

WILLIAM & MARY NATIONAL PAN-HELLENIC COUNCIL

Revised Fall 2024

## **BYLAWS**

### **ARTICLE I – NAME**

**Section 1.** The name of this organization shall be the William and Mary - National Pan-Hellenic Council, hereinafter referred to as “WMNPHC.”

### **ARTICLE II- PURPOSE**

**Section 1.** The purpose of the WMNPHC is to foster cooperation and a positive and courteous discourse among its member organizations, focusing on matters of mutual concern, working collaboratively on programs, community service, and other activities to promote Greek unity, improve the community and support academic excellence.

### **ARTICLE III - MEMBERSHIP**

**Section 1.** William and Mary National Pan-Hellenic Council (WMNPHC) is composed of the following member organizations currently chartered at the College of William and Mary: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Zeta Phi Beta, and Sigma Gamma Rho. Chapters of Iota Phi Theta will be eligible to join WMNPHC at such time as their charters are approved for this campus.

**Section 2.** Limitation on Membership Only chapters whose organizations are recognized by the national body of the National Panhellenic Council may participate with William and Mary NPHC. Only chapters in good standing with their national organization may participate with WMNPHC. Only chapters whose national organizations are in good standing with the National Panhellenic Council can participate with WMNPHC. Only chapters operating on the campus of William and Mary are eligible to participate with WMNPHC.

**Section 3.** For the purposes of active membership, the fiscal year of WMNPHC is from July 1st to June 30th. Chapters dues are due two weeks after invoices are issued to individual chapters.

**Section 4.** Any Council that fails to submit its national dues after the deadline shall be notified that they are not financial and their membership and voting rights in NPHC shall be forfeit February 28th. Councils wanting to reinstate after their rights and membership are forfeited shall pay a reinstatement fee in addition to the delinquent dues.

**Section 5.** Each member organization in good standing shall select one representative that must attend all general body WMNPHC meetings. Each member organization is entitled to one vote, regardless of the size of the chapter. The Fraternity Sorority Life Advisor may attend all meetings of WMNPHC but does not have a vote.

**Section 6.** The president of each member organization will submit the name of their NPHC representative to the president of WMNPHC no later than September 15 of each year, unless otherwise specified by the president. Any organization whose representative misses a meeting without being excused by the WMNPHC President will be subject to a fine. Any representative who misses two meetings without being excused will be reported to their member organization and a replacement requested. If a representative due to class conflicts, illness, or other reasons is unable to make the meetings, the member organization will select a new representative and inform the WMNPHC in writing of the new representative.

## **Article IV – Meetings**

**Section 1.** Regularly scheduled meetings of the WMNPHC will occur bi-weekly at a day and time set by the council.

**Section 2.** The last meeting in April is designated as the annual meeting. All officers will provide an annual report of their activities at this meeting. The auditor's report will be given at this meeting.

**Section 3.** Special meetings can be called by the Executive Board or upon request by a majority of the voting representatives of the WMNPHC. The notice for such meetings must be e-mailed to all members of the WMNPHC at least 5 days prior to the meeting. Only the items named in the call to the meeting can be discussed at a special meeting.

**Section 4.** The quorum required for any meeting of the WMNPHC is a majority of the chapter representatives.

**Section 5.** If a snow emergency or some other emergency or conflict occurs, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

## **ARTICLE IV – OFFICERS**

**Section 1.** Officers: The officers of WMNPHC shall be the President, Vice- President, Administrative Chair, Community Outreach, and Parliamentarian. All offices shall be

elected with the exception of the Parliamentarian. That officer is appointed by the President. The president and vice president shall not be members of the same organization. Any member organization consisting of two or less members will not be permitted to hold a position on the executive board.

## **Section 2. Duties**

### **A. President:**

1. Preside at all meetings of the WMNPHC
2. Have overall responsibility for ensuring the programs and activities approved by WMNPHC are implemented.
3. Nominate members of all standing committees to the Executive Board for approval.
4. Serve as ex-officio member of all committees except Nominations and Judicial Committees.
5. Approve all vouchers for expenditure of budgeted funds.
6. Has the authority to appoint ad hoc/special committees.
7. Will appoint two members from the member organizations to serve as tellers to count the ballot vote for officer elections. Tellers need not be voting members of the council.
8. And perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC

### **B. Vice-President:**

1. Assist the President in the performance of his/her duties.
2. Preside in the absence or incapacitation of the President.
3. Shall chair the Program Committee.
4. Be responsible for WMNPHC member development. This shall appear in the form of providing opportunities for personal and professional, as well as academic and health and wellness related development.

C. Administrative Chair:

1. Keep correct and complete records of all accounts, showing accurately the financial condition of the NPHC.
2. Will chair the Finance Committee.
3. Receive all revenues from all sources of funds, e.g., dues from member organizations, fundraising, donations, and deposit all funds in the WMNPHC's bank account.
4. Submit all financial records for audit no later than February 1 on request.
5. At a minimum, prepare and present a financial report for every meeting of the WMNPHC.
6. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.
7. Keep a true and accurate record of the proceedings of all meetings of WMNPHC and the Executive Board.
8. Distribute NPHC meeting minutes at least 5 days prior to the next meeting. If this deadline date is met, the reading of the minutes can be waived.
9. Notify all members of their appointment to standing and ad hoc committees.
10. Preserve all important records, documents, reports and communications.
11. Manage the WMNPHC email.
12. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.

D. Community Outreach:

1. Work to promote programs and the overall image of the Greek community
2. Use all forms of media and communication to build, maintain, and manage all organizations

3. Conduct research to find out the concerns and expectations of W&M NPHC
4. Maintain a relationship with the public relations chairs of each member organization in order to synchronize social media efforts.
5. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
6. Be responsible for maintaining order with events within the community.
7. Be responsible for handling all Community service request
8. Generate ideas for involvement within the Community
9. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WNNPHC

E. Parliamentarian:

1. Advise the President and the Council on parliamentary procedure and interpretation of the WMNPHC constitution and bylaws.
2. Chair the Constitution and Bylaws Committee.
3. Maintain and update the constitution, bylaws, and Standing Rules of WMNPHC ensuring that the latest, approved version is available and accessible to all member organizations.
4. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.

**Section 3.** Eligibility and Terms of Appointments

- a. To be eligible to serve as an officer, members must be full-time undergraduate students at the College of William and Mary in good standing, and with a minimum cumulative GPA of 2.5.
- b. The term of office is one year, beginning on May 1 and ending on April 30 or until a successor is elected or selected. The president and vice-president cannot serve more than two consecutive terms. The secretary, treasurer, and parliamentarian may serve indefinite terms.

c. It is preferred that the president and vice-president will have been active in their member organization for at least one academic year before being selected for the office of president or vice-president of WMNPHC.

#### **Section 4. Removal from Office**

a. Any officer who fails to carry out the responsibilities of their office may be subject to removal from office unless they have been excused by the president for reasons of illness or other personal issues (death, job related, etc.).

b. The president will first notify the officer, in writing, of the areas of deficiency. A copy of this letter will also be sent to the FSL advisor. The officer has ten days to respond to the president's letter.

c. If the officer continues to be deficient, the President will notify the Judicial Committee of WMNPHC that an officer has failed to perform the duties of their office as prescribed in these bylaws. The letter to the Judicial Committee will identify the specific areas of deficiency.

d. The Judicial Committee will convene a hearing on a day and time agreeable to the president and the accused officer. If either the president or the accused officer does not respond to the request to set a hearing date, the hearing date will be set at a time convenient for all other parties. The hearing date cannot take place until at least 10 business days have elapsed since the letter notifying the accused officer was sent to the Judicial Committee, unless the accused agrees to an earlier hearing date.

e. The committee will first hear the evidence presented by the president. Then they will hear the evidence of the accused officer. The Judicial Committee has the authority to ask others with knowledge of the accusations to also attend and give evidence. The accused officer can also invite those with knowledge of his/her activities to attend the hearing to give evidence to the Judicial Committee.

f. If the accused does not appear, the hearing will still be held.

g. After all evidence has been heard, everyone except the Judicial Committee and the FSL Advisor, will be excused. The advisors are present only to ensure that university rules and national NPHC rules are not being violated. They are not to participate in the committee deliberations. The committee will, by majority vote, decide on its recommendation to the full Council regarding the removal of the accused officer.

h. At the meeting of the WMNPHC, the Chair of the Judicial Committee will present the recommendation of the Committee. To remove an officer from office will require two-thirds vote of the council.

i. If the person being charged with dereliction of duty is the Council President, the Vice-President will stand in the role normally assumed by the President. If both the president and vice-president are accused of dereliction of duty or some other infraction, the Council will elect a person to stand in the role of president for this matter. Council officers cannot serve on the Judicial Committee.

j. There may be a rare occasion when there is a need to immediately remove a person from office because their actions can or have caused irreparable harm to the organization. The President will convene a meeting of the WMNPHC and outline the deficiencies of the officer. If the WMNPHC by majority vote concurs with the motion of the President, the charges against the officer will be simultaneously sent to the officer charged with dereliction of duty and the advisors. The officer will not function in office until the WMNPHC has taken action on the preferred charges. The decision of the WMNPHC is final.

k. Any vacancy created by the removal of an officer for cause, or a vacancy in an office for any reason, will be filled by the WMNPHC with the exception of the office of President. If a vacancy occurs in the office of President, the Vice-President will assume the unexpired term.

**Section 5.** If a vacancy occurs in any office and the time remaining for that term of office is six months or more, then the person completing that term of office is deemed to have completed a full term. But if the time remaining in the unexpired term is less than six months, then the person completing that term is not deemed to have completed a full term in office.

## **ARTICLE V- EXECUTIVE BOARD**

**Section 1.** The Executive Board of the WMNPHC is composed of officers. The FSL Advisor may attend meetings of the Executive Board, without a vote.

**Section 2.** Members of the WMNPHC who are not officers may attend the meetings of the Executive Board provided they receive permission to do so from the president.



**Section 3.** The Executive Board generally supervises the affairs of the WMNPHC in between regular meetings, except they cannot amend the constitution, bylaws, standing rules, or change any action adopted by the council.

**Section 5.** The Executive Board, at a minimum, must meet monthly, but can meet as often as the need arises. The quorum for such meetings will be a majority of the officers.

**Section 6.** The Executive Board will appoint an Auditing Committee to audit the financial records of WMNPHC.

- a. This committee cannot include anyone who had signatory authority for any of the financial accounts.
- b. The Auditing Committee can include individuals who are not members of the collegiate member organizations but who have the requisite skills to conduct an audit.
- c. An Auditing Committee will be appointed anytime there is a change in the office of President or Treasurer, but at a minimum, an audit will be conducted every two years.
- d. The Treasurer will surrender all financial records no later than February 1 so that the auditing report can be given at the April meeting or whenever the Council requests an audit be conducted.

**Section 7.** The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment. At a minimum, everyone must be able to hear all participants simultaneously. If the Executive Board is meeting in person, an officer may submit a request to the president at least 24 hours to attend the meeting via an electronic platform. A vote by any electronic means may be authorized by the president. The Executive Board may establish its own rules on electronic meetings including voting procedures, notice, quorum, etc.

## **ARTICLE VI – COMMITTEES**

**Section 1.** Standing Committees of NPHC shall be the following: Finance Committee, Program Committee, Judicial Committee, and Constitution/Bylaws/Standing Rules Committee. Membership on all Standing Committees shall range from no fewer than 3 and

no more than 7 members. The president is ex-officio on all committees except the Judicial Committee.

a. Candidates for Standing Committees. With the exception of the Judicial Committee, those individuals interested in serving on all other NPHC Standing Committees will submit their names by May 1<sup>st</sup> to the President of WMNPHC. The President will nominate individuals for committees and also name the chair for any committee whose chair is not already established by these bylaws. The Executive Board will vote on confirming those nominated by the President. If a person is not confirmed by the Executive Board, the President will continue nominating individuals until all committees and chairs have been confirmed by the Executive Board. Every effort will be made to ensure that all member organizations are represented on Council committees.

## **Section 2. Standing Committees**

a. Program Committee. This committee is chaired by the Vice-President. It shall be the duty of the Program Committee to develop a unified calendar and recommend appropriate projects and activities to be approved and implemented by WMNPHC.

b. Finance Committee. This committee is chaired by the Treasurer. It shall be the duty of the Finance Committee to prepare the budget for the WMNPHC and present this budget to the council for approval. This committee shall also make recommendations on any fundraising activities that can increase revenues for WMNPHC. This committee shall periodically review the financial reports of the Treasurer and any other relevant documents to ensure the Council is operating in a fiscally sound manner.

c. Judicial Committee. This committee is composed of the voting delegates of each chapter and the chair is appointed by the Parliamentarian. One representative from each member organization must serve on this committee. No officers can serve on this committee. The purpose of this committee shall be to review complaints made against individual members, officers, and/or member organizations and to make a recommendation to the WMNPHC Council on what, if any penalty shall be imposed. See the Standing Rules for a list of fines that can be levied.

d. Constitution/Bylaws/Standing Committee. This committee is chaired by the Parliamentarian. This committee shall receive all proposed amendments to the constitution and/or bylaws and prepare these proposals for review by the WMNPHC.

Only member organizations of the WMNPHC can submit proposed amendments to the constitution, bylaws, or Standing Rules. The committee may, at its discretion, contact the member organization that submitted a proposed amendment if there is a need to clarify or discuss a proposed amendment. The committee will discuss all proposed amendments and make a recommendation on its adoption to the WMNPHC. The committee must submit all amendments to the WMNPHC that it receives from member organizations. The committee can make a recommendation on adoption, but the final decision is up to the council.

**Section 3.** All committees will consist of no fewer than 3 and no more than 7 members.

**Section 4.** Standing and ad hoc committees may meet electronically. At a minimum, all committee members must be able to hear simultaneously. If a committee is meeting in person and a member of the committee wants to attend the meeting via an electronic platform that is also permissible.

## **ARTICLE VII – NOMINATIONS**

**Section 1.** The call for nominations will be issued by the President no later than the first meeting after spring break. The call for nominations will be emailed to each member organization.

**Section 2.** The Executive Board will develop a nomination form. All individuals wishing to be considered for office will complete the form and submit it to the President by April 1. Applications that are incomplete or which are received after the date set will be returned without consideration.

**Section 3.** The President will present the names of those considered qualified for office to the WMNPHC at the first meeting in April. The president will take additional nominations from the floor for each office.

**Section 4.** The election of officers by the WMNPHC will take place at the second meeting in April.

## **ARTICLE VIII – ELECTIONS PROCEDURE**

**Section 1.** Member organizations shall nominate one representative from their chapter to serve on WMNPHC Executive Board. In the event that a member organization does not

have sufficient members to support an executive council position, the chapter may opt to not serve on WMNPHC for the term.

**Section 2.** The Parliamentarian will collect all nominees and prepare an electronic ballot for elections. This ballot shall be shared with all member organization's voting delegates one week prior to voting. The ballot shall list all candidates as nominated and applied for positions.

**Section 3.** All candidates for office must be nominated in order to be elected. There will be no write-in candidates.

**Section 4.** Nominees can run for more than one office at a time. If a candidate is elected to more than one office, the candidate will select which office they choose to serve in. An additional election will be held for the office not selected.

**Section 4.** Election is by plurality vote. In case of a tie, the Council will continue voting until the tie is broken.

## **ARTICLE IX – FINANCE**

**Section 1.** For the purposes of active membership, the fiscal year of WMNPHC is from July 1st to June 30th. Chapters dues are due two weeks after invoices are issued to individual chapters.

**Section 2.** Any Council that fails to submit its national dues after the deadline shall be notified that they are not financial and their membership and voting rights in NPHC shall be forfeit February 28th. Councils wanting to reinstate after their rights and membership are forfeited shall pay a reinstatement fee in addition to the delinquent dues.

**Section 3.** WMNPHC can, by majority vote of the council, levy assessments for projects and programs approved by the WMNPHC. Unpaid assessments can cause a member organization to lose its active status, representation and voting privileges in WMNPHC.

**Section 4.** The Standing Rules contain certain fines and assessments for violation of specific rules governing WMNPHC.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in Robert's Rules of Order Newly Revised shall govern the WMNPHC in all cases to which they are applicable, and in which they are not

inconsistent with the constitution, bylaws, and special rules of order of the WMNPHC, and university policies of William and Mary

## **ARTICLE XI - AMENDMENTS**

**Section 1.** These bylaws can be amended by 2/3 vote at a regularly scheduled meeting of WMNPHC, or a special meeting called for that purpose, provided that the proposed amendments have been presented at the prior general body meeting in which they will be voted on.

## **ARTICLE XII - ANTI-DISCRIMINATION**

**Section 1.** The National Pan-Hellenic Council at William & Mary affirms its commitment to conducting its activities in accordance with W&M's Policy on Discrimination, Harassment and Retaliation. Membership in this organization shall be open to without regard to race, religion, creed, national origin, color, sex, gender, sexual orientation, gender identity, pregnancy, physical or mental disability (or perceived disability), personal appearance, political affiliation, source of income, citizenship status, age, marital status, family responsibilities, Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, height or weight.

# **WMNPHC Standing Rules**

## **Standing Rule One – Regular Meetings of WMNPHC**

- A. Meeting times for each semester shall be determined by a majority vote of the General Body. The vote for the meeting time of the next semester will be issued at the final general body meeting of the semester prior.
- B. The President is responsible for reserving a room for NPHC meetings and uploading those details at least one week prior to the meeting.

## **Standing Rule Two – Financial Regulations**

A. Membership Dues to WMNPHC are \$28 per chapter per semester OR \$7 per member per semester (whichever amount is greater.)

B. Time of Payment. The dues of each W&M NPHC member chapter shall be payable two weeks from the date of invoice. Per week that the invoices are late, there will be a 10% late charge applied. After 4 weeks that the dues go unpaid, the member organization will lose voting rights. In order to regain voting rights, dues and late fees will need to be paid in full.

D. There are three signatories on the checking account: President, Treasurer, and FSL Advisor.

E. No officer can sign a check for their own reimbursement.

F. Any officer or member seeking payment for expenses incurred while carrying out the programs authorized by WMNPHC must have receipts to get reimbursed and have gotten prior approval for expenses.

G. Fines

a. Late Fee for Dues: 10% increase per week that the dues are late.

b. Scheduling an event on another organization's Founder's Week: \$25.

c. Agreeing to sponsor or co-sponsor an event and canceling less than 2 weeks before the scheduled event date : \$50

d. Failure to have at least one representative at a WMNPHC approved event, unless otherwise approved by the president of WMNPHC: \$20

e. Being found guilty of conduct unbecoming and in violation of the ideals and purpose of NPHC may result in a fine that will be recommended by the Judicial Committee and approved by WMNPHC. Such activities may include but not be limited to: tearing down or defacing the flyers of another org.; using derogatory language during a public event, like a step show; posting negative and defamatory statements on social media; physical altercations of any kind. Individual fines cannot exceed \$100. Member organization fines cannot exceed \$250.00

f. Member organization representatives missing two or more council meetings without being excused by the WMNPHC President, \$7.00 per meeting.

### **Standing Rule Three – Calendar**

- A. Member organizations are responsible for submitting their activities and programs to the Vice-President for inclusion on the unified calendar.
- B. The Founder's and/or Charter Week of each organization is automatically reserved. Any organization that sponsors or co-sponsors a competing event, whether on or off campus, will be subject to being fined, unless otherwise approved by the WMNPHC Council. The Judicial Committee will hear all charges and recommend the fine to the WMNPHC.
- D. If an organization reserves a date and then does not hold the scheduled event, they may be subject to a fine. This will be handled by the Judicial Committee. Organizations that have a change in plans must notify the Vice-President 2 weeks in advance that an event is being canceled to avoid being fined.
- E. All organizations are required to participate in WMNPHC approved programs and activities. Failure to have at least one representative at a NPHC event may result in the organization being fined.