

## **Texas Asian Pan-Hellenic Council**

### **Preamble**

*In order to secure a greater unity among our fraternities in our aims, objectives, and to establish an effective regulation of organizational affairs, We, the members of organizational ties, do hereby establish and adhere to this Constitution for the Texas Asian Pan-Hellenic Council.*

#### **Article I. Name:**

The name of this Council shall be known forthright as the Texas Asian Pan-Hellenic Council.

#### **Article II. Purpose:**

**Section 1.** Texas Asian Pan-Hellenic Council shall promote positive relations among the Asian-American organizations as well as Asian-American awareness within the campus community, while instilling the values of leadership, scholarship, and service within strong Asian Americans.

**Section 2.** The objectives of this Texas Asian Pan-Hellenic Council are as follows:

- a. Apply the goals and ideas of member organizations as continually applicable to campus and personal lives.
- b. Cooperate with the University of Texas at Austin administration as well as member organizations to promote high social and moral standards.
- c. Encourage involvement, participation, and service to the University and Austin communities as well as the Asian-American community.
- d. Develop policies and programs to set high standards in the lives of organization members.
- e. Coordinate and develop strategic actions regarding matters of mutual concern to the affiliate organizations such as community service and the promotion of student leadership.
- f. Ensure new membership intake of each organization is in accordance with Greek Life regulations.

#### **Article III. Membership:**

**Section 1:** Requirements for organization membership in Texas Asian Pan-Hellenic Council.

- a. Must be a University of Texas at Austin registered Greek lettered organization for a minimum of two years prior to application.
- b. Must be in good standing with the University of Texas at Austin.
- c. No member of any organization in the Texas Asian Pan-Hellenic Council (excluding alumnae) may be a de-activate or de-pledge of another member organization.
- d. All members must be registered undergraduate students at the University of Texas at Austin.
- e. All members of each respective organization must have a minimum GPA of 2.0.
- f. Membership must be at a minimum of 15 active members when applying for membership and a minimum of 15 members thereafter to retain membership. These counts exclude alumni, associates, inactives, or anyone who has not met the full requirements to be considered an active.
- g. Three-fourths of the entire council must vote in favor of the applicant organization upon reviewing a presentation proposed by the applicant organization.
- h. Requirements (a-f) stated above must be maintained continuously by each member organization in order to keep membership in good standing with Texas Asian Pan-Hellenic Council.

**Section 2:** Membership Revocation

- a. Organization membership will be placed under review if requirements stated in Article III, Section 1 are not met.
- b. Organization membership status will be decided upon after review by the entire cabinet with the exclusion of the cabinet members representing the organization.

- c. After probation period is complete, organization membership will be reviewed again; if requirements are still not met, organization membership will be revoked.
- d. An organization whose membership has been revoked can apply for membership again upon meeting requirements for membership.

**Section 3: Expansion**

- a. Texas Asian Pan-Hellenic Council will vote on expansion by the second meeting of each semester.
- b. In order to implement expansion, there must be a three-fourths vote of the voting members.
- c. If expansion is decided on, the Texas Asian Pan-Hellenic Council will review each prospective organization's affiliate membership status according to Article III, Section 1.
- d. The prospective organization must meet with the Greek Life Education's requirements.
- e. If denied, the organization must wait at least one long semester before reapplying.

**Article IV. Officers**

The voting body will consist of elected officers and two representatives from each organization. No more than 50% of the cabinet may be comprised of the members of one organization.

**Section 1. Elected Officers**

- a. President
- b. Executive Vice-President/ Sergeant at Arms
- c. Executive Vice-President of Finance/ Secretary
- d. Vice-President of Public Relations
- e. Vice-President of Risk Management
- f. Vice-President of Community Service
- g. Executive Board will consist of (a-c)

**Section 2. Requirements to hold cabinet position**

- a. The term of office shall be one academic year.
- b. Officers must be full time students at the University of Texas, unless a lesser amount is required for graduation.
- c. Officers must be active members of their organization.
- d. Elected officers must have and maintain a 2.5 GPA average in UT coursework
- e. Elected officers must have had two active semesters of membership in their organization.
- f. Only one candidate is eligible to run for the same position from the same organization.
- g. Elected executive board officers must have held a previous position in Texas Asian Pan-Hellenic Council.
- h. Elections are to be held at the end of the spring semester each year.

**Section 3. Representatives**

- a. Two representatives will be elected by each member organization.
- b. Representatives must be full time students at the University of Texas.
- c. Representative's requirements will be determined by each organization.
- d. One alternate must be designated in case of a representative's absence. Alternates must be specified by their organization at the beginning of the semester.
- e. Representatives will have one collective vote.
- f. Representatives shall voice the opinions and interests of their respective organization when voting.
- g. Representatives shall assist in meeting the goals of the Texas Asian Pan-Hellenic Council.

- h. Representatives shall maintain focus on the Texas Asian Pan-Hellenic Council's purpose.
- i. Representatives must be active members of their organization.
- j. Senior delegates must have been active in their organization at least one semester prior to their position as delegate.
- k. Senior delegates will act as a liaison between Texas Asian Pan-Hellenic Council and their organization in that they will be responsible for relaying pertinent information.
- l. Senior delegates will be responsible for ensuring membership dues are paid by the date set forth by the Executive Vice-President of Secretary/Finance.

## **Article V. Officers and Duties**

### **Section 1**

- A. President-** shall be the Chief Executive officer of the Texas Asian Pan-Hellenic Council. Responsible for general supervision and coordinating affairs in accordance with established programs and policies. The President:
  - a. Shall be the official representative
  - b. Shall preside over meetings
  - c. Has the authority to call special meetings when deemed necessary, or requested by 1/3 vote of the Texas Asian Pan-Hellenic Council
  - d. Shall carry the work as directed by the constitution and by-laws
  - e. Shall fill temporary vacancies in office with approval of Executive Board
  - f. Shall keep books current and train successor before leaving office
  
- B. Executive Vice-President/Sergeant at Arms -** shall, in the absence of the President act as president pro tempore. The position:
  - a. Shall lead members in goal setting
  - b. Shall follow up to assure that goals are accomplished
  - c. Shall delegate necessary work
  - d. Shall maintain order at meetings
  - e. Shall call on members to speak
  - f. Shall call roll at the start of all meetings
  - g. Shall be in charge of creating and helping to implement fundraising events
  
- C. Executive Vice-President of Finance/Secretary-**shall keep all Texas Asian Pan-Hellenic Council records, record the meeting minutes, follow the order of business for meetings, and coordinate financial management of the Texas Asian Pan-Hellenic Council. The position:
  - a. Shall take charge of records
  - b. Shall maintain a roster of all members of the Texas Asian Pan-Hellenic Council
  - c. Shall present minutes for use of members
  - d. Shall be in charge of the Texas Asian Pan-Hellenic Council's calendar
  - e. Shall handle Texas Asian Pan-Hellenic Council's correspondence
  - f. Shall coordinate budget at the beginning of the semester
  - g. Shall collect all dues owed to Texas Asian Pan-Hellenic Council, issue receipts as proof of payment, and collect receipts for reimbursement
  - h. Shall keep accurate records of financial status and report it at meetings
  
- D. Vice-President of Public Relations -** shall be in charge of all the aspects dealing with the creation, planning, and implementation of social related events. The position:
  - a. Shall be in charge of making and distributing all Texas Asian Pan-Hellenic Council paraphernalia.

- b. Shall create and disburse bi-annual newsletters to be distributed at the end of each long semester among member organizations and to the Greek Life and Education Office
  - c. Shall maintain and update the Texas Asian Pan-Hellenic Council website
  - d. Shall help to create and maintain good relations with other Greeks, organizations, and councils
- E. Vice-President of Risk Management** – shall be in charge of making sure member organizations are in accordance with all regulations and laws affecting their existence. The position:
- a. Shall make sure member organizations abide by University and Texas rules and bylaws with regard to the Constitution
  - b. Shall hold workshops in coordination with the Greek Life and Education Office
  - c. Shall oversee fire management for member organization houses
  - d. Shall make sure member organizations maintain minimum GPA as decided by the Texas Asian Pan-Hellenic Council and/or Greek Life and Education Office
  - e. Shall be responsible for handling grievances and/or complaints that come before the Texas Asian Pan-Hellenic Council
- F. Vice-President of Community Service** – shall be in charge of all the aspects dealing with the creation, planning, and implementation of service related events. The position:
- a. Shall coordinate a minimum of one community service event each semester with all member organizations
  - b. Shall be in charge of keeping all Greeks, organizations, councils, and the Greek Life and Education Office abreast of the member organizations' philanthropic events
  - c. Shall make sure that member *organizations*' support and attend each other's main philanthropic event.

## Article VI. Judicial Board

### Section 1: Selection

- a. The judicial power of the Texas Asian Pan-Hellenic Council will be vested necessary.
- b. The judicial board will consist of one representative acting in good behavior from each member organization in the Texas Asian Pan-Hellenic Council, as well as a GLE advisor.
- c. Each member organization will choose its respective nominee and will be confirmed by a three-fourths vote of the voting members within the Texas Asian Pan-Hellenic Council.
- d. Representatives for the Judicial Board must be announced by each respective organization by the 2<sup>nd</sup> meeting of the long semester.

### Section 2: Judicial Procedure

- a. The persons/organizations bringing allegations against any other persons/organizations to the council must submit a written claim to Judicial Committee detailing the charge(s) brought forth.
- b. A chosen member from the respective chapter will notify the defendant of the written charge(s).
- c. Judicial Board will inform, in writing, the date, time, and location of the hearing within fourteen days of the received charge(s).
- d. Defendant(s) has three days upon receiving the date, time and location of the hearing to appeal the date and/or time of the hearing.

- e. The Judicial Board will read the charges being brought against the defendant aloud.
- f. Defendants have the right to bring forth all relevant evidence/witnesses to counterclaim the behavior in question.
- g. All activities will be held in strict confidentiality and professionalism removing any bias, prejudice, or injustice; dialogue may not be discussed outside of Judicial Board.
- h. Judicial Board will review and affirm a verdict in writing within ten days of the date of the trial.
- i. Defendant(s) may submit a written request to appeal within three days upon receiving the verdict.
- j. If the appeal is accepted, the indictment will be reversed and remanded back to the Council and thereof be decided by the Council and the recommendations of an appointed advisor.
- k. If the defendant(s) fails to comply and complete the given disciplinary action within one long semester, Judicial Board will further decide any additional terms or actions to be taken.

### **Section 3: Sanctions**

- a. Sanctions may include
  - i. Monetary Fine
  - ii. Voting Rights will be revoked for a specified period of time that will be determined by Judicial Board
  - iii. Drop in their status to set calendar dates
  - iv. Probation until further notice
  - v. Revoke Membership
- b. Judicial Board has the discretion to consign any additional terms.
- c. Additional disciplinary action may also be in effect, if the new term(s) are contingent upon the review and consent of the Executive Board.

### **Section 4: Sanctions of Officers**

- a. An officer will be impeached if he/she fails to perform his/her duties, breaks a contract, violates Texas Asian Pan-Hellenic Council Constitution, or conducts his/herself inappropriately.
- b. A cabinet position is vacated before the completion of his/her term, a vacancy election will be held in accordance as stated in Article VIII.
- c. In an event whereby the Judicial Board representative is involved in the situation in question, he/she forfeits his/her position, and a vacancy election will be held in his/her place.

## **Article VII: Meetings**

### **Section 1: Regular Meetings**

- a. There shall be regular meetings of the Texas Asian Pan-Hellenic Council held during the academic year. Executive Board shall designate the dates, time, and location of the meetings.

### **Section 2: Special Meetings**

- a. A special meeting may be called by the President when necessary, and shall be called by him/her upon the written request of any member organizations. Notice of special meetings shall be given twenty-four (24) hours before the meeting is held.

### **Section 3: Attendance**

- a. Each member representative and Texas Asian Pan-Hellenic Council elected or appointed officer is expected to attend scheduled meetings and elections. Notification for tardiness and absences must be given twenty-four (24) hours before the meeting is held. Fines will be given for tardiness and absences.

## **Article VIII: Voting**

### **Section 1: Voting**

- a. Quorum will consist of  $\frac{3}{4}$  of all voting members.
- b. Three-fourths vote of voting members present in favor of any motion or election.
  - i. If three-fourths vote is not met, a discussion among voting members will follow.
  - ii. Following discussion, two-thirds vote in favor of will pass the motion or election.
  - iii. In the event that there is a tie vote, the President will consult the advisor to make the final decision.
- c. A proxy vote for a cabinet member can only be given to the alternative delegate of that member's organization in case of election voting. An alternate delegate will vote in accordance to terms set in Article IV, Section 4.

### **Section 2: Replacing vacancies**

In the case that a cabinet position is vacated during the course of his/her term, an election will be held to fill that position.

- a. The candidate must satisfy the requirements of the position, as stated in Article IV, Section 3.
- b. Voting will be done according to the standard procedure, according to Article VIII, Section 1.

## **Article VIII: Amendments**

### **Section 1: Amendments**

- a. The cabinet will review the bylaws annually at the beginning of each school year and make any necessary revisions in accordance with amending procedures.

### **Section 2: Constitution**

- b. This constitution may be amended or revised by a three-fourths vote of quorum of the Texas Asian Pan-Hellenic Council, provided a written proposal has been given a week in advance.

## **TAPC Bylaws**

### **Section 1: Code of Conduct**

- A. Recruitment
  - a. Organizations will respect one another in all aspects including, but not restricted to recruitment and new member process.
  - b. All recruitment contracts between organizations within the council should be submitted to the TAPC President once signed and dated.
  - c. Organizations will abide by and uphold the terms of recruitment contracts agreed upon by the respective parties.
- B. Alcohol and Substance Consumption
  - a. Public intoxication is prohibited at Texas Asian Pan-Hellenic Council functions.
  - b. Failure to comply with this standard will result in consequences to be decided by the Cabinet on an individual basis.
    - i. (standard process & sanction needed)

### **Section 2: Parties**

- A. Organizations will refrain from hosting parties the same day as other member organizations.
- B. Organization dates and calendars must be submitted and sent out to the entire council at least two weeks in advance to the planned event.
  - a. Dates shall be chosen on a first come, first serve basis.

### **Section 3: Attendance**

- A. Rosters
  - a. Each member organization is required to submit a copy of its entire roster to the secretary by the second meeting of the semester.
    - i. Contents of the roster should include: name, status, address, e-mail, and phone number
  - b. Rosters should be updated and re-submitted each semester per changes, if any.
- B. Meetings
  - a. Council meetings will be held every Monday at 6 p.m. unless otherwise specified and agreed upon by council members and officers.
  - b. Any two individuals per organization can silently observe meetings, unless otherwise specified. Observers must adhere to the following conditions:
    - i. They must have good intent.
    - ii. They must conduct themselves accordingly
    - iii. They have no voting power
    - iv. They have no speaking privileges.
  - c. The presidents of each member organizations are allowed to attend meetings at their discretion, following these conditions:
    - i. They must have good intent.
    - ii. They have no voting power.
    - iii. They may have speaking privileges.
  - d. Attendance shall be taken and recorded at each meeting by the Executive Vice-President/Sergeant at Arms.

- e. Officers and council members are expected to attend all meetings. An officer will be only allowed to miss a maximum of 3 meetings per semester.
  - i. If a member should be tardy more than 10 minutes without prior notification, it will be counted as an absence.
  - ii. If a non-executive board officer misses 3 meetings, the executive board will meet with the officer in question before the next council meeting to discuss reasons for missed meetings and to determine a ruling regarding the officer's continued involvement with the council.
  - iii. If an executive board officer misses 3 meetings, the judicial board will meet based on the terms written in Article VI, Section 2.
  - iv. In regards to attendance issues, the decisions of the executive board or the judicial board must be made before the next council meeting.
  - v. Records of the rulings of these executive board and judicial board meetings will be kept in the binder of the TAPC President and updated with each ruling
    - 1. Records will consist of:
      - a. Description of situation
      - b. Description of officer in question's position
      - c. Executive board or judicial board decision and rationale
- f.
- C. Texas Asian Pan-Hellenic Council Events
  - a. 50% of each member organizations' active house must attend all Texas Asian Pan-Hellenic Council Events.
    - i. YBO Welcome Program
    - ii. WE Week
    - iii. Community Service event for the semester
    - iv. Fundraising event for the semester
    - v. Any other events planned by the current executive board
  - b. 20% of each member organizations' active house must attend each member organizations philanthropic event.
    - i. If a member organization were to host more than one philanthropic event, other TAPC member organizations are only required to support one of those events financially. Any other events must be supported with the required percentage via time and participation.
    - ii. No member organization will make their required event be a social party.
    - iii. Each active of a TAPC member organization will pay at most \$5 for any philanthropic event.
    - iv. In the case that a member organization hosts a free event, each chapter is responsible for donating \$5 for 20% of their active house to each specified philanthropy.
    - v. In the case that a member organization hosts an event with donation over \$5 per person, TAPC will reimburse the organization for the additional cost for 20% of the member organization's active house.
    - vi. The charitable money will be accumulated through mandatory fundraising events to be planned at the start of each semester.
    - vii. The allocation of the charitable money will be based on the budget for TAPC for each respective year.
  - c. If circumstances hinder an organization from reaching the minimum attendance requirement, Texas Asian Pan-Hellenic Council will address the case accordingly.
  - d. All members of the cabinet must abide by the guidelines set forth in the Texas Asian Pan-Hellenic Council cabinet attendance policy.

- e. Attendance for each event shall be recorded and submitted by each member organizations' Delegates in addition to that of the Vice-President Finance/Secretary

**Section 4: Amendment**

- A. In addition to the policies stated in Article VIII, the amendment process should be as follows:
  - a. The current TAPC Officers and representatives will have two weeks to discuss and vote on whether the amendment should be added to the TAPC Constitution.
  - b. With a majority vote of the current TAPC Officers and representatives, a potential amendment will then be presented to the entire council.
    - i. The representatives will have two weeks to present the proposed amendment to their respective member organizations.
    - ii. The vote of each member organization will take the vote of the member representatives on the council.
  - c. With the approval of three-fourths vote of quorum, the amendment will take effect four weeks after the date of the first proposition.

**Section 5: Expansion**

Any Chapter or Colony currently recognized by Greek Life and Education may petition the Texas Asian Pan-Hellenic Council for membership. The expansion process for a petitioning organization is as follows:

- A. Must submit a letter of interest to the TAPC President.
- B. Must provide a letter of support to TAPC from respective National Headquarters indicating support of the organization's interest in joining the Council.
- C. Make a formal presentation to TAPC officers and member representatives within three weeks of submission of letter of interest.
- D. Presentation should include the following:
  - a. History and background information of organization.
  - b. Purpose
  - c. Philanthropy
  - d. Founding Facts
  - e. Annual/Major events hosted by organization
  - f. Breakdown of current membership.
    - i. Total membership
    - ii. Classification of active members
  - g. Potential contributions to TAPC.
  - h. Potential benefits from TAPC.
  - i. Long-term goals for membership within TAPC.
  - j. Risk Management policies and procedures of organization.
- E. Following the presentation, the entire membership of TAPC will review according to requirements in Article III, Section 1 and a vote will take place after council discussion.
- F. Once a decision is made, TAPC President will notify interested organization in writing within a week.
- G. Upon organization's acceptance, membership will take effect in accordance to the time frame determined by the TAPC Executive Board or within two weeks of the council decision.
  - a. Voting privileges for representatives of the new organization, as stated in Article IV, Section 3, will be granted on membership date

- b. The newly accepted organization will be allowed to hold a cabinet position under the terms stated in Article IV, Section 2 and Article VIII, after one long semester.