

WILLIAM & MARY NATIONAL PAN-HELLENIC COUNCIL

Revised Spring 2026

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 William and Mary: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, 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 Chapter President automatically becomes the voting delegate for their chapter. In the event that they are unable to attend General Body meetings due to class, Section 7 below will apply.

Section 7. The President of each member organization will submit the name of their NPHC representative to the President of WMNPHC prior to the first General Body meeting.

Section 8. 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. The chapter representative will need to email NPHC prior to a General Body meeting to indicate their absence.

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 executive board officers will provide an annual report of their activities 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. Every member in an NPHC chapter must attend at least two (2) General Body meetings a semester and one (1) mandatory service event barring no class conflict.

Section 6. If a snow emergency or some other emergency or conflict occurs, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

ARTICLE V – OFFICERS

Section 1. Officers of the Executive Board

- a. The officers of WMNPHC shall be the President, Vice President, Administrative Chair, and Community Outreach Chair. These officers shall be elected by the Voting Delegates following the listed election procedure.

Section 2. Additional Officers

- a. Parliamentarian. This officer shall be appointed by the WMNPHC President by the last day of classes following elections and will not serve as a member of the Executive Board.

Section 3. Eligibility and Terms of Appointments

- a. To be eligible to serve as an officer, members must be full-time undergraduate students at 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 (2) consecutive terms. The Administrative Chair, Community Outreach Chair, 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.
- d. Executive Board members are required to attend all Executive Board and General Body meetings.
- e. The President and Vice President shall not be members of the same organization.
- f. Any member organization consisting of two (2) or less members will not be permitted to hold a position on the Executive Board.

Section 4. Responsibilities

- A. All WMNPHC executive board members must act in the best interest of the entire WMNPHC community instead of individual chapters.

Section 5. Duties

- A. President:
 - a. Preside at all meetings of the WMNPHC
 - b. Have overall responsibility for ensuring that the programs and activities approved by WMNPHC are implemented.

- c. Serve as ex-officio member of all committees.
- d. Approve all vouchers for expenditure of budgeted funds.
- e. Has the authority to appoint ad hoc/special committees.
- f. The President shall also serve as the chair for elections unless other stipulations apply.
- g. And perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.

B. Vice President:

- a. Assist the President in the performance of his/her duties.
- b. Preside in the absence or incapacitation of the President.
- c. Shall take lead on signature NPHC events, as well as chair the Program Committee should it be deemed necessary.
- d. 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:

- a. Keep correct and complete records of all accounts, showing accurately the financial condition of the NPHC.
- b. In the event a Finance Committee is formed, the Administrative Chair will chair the committee.
- c. 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.
 - a. At a minimum, prepare and present a financial report for every semester of the WMNPHC.
 - b. Keep a true and accurate record of the proceedings of all meetings of WMNPHC and the Executive Board.
- d. Distribute NPHC meeting minutes within 48 hours of the previous General Body meeting. If this deadline date is met, the reading of the minutes can be waived.
- e. Notify all members of their appointment to standing and ad hoc committees.
- f. Preserve all important records, documents, reports, and communications.
- g. Manage the WMNPHC email.
- h. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.

D. Community Outreach Chair:

- a. Work to promote programs and the overall image of the FSL community.
 - b. Use all forms of media and communication to build, maintain, and manage all organizations.
 - c. Conduct research to find out the concerns and expectations of WMNPHC.
 - d. Maintain a relationship with the public relations chairs of each member organization in order to synchronize social media efforts.
 - a. Be responsible for maintaining order with events within the community.
 - e. Be responsible for facilitating all community service initiatives, including but not limited to, serving as a liaison to the Arc and partnering on Arc events.
 - f. Generate ideas for involvement within the Community.
 - g. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.
- E. Parliamentarian:
- a. Advise the President and the Council on parliamentary procedure and interpretation of the WMNPHC constitution and bylaws.
 - b. Chair the Constitution and Bylaws Committee should the need arise.
 - c. They shall also serve as the chair of the Judicial Committee and serve in a non-voting capacity.
 - d. 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.
 - e. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by WMNPHC.

Section 6. 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 five (5) business 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 five (5) 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. The hearing must occur within 21 days of the letter being sent.
- 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 officer fails to schedule and appear to the hearing within the given timeframe, barring extenuating circumstances, they will forfeit their right to serve on the NPHC Executive Board and will be removed effective immediately.
- 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's deliberations. The committee will, by majority vote, decide on its recommendation and then share the summary of facts and outcome with the accused party in writing.
- h. At the meeting of the WMNPHC, the Chair of the Judicial Committee will present the outcome of the hearing to 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. Immediate removal from office can be brought on by being in trouble with the law, falling into bad standing with the university, or losing your letters.
- 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 following the election process 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 7. If a vacancy occurs in any office and the time remaining for that term of office is six (6) 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. Should the vacancy occur following March 1, the position shall remain vacant until the next council elections take place.

ARTICLE VI- 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. 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 3. The Executive Board, meets weekly, but can meet as often as the need arises. The quorum for such meetings will be a majority of the officers.

Section 4. 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.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees of NPHC shall be the following: Judicial Committee and the Slating Committee.

- a. Judicial Committee: This committee is composed of the voting delegates of each chapter and shall be chaired by the Parliamentarian.
 - a. The voting delegate will serve as that representative for their member organization unless they are unable to attend, at which point they may send a designee.
 - b. No officers can serve on this committee.
 - c. The purpose of this committee shall be to review complaints made against individual members, officers, and/or member organizations and to make decisions on what, if any, sanctions, fines, or educational

outcomes are appropriate. Fines shall only be applied if they are listed in Article IX – Fines, Section 8.

- d. Per University guidelines, student organizations lack the authority to investigate and adjudicate alleged violations of university policy, including, but not limited to violations of the W&M Student Code of Conduct or Honor Code, W&M’s Policy Prohibiting Discrimination, Discriminatory Harassment, Retaliation & Sexual Misconduct, and W&M’s Policy Prohibiting Title IX Sexual & Gender-Based Harassment. Suspected violations of those policies should be reported to appropriate university officials. Our organization operates with the limited authority to address membership privileges and expectations that are within our purview as an organization (examples such as financial requirements; attendance/participation requirements; violations of the constitution/bylaws; disruptive behavior within the organization; failure to meet specified membership requirements and expectations.)
- b. Slating Committee: The Slating Committee shall be comprised of the voting delegates of each chapter and shall be used annually for the election process. If a voting delegate is unavailable to participate in elections, they shall notify the WMNPHC President in writing at least 72 hours in advance and indicate who shall serve as the representative of their chapter in their absence.
 - a. WMNPHC executive board members shall also serve on the Slating Committee. They are allowed to ask questions and voice their opinions but do not participate in voting.
 - b. The Slating Committee shall be chaired by the WMNPHC President. It is the chair’s responsibility to ensure all candidates are considered fairly and election procedures are followed.
 - c. In the event that the WMNPHC President is participating in the election process, the Vice President will chair the committee. Should they also participate in the election process, the Administrative Chair will serve as chair. In the event that they are also participating or unavailable, the Parliamentarian will fill this role.

Section 2. Optional Committees of NPHC shall be the following: Finance Committee, Program Committee, and Bylaws Committee.

- 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 Administrative Chair. 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 Administrative Chair and any other relevant documents to ensure the Council is operating in a fiscally sound manner.
- c. Bylaws Committees: 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 or exec members 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. By the first General Body meeting of the semester, the Executive Board must decide if optional committees are needed.

Section 4. 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 1st 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 5. 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 VIII - ELECTION PROCEDURE

Section 1. Election Timeline

- a. Elections for the WMNPHC executive board shall take place annually.
- b. The election process for WMNPHC executive board will begin following spring break and shall conclude prior to the last week of classes.

Section 2. Candidate Eligibility & Application Process

- a. Members of WMNPHC chapters shall be able to apply for WMNPHC executive board positions. There is no minimum or maximum number of applicants required per chapter.
- b. WMNPHC members shall fill out an online application to express their interest in serving on the executive board. This application is required to be live for at least one (1) week and must be shared with the entire council.
- c. Following the closing of online applications, eligibility for each candidate shall be determined based on Article V, Section 3 – Eligibility and Terms of Appointment. The FSL Advisor can support where necessary.
- d. Eligible candidates shall automatically move forward to the interview process and will receive additional information on the process. Candidates that do not meet the eligibility requirements will be informed of such and will not advance to the next step in the election process.
- e. Eligible candidates shall be shared with the Slating Committee prior to the candidates' interviews.

Section 3. Slating Committee

- a. The Slating Committee shall be comprised of the voting delegates of each chapter. If they are unavailable to participate in elections, they shall notify the WMNPHC President in writing at least 72 hours in advance and indicate who shall serve as the representative of their chapter in their absence.
- b. WMNPHC executive board members shall also serve on the Slating Committee. They are allowed to ask questions and voice their opinions but do not participate in voting.

- c. The Slating Committee shall be chaired by the WMNPHC President. It is the chair's responsibility to ensure all candidates are considered fairly, and election procedures are followed.
- d. In the event that the WMNPHC President is participating in the election process, the Vice President will chair the committee. Should they also participate in the election process, the Administrative Chair will serve as chair. In the event that they are also participating or unavailable, the Parliamentarian will fill this role.

Section 4. Slating

- a. Following all interviews, candidates shall be slated for positions starting with President, followed by Vice President, Administrative Chair, and Community Outreach Chair.
- b. Positions being slated shall be reflective of Article V, Section 3 – Eligibility and Terms of Appointment.
- c. Candidates can only be slated if they are approved by the majority of the Slating Committee. After all positions have been selected, offers shall be made.
- d. Once all positions are accepted, the new WMNPHC executive board shall be introduced at the next General Body meeting.

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 (2) weeks after invoices are issued to individual chapters.

Section 2. Membership Dues to WMNPHC are \$30 per chapter per semester OR \$10 per member per semester (whichever amount is greater.)

Section 3. Time of Payment. The dues of each W&M NPHC member chapter shall be payable two weeks from the date of invoice.

Section 4. Per week that the invoices are late, there will be a \$10 late charge applied. Late fees will accrue cumulatively as follows: \$10 after one week, \$20 (total) after two weeks, and \$30 (total) after three weeks. After 4 weeks that the dues go unpaid, the member organization will lose voting rights and the matter will be referred to the Judicial Committee. Fines will still continue to increase each week until the dues are paid. In order

to regain voting rights, dues and late fees will need to be paid in full and any additional sanctions will need to be fulfilled.

Section 5. There are three signatories on the checking account: President, Administrative Chair, and FSL Advisor.

Section 6. No officer can sign a check for their own reimbursement.

Section 7. 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.

Section 8. Fines

- a. Late Fee for Dues: \$10 increase per week that the dues are late. Refer to Section 7 for additional details.
- b. Scheduling an event on another organization's Charter Week/Day & Founder's Week/Day: \$25.
- c. Agreeing to sponsor or co-sponsor an event and canceling less than one week before the scheduled event date : \$50
- d. Failure to have the required number of representatives present at an WMNPHC signature event, unless otherwise approved by the President of WMNPHC. Chapters with five (5) or fewer members must have at least one (1) representative present, while chapters with six (6) or more members must have at least two (2) representatives present: \$20.
- e. Being found guilty of conduct unbecoming and in violation of the ideals and purpose of NPHC may result in a fine alongside any educational outcome 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 \$50. Member organization fines cannot exceed \$100.00
- f. Member organization representatives missing two or more council meetings without being excused by the WMNPHC President, \$10.00 per meeting.

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 by voting delegates 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.

ARTICLE XIII – WILLIAM & MARY POLICY COMPLIANCE

Section 1. WMNPHC will abide by all university policies including the Student Code of Conduct, the Campus Alcohol Policy, and requirements set by the Office of Student Leadership Development.

Section 2. WMNPHC agrees that it will not initiate, support, or encourage any events or situations that endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with this group or organization.

WMNPHC Standing Rules

Standing Rule One – Regular Meetings of WMNPHC

A. The NPHC Executive Board shall establish proposed General Body Meeting times for the upcoming semester and present these dates to voting delegates for final approval. 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 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.