e) Prepare and type minutes of each Council meeting minutes to be approved at the next meeting: regular, call, and Executive Board;
- f) Perform other secretarial duties as assigned by the Council;
- g) Maintain and update all affiliate chapter's full rosters of membership;
- h) Present the Council and the Advisor with copies of the minutes and agendas;
- i) Transcribe the finalized event calendar, and distribute it to the member organizations; and
- j) File a copy of the report with the financial records of Council;

Section 4.

It shall be the duty of the Treasurer to:

- a) Be responsible for all transactions effecting revenue and expenditures;
- b) Deposit all monies received within twenty four hours of receipt;
- c) Submit a written report the second Council meeting of each month;
- d) Co-sign all checks in conjunction with the University Advisor;
- e) Coordinate with the President on preparing the application for University funding through the Student Association;
- f) Be the Chairperson of the Finance Committee;
- g) Recommend to the Council any changes helpful to the achievement of the financial objectiveness of the Council;
- h) Notify member organizations in writing of their yearly assessments and other financial obligations by the third week of the Fall semester;
- i) Be responsible for the collection of dues for the member organizations in the Council;
- j) Present a budget report at the second meeting of the month; and
- k) Report all receipts and disbursements as separate items to each session of the Council.

Section 5.

It shall be the duty of the Parliamentarian to:

- a) Chair the Constitution Committee;
- b) Assist the presiding officer in the interpretation of the by-laws as well as Robert's Rules of Order;
- c) Coordinate at least one workshop with instructions on proper parliamentary procedures according to Robert's Rules of Order by the third week of the Fall semester;
- d) Maintain order and decorum at all meetings; and
- e) Advise all questions of parliamentary practice upon request by any representative who desires a ruling.

Section 6.

It shall be the duty of the Historian to:

- a) Keep a historical record on all of the functions for which the Council participates;
- b) Chair the Publicity Committee;
- c) Comprise a multimedia record for the Council events; and
- d) Provide cultural/historical information on NPHC organizations during public forums.

Section 7.

Faculty/Staff Advisor: The faculty/staff member(s) shall be selected by the Council. The faculty/staff advisor shall advise, counsel, and suggest;

however, he/she cannot hold any office, elected or appointed, or chair any committee.

Section 8.

Off-Campus Advisor: The Regional Director shall appoint one off-campus advisor who will assist in the coordination of Regional and National Programs. The Advisor will have no voting privileges.

Article VIII - Elections

Section 1.

The elected officers of the Council shall be: President, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Historian.

Section 2.

The affiliate member organization must be an active member of the Council for the fiscal year prior to the candidate's nomination of that affiliate member organization.

Section 3.

The elected officers shall be elected during the last meeting of March. Nominations will open at the meeting prior to elections, and all nominations must be made at this meeting.

Section 4.

The mode of elections shall be by secret ballot after direct nominations from the floor. The nominee receiving the majority ballot shall be declared elected. If in doubt about a clear majority between the candidates, a runoff shall be held between the two candidates receiving the highest number of votes.

Section 5.

Each of the candidates for the Council offices shall be required to give a qualifications speech, not exceeding three minutes, detailing their reasons for seeking office and particular qualifications. All candidates shall submit a partition seven days prior to the election meeting.

Section 6.

In case an elected officer is not able to fulfill the office, he/she may resign, or the Executive Board may recommend resignation or removal from office. He/she shall be succeeded by another official elected from the same chapter of which the original officer is a member, in the same manner of which the original officer was elected. In the case of vacancy of the office of President, the Vice President shall move up to President to complete the term. The vacant position of the Vice President will be elected at-large.

Article IX - Meetings

Section 1.

The meetings of the Council will be held twice a month at a time to be determined by the Executive Board, unless properly rescheduled in advance. The meeting must be held on campus.

Section 2.

A quorum to convene and transact business shall consist of 51% of the financially active members.

Section 3.

All special meetings shall be called the President and/or the Executive Board, and will be determined by majority vote.

Section 4.

Meetings will last only sixty minutes. To extend the meeting beyond sixty minutes, there must be a majority vote initiated by a motion from the floor.

Section 5.

- a) Any member(s) arriving late to any regular or special meeting after the meeting has been called to order will be assessed a fine of \$1.00/minute. If payment is not made at the current meeting, then voting privileges will be suspended until payment is received;
- b) Missed meeting fine are \$25.00 due at the next regularly scheduled meeting. Three tardies results in a missed meeting fine.

Section 6.

The first official meeting shall be held during the second academic week of each semester.

Section 7.

The meeting agenda shall proceed as following:

- 1) Roll Call;
- 2) Approval, addition, or corrections to the minutes of the previous meeting;
- 3) Executive committee member reports;
- 4) Report of standing committees;

- 5) Old business;
- 6) New business;
- 7) Announcements;
- 8) Adjournment.

Article X – Committees and Their Responsibilities

Section 1.

Executive Board

- a) This committee is composed of all elected and appointed officials.
- b) It shall meet prior to the regular meeting.
- c) The President shall server as its chairperson.

Section 2.

The standing committees shall be: Finance, Nominating, Program, and Publicity.

Section 3.

The Finance committee shall keep check on income and expenditures and prepare a budget each year to be presented in September. This committee will also be in charge of fundraising activities. The Treasurer shall chair the Finance committee.

Section 4.

The Nominating Committee should be made up of graduating seniors and previously active members of the Council. Five members are to be selected in the first February meeting. They are responsible for compiling officer duties and eligibility requirements to each financial affiliate member organization within ten days of selection. They are responsible for presenting a slate of nominees to the March meeting. They, along with the current parliamentarian, are responsible for counting the votes and announcing the results. No organization may have more than two members on this committee. The parliamentarian shall chair the Nominating committee.

Section 5.

The Publicity committee shall keep the public informed of activities throughout the year. The committee will contact the media and make use of their public service programs. The Historian shall chair the Publicity committee.

Section 6.

The Program committee shall present community service, fundraising, and social function ideas to the Council and coordinate approved projects. The Vice President shall chair the Program committee.

Section 7.

The Judicial Board shall control the disciplinary action as dictated by the Judicial Constitution. The President shall chair the Judicial Board.

Article XI – Finances

Section 1.

The funds of the Council shall be collected by the Treasurer, and the Treasurer shall deposit all received funds in the bank within twenty-four hours of receipt.

Section 2.

National dues that are collected by the Council shall be applied to national dues, taxes, fines, and any other monetary assessments collected for the National Pan-Hellenic Council, Inc. within the specified time.

Section 3.

Each affiliate organization shall be assessed chapter dues at the beginning of the Council's fiscal year. The amount due will be determined by the budget. The amount due from each organization will be announced during a regular meeting of the Council. Annual dues for each affiliate organization are due by the third business meeting of the Fall semester.

Section 4.

No financial obligations shall be incurred without the approval and authorization of the Council at a regular or special meeting in which there is quorum.

Section 5.

Council funds shall be deposited in a legal financial institution, and disbursed by signature of the Treasurer jointly with the signature of the University Advisor.

Section 6.

The annual budget shall be approved by the Council by the second Executive Board meeting.

Section 7.

The books and records of the Secretary and Treasurer shall be reported monthly, audited annually, and copies of the Secretary and Treasurer's reports shall be filed with each undergraduate member organization.

Section 8.

All expenditures must have a receipt. All financial agreements, external to the University, shall be in writing and include the signature of the Treasurer and University Advisor.

Article XII – Disciplinary Action

Section 1.

The Judicial Board shall have the power, by majority vote, to fine, suspend, expel, or take other appropriate disciplinary action against any council, officer, representative, or member organization for any activity or conduct which is detrimental or prejudicial to the general University fraternity/sorority system; or for violation of any provision of these By-Laws. Written notice must be given to the offender setting forth the allegations of misconduct. Reasonable opportunity to defend against or refute the charge must be afforded.

Section 2.

The duties and regulations of the Judicial Board are described in detail in the Judicial Constitution.

Section 3.

Each organization must turn in a calendar of events for the semester to the Secretary and Assistant Dean of Students. In the event that two or more organizations have a conflict with a certain date, the organizations have the choice to work it out amongst themselves or with the Council Advisor, or file an incident report with the Council Judicial Board. The basis for deciding who is right will be determined according to priority. Founder's week will take precedence in any situation, and then a decision will be made on a first come, first serve basis. Any conflicts where an event is not on the Council calendar, the event not on the calendar will automatically have to forfeit that particular date for failure to turn in a complete calendar of events to the Council Secretary. The Judicial Board must be called into effect according to the stipulations stated in the Judicial Constitution. There is only one classification for conflicts: parties. The guilty organization for party conflicts shall pay a fine of \$100.00 of which half will go into the Council Treasury, and the other half will go to the organization that was violated in the party conflict.

Section 4.

After three absences, two-thirds of the Council can make a motion to impeach the particular officer that is in question. Two-thirds of the Council must approve the impeachment.

Article XIII – University Regulations

Section 1.

All functions, policies, and regulations, or any changes thereof, shall be in accordance with the Texas Tech University Student Code of Conduct.

Article XIV – Chapter Membership Initiation

Section 1.

Each organization shall adhere to their national mandate as a guideline for accepting a candidate(s) for membership.

Section 2.

Hazing, both mental and physical, will not be tolerated by the Council. Activities considered hazing are defined in the University hazing policy and state law.

Article XV – Conference/Convention Delegate

Section 1.

The Executive Board shall select a delegate(s) to represent the Council at the NPHC national and regional conventions.

Section 2.

The Council shall absorb the cost of hotel, transportation, and registration for the delegate, if funds permit.

Article XVI – Parliamentary Authority

Section 1.

Roberts Rules of Order, Revised shall be used in all matters not provided for in these By-Laws.

Article XVII – Amendments

Section 1.

The By-Laws may be amended by majority vote of the representatives present at any regular, special, or annual meeting of the Council.

Section 2.

A proposed amendment shall be presented to the member organizations for study at least seven days prior to the session of the Council which is to

vote upon the amendment. A proposed amendment shall be given to the President of the Council at least fourteen days prior to the session which is to vote upon the amendment.

Article VXIII – Definitions

The use of the pronouns “his, he, him,” or any other pronouns used in these By-Laws are not indicative of the sex of the subject, rather they are indifferent identifiers of a subject.

The “Council” as is used in these By-Laws, refers to the organizational representatives comprising the Texas Tech University Council of the National Pan-Hellenic, Inc., unless otherwise indicated.