

Constitution of Texas Asian Pan-Hellenic Council

The University of Texas at Austin

Established Fall 2000

Last Revised: Spring 2019

Preamble

In order to secure a greater unity among our fraternities and sororities 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:

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 1. The objectives of this Texas Asian Pan-Hellenic Council are as follows:

1. To apply the goals and ideas of member organizations as continually applicable to campus and personal lives.
2. To collaborate with the University of Texas at Austin administration as well as member organizations to promote high social and moral standards.
3. To encourage involvement, participation, and service to the University, Austin, and Asian American Communities.
4. To develop and implement policies and programs to set high standards in the lives of organization members.
5. To coordinate and develop strategic actions regarding matters of mutual concern to the affiliate organizations such as community service and the promotion of student leadership.
6. To ensure new membership intake of each organization is in accordance with Sorority and Fraternity Life regulations.

Article III. Membership:

Section 1. Requirements for Texas Asian Pan-Hellenic Council member organizations:

1. Must be a University of Texas at Austin registered Greek lettered organization for a minimum of two years prior to application.
 - a. Must be in Good Standing with the University of Texas at Austin and Texas Asian Pan-Hellenic Council
2. All active members must be registered as full time undergraduate students at the University of Texas at Austin.
3. All active members of each respective organization must have a minimum GPA of 2.5.
 - a. Any member with a GPA below 2.5 is considered inactive.
4. Membership must be at a minimum of 10 active members when applying for membership and a minimum of 10 members thereafter to retain membership.
 - a. These counts exclude alumni, associates, inactive, or anyone who has not met the full requirements to be considered an active.
5. Each organization will be responsible for contributing membership dues of \$5 per active member, per semester, due no later than the second Delegate meeting of the semester.
6. Each organization is responsible for hosting one philanthropy week per calendar year.
7. No member of any organization within the Texas Asian Pan-Hellenic Council (excluding alumnae) may be a de-activate or dropped Potential New Member of another member organization of the Texas Asian Pan-Hellenic Council.
 - a. Potential New Members will be required to state whether they were a de-activate or dropped Potential New Member of another member organization during the recruitment process to be eligible.
 - b. Recruitment process: Org must ask rushee if they were a dp in another organization
 - i. Considered DP if dropped at any point after accepting the bid

8. Requirements (1-8) 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

1. Organization membership will be placed under review by the council and cross-referenced by the executive board if any requirement stated in Article III, Section 1 is not met.
2. Organization membership status will be decided upon after review by the TAPC executive board with the exclusion of the executive board members representing the organization.
3. The executive board can place organizations on one semester of probation if deemed fit by majority vote.*****
 - a. Refer to Probationary Sanction: Article VI, Section 3
4. After probation period is complete, organization membership will be reviewed again by the council and executive board; if satisfactory standing is still not met, organization membership will be revoked.
5. An organization whose membership has been revoked can apply for membership after one semester upon meeting Associate Organization Program Requirements.
 - a. Refer to Expansion Guidelines in By-Laws

Article IV. Council Body

The voting body for Texas Asian Pan-Hellenic Council affairs will consist of elected officers and two representatives from each organization. Executive board may only consist of a maximum of two members from one organization, except in the case of extenuating circumstances, wherein a stand-in Executive board member may hold a position for a partial term.

Section 1. Executive Board Positions

1. President
2. Vice President Sergeant at Arms
3. Vice President of Finance
4. Vice President of Administration
5. Vice President of Public Relations
6. Vice President of Risk Management
7. Vice President of Service and Philanthropy

Section 2. Requirements to hold Executive Board position

1. The term of office shall be two consecutive semesters.
2. Executive Board members must be full-time students at the University of Texas, unless a lesser amount is required for graduation.
3. Executive Board members must in upperclassmen standing. Executive Board members must have had three long semesters of active membership, not including semester in new member intake process.
4. Executive Board members can be either active or inactive members of their organizations during their term.
5. An affiliated organization can hold at most two executive board positions.
6. Elected Executive Board members must maintain a 2.75 cumulative GPA in UT coursework.
7. Elected officers must have been a part of the council for two total semesters in Texas Asian Pan-hellenic Council and in their organization. If there is only one person running for a cabinet position, then a candidate who has had one long semester of active membership in their organization may run against him/her
8. Elected Executive Board officers must have served as an official delegate of Texas Asian Pan-Hellenic Council for at least two semesters.
 - a. If there is only one eligible candidate running for an Executive Board position, then a candidate who has served as an official delegate of Texas Asian Pan-Hellenic Council for at least one semester is eligible to run against him/her.
9. A maximum of two candidates from each organization are eligible to run for each Executive Board position.
 - a. If there is only one person running for an Executive Board position, then a candidate who meets requirements 1-6 may run against the unopposed candidate regardless of his or her affiliation.
10. Elections are to be held three weeks prior to the end of the incumbent term of office (Fall).

Section 3. Delegates (Representatives)

1. Two delegates will be elected by each member organization.
2. Delegates must be active members of their organization.
3. Delegates must be full-time students at the University of Texas.
4. Delegate requirements will be determined by Executive Board.
5. One alternate delegate must be designated in case of a representative's absence. The alternate representative must be specified by their organization at the beginning of the semester.
6. In the case that a delegate cannot fulfill meeting attendance requirements, an organization must designate a new delegate and report his/her status as delegate to the Vice President of Administration prior to the following delegate meeting.
7. Providing delegates with folders at the beginning of the year

Section 4. Delegate Responsibilities

1. 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.
2. Delegates will be responsible for ensuring all required documents (rosters, calendars, etc.) and membership dues are submitted by the date set forth by the Vice President of Finance.

Article V. Executive Board

Section 1. Executive Board Roles and Responsibilities

1. **President-** shall serve as 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 of the Texas Asian Pan-Hellenic Council in external affairs.
 - b. Shall preside over meetings.
 - c. Shall fill temporary vacancies in office by conducting elections in accordance with constitutional legislature
 - i. Refer to Article VIII, Section 1)
 - d. Shall make weekly agendas and itineraries

2. **Vice President Sergeant at Arms**- shall, in the absence of the President, act as president pro tempore.

The Vice President Sergeant at Arms:

- a. Shall take the position and responsibilities of the President during his/her absence.
- b. Shall evaluate all executive board members on the completion of their duties.
- c. Shall be in charge of Judicial board members and lead judiciary proceedings

3. **Vice President of Finance** - shall coordinate the financial management of the Texas Asian Pan-Hellenic Council.

The Vice President of Finance:

- a. Shall acquire sources for funding the Texas Asian Pan-Hellenic Council's annual function expenses
- b. Shall propose budget at the beginning of the semester and outline expenditures to the Executive Board and member organizations.
- c. Shall collect all membership dues, issue receipts as proof of payment, and collect receipts for reimbursement.
- d. Shall keep accurate records of financial status and report it at meetings.
- e. Shall be in charge of creating and implementing fundraising events

4. **Vice President of Administration**- shall maintain all Texas Asian Pan-Hellenic Council documents, record meeting minutes, and follow the Robert's Rules of Order format for Texas Asian Pan-Hellenic Council meetings.

The Vice President of Administration:

- a. Shall take charge of records.
- b. Shall maintain a roster of all active members of the Texas Asian Pan-Hellenic Council.
- c. Shall update and share meeting minutes with 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 as delegated by the President.

5. **Vice President of Public Relations-** shall be in charge of all the aspects dealing with the creation, planning, and implementation of promotional content.

The Vice President of Public Relations:

- a. Shall be in charge of creating and distributing all Texas Asian Pan-Hellenic Council merchandise.
 - b. Shall maintain and update the Texas Asian Pan-Hellenic Council website on the Dean of Students and Sorority and Fraternity Life page.
 - c. Shall be in charge of hosting field day or coordinating alternative events to field day.
6. **Vice President of Risk Management-** shall be in charge of ensuring member organizations' and council associates' performance and behavior in accordance with all regulations and laws affecting their existence at the University of Texas and within the Texas Asian Pan-Hellenic Council.

The Vice President of Risk Management:

- a. Shall be responsible for updating the master constitution at the beginning of each elected term, documenting all amendments and revisions, and presenting subsequent edits to the council for cross-reference in conjunction with Vice President of Administration.
 - b. Shall be responsible for assessing the performance of member and applicant organizations and evaluating their abidance to council standards behavioral and performance targets.
 - c. Shall facilitate the attendance of safety workshops in coordination with the Sorority and Fraternity Life and Education Office.
 - d. Shall be in charge of planning, and hosting Delegate retreat and Junior Active retreat at the beginning of each semester.
7. **Vice President of Service and Philanthropy** – 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 the participation of all member organizations.
 - b. Shall facilitate the scheduling of member organization philanthropy weeks and mandatory philanthropy event dates.
 - c. Shall pioneer the planning and execution of Asian Cultural Expo Week or alternative event.

Article VI. Judicial Board

The power of the Judicial Board shall be vested necessary.

Section 1. Selection

1. The judicial board will consist of two representatives in good standing with the University from each member organization in the Texas Asian Pan-Hellenic Council, as well as a Sorority and Fraternity Life advisor.
2. Each member organization will select its respective nominees, who will be cross-referenced by a three-fourths vote of the voting members within the Texas Asian Pan-Hellenic Council.
3. Representatives must not serve on the Executive Board of a member organization or be a Delegate of the Texas Asian Pan-Hellenic Council.
4. Representatives must have had two long semesters (i.e. a Fall and Spring semester) of active membership in their respective organization.

Section 2. Judicial Procedure

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.

1. The person(s) or organizations addressing grievances must submit a written claim to Judicial Committee detailing the charge(s) brought forth.
2. The defendant will be notified of the charge(s).
3. Judicial Board will inform, in writing, the date, time, and location of the hearing within fourteen days of the received charge(s).
 - a. Defendant(s) has/have three days upon receiving the date, time and location of the hearing to appeal the date and/or time of the hearing.
4. The Judicial Board will read the charges being brought against the defendant aloud at the hearing.
 - a. Defendants have the right to bring forth all relevant evidence/witnesses to counterclaim the behavior in question.
5. Judicial Board will review and affirm a verdict in writing within three days of the date of the trial.
 - a. Defendant(s) may submit a written request to appeal within three days upon receiving the verdict.

6. 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.
7. If the defendant(s) fails to comply and complete the given disciplinary action within the timeframe set forth by the Judicial Board, the board will further decide any additional terms or actions to be taken.

Section 3. Sanctions

Sanctions may include:

1. Monetary fine
2. Revocation of voting rights
 - a. The length of the period of revocation is determined by Judicial Board and approved by Executive Board.
3. Loss of chapter mandatory philanthropy event attendance requirements
4. Probation
 - a. The length and provisions of the probationary period is determined by Judicial Board and approved by Executive Board.
5. Membership Revocation

Judicial Board has the discretion to consign any additional terms. Additional disciplinary action may also be in effect, contingent upon the review and consent of the Executive Board.

Section 4. Sanctions of Executive Board

1. An Executive Board member 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.
 - a. Other behaviors synonymous to misalignment with Good Standing as deemed by Texas Asian Pan-Hellenic Council and the University of Texas or any higher governing body will also be basis for sanction.
2. If an Executive Board position is vacated before the completion of his/her term, a vacancy election will be held in accordance as stated in Article VIII.
3. In an event whereby the Judicial Board representative is involved in the situation in question, the Judicial Board representative forfeits his/her position, and a vacancy election will be held in his/her place for the trial.

Article VII. Meetings

Section 1. Regular Meetings

1. 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 to be attended by all Executive Board members and Delegates.

Section 2. Special Meetings

1. 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

1. Each member representative and Texas Asian Pan-Hellenic Council Executive board member 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. Penalties will be issued for organizations and individuals that do not meet attendance requirements.

Article VIII. Voting

Section 1. Voting

1. Quorum will consist of 3/4 of all voting members.
2. Three-fourths vote of voting members must be present in favor of a motion for expansion.
3. Majority vote of voting members present in favor of any other motion.
4. Majority vote of voting members present in favor of an Executive Board election.
 - a. If majority vote is not met, a discussion among voting members of the two candidates with the most votes will follow.
 - b. Following discussion, a majority vote in favor will pass the election.
5. 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. Position Vacancies

In the case that an Executive Board position is vacated during the course of the 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 2.
- b. Voting will be conducted according to the standard procedure, according to Article VIII, Section 1.

Article IX. Amendments.

Section 1. Amendments

- a. The Vice President of Risk Management will review the By-Laws annually at the beginning of each school year and make any necessary revisions in accordance with amendment procedures as stated in the Texas Asian Pan-Hellenic Council By-Laws.

Section 2. Constitution

- a. 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.