

**The Latino Pan-Hellenic Council**

**University of Texas at Austin**

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**Table Contents: Constitution**

|  |    |
|--|----|
| Preamble   | 2  |
| Article I. Name  | 2  |
| Article II. Purpose  | 2  |
| Article III. Membership  | 2  |
| Section 1. Organizational Membership Requirements for LPHC.        | 2  |
| Section 2. Criteria to remain in good standing with LPHC.          | 2  |
| Section 3. Removal of Fraternal Organization's Membership in LPHC. | 3  |
| Section 4. Violations  | 3  |
| Section 5. Reinstatement of Probationary Fraternal Organization.   | 4  |
| Article IV. Voting Body  | 4  |
| Section 1. Officers  | 4  |
| Section 2. Representatives   | 5  |
| Section 3. Nominations   | 5  |
| Section 4. Elections   | 5  |
| Section 5. Installation of the Executive Board                     | 6  |
| Section 6. Vacancies of Executive Board                            | 6  |
| Article V. Executive Board   | 6  |
| Section 1. President   | 6  |
| Section 2. Vice-President  | 6  |
| Section 3. Director of Policy and Procedure                        | 7  |
| Section 4. Director of Finance                                     | 7  |
| Section 5. Director of Programing                                  | 7  |
| Section 6. Director of Marketing                                   | 8  |
| Article VI. The Judicial Committee.                                | 8  |
| Section 1. The LPHC Judicial Committee shall be:                   | 8  |
| Section 2. The duties of the Judicial Committee shall be:          | 8  |
| Section 3. Amendments  | 8  |
| Section 4. Impeachment of Officers                                 | 9  |
| Article VII. Meetings & Representatives                            | 9  |
| Section 1. General Body Meetings                                   | 9  |
| Section 2. Emergency Meetings                                      | 9  |
| Section 3. Representatives & Responsibilities                      | 10 |
| Section 4. Voting  | 10 |
| Article VIII. Etiquette  | 10 |
| Section 1. Council Interaction                                     | 10 |
| Section 2. Fraternal Organization Events                           | 10 |
| Section 3. Calendars   | 10 |
| Section 4. Rosters   | 11 |
| Article IX. Sanctions  | 11 |
| Section 1. Calendars   | 11 |
| Section 2. Attendance  | 11 |
| Section 3. Fines   | 11 |
| Article X. Mandatory LPHC Events                                   | 12 |
| Section 1. Designation   | 12 |
| Article XI. Point System   | 12 |
| Section 1. Point Breakdown   | 12 |



## ***Preamble***

Our mission as a council is to utilize our leadership and efforts to promote academic excellence, cultural awareness, inclusion and acceptance of our diverse student body, with the overall goal to unify and serve our Latinx community, as well as other underrepresented minority groups.

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

The name of this council is the Latino Pan-Hellenic Council, hereby referred to as LPHC.

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

The purpose of the Latino Pan-Hellenic Council, a regulatory body that serves to unify the Latino based fraternal organizations, shall be to increase awareness of, interest in, and strength within the Latino community.

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

### ***Section 1. Organizational Membership Requirements for LPHC.***

- a) Must be a Greek letter organization at the University of Texas at Austin, hereby referred to as UT, registered with the Office of the Dean of Students.
- b) Must be in good standing with UT and their respective Greek letter national board.
  - i. An active member is to be defined as a student who is in good academic standing with a GPA greater than 2.5, in good judicial standing with UT and a paid member of the fraternal organization for a minimum of one semester.
- c) Must have been a chapter for one year by their national organization and registered student organization for one full year prior to membership consideration.
- d) Must pay a one-time entrance fee of \$100, upon approval of membership into the Latino Pan-Hellenic Council.
- e) Must submit 2 letters of recommendation.
  - i. One from an active LPHC fraternal organization and one from the Sorority and Fraternity Life, hereby referred to as SFL, LPHC advisor.
  - ii. Must submit the referenced documentation to the Office of SFL, the LPHC advisor of and the President of the LPHC Executive Board.
  - iii. All letters of recommendation must be from organizations registered and in good standing; with Student Activities and Leadership Development. They must also have at least ten active members that are in good standing with the university.
- f) Upon meeting requirements, membership will be voted on by the voting body. A 2/3 vote from the entire voting body will be required to gain membership.
  - i. Each organization will be allotted one vote.

### ***Section 2. Criteria to remain in good standing with LPHC.***

- a) Pay semester dues by the second general body meeting of the semester.
- b) Register as a student organization with Office of the Dean of Students.

- c) Submit grade release forms for new members.
- d) Submit roster to Office of the Dean of Students.
- e) Maintain a chapter semester GPA of 2.5 or above.
- f) Complete the requirements for Safety Education program.
- g) Fulfill the requirements of the new member orientation (LPHC).
- h) Submit the paperwork of the new member packet.
- i) President must meet with the LPHC Advisor in SFL.
- j) Attend 80% of council meetings.
- k) See Article IV, Section 1, A and B.

***Section 3. Removal of Fraternal Organization's Membership in LPHC.***

- a) Three violations of the LPHC constitution by a fraternal organization within one academic year could be grounds for removal from the council.
  - i. The removal of a chapter from the council requires a 2/3 majority vote from the Judicial Committee.
- b) If a fraternal organization loses chapter status from its national organization, it shall result in removal from the council.

***Section 4. Violations***

- a) Violations shall consist of any act that comes in direct conflict with the LPHC constitution, the SFL policies and procedures, UT student rules and regulations and/or Federal, State, County, or City Laws.
- b) Any fraternal organization within the council may submit, in writing or email, an alleged violation against a fraternal organization to the SFL Director, the LPHC Advisor, and/or LPHC Executive Board within two weeks of the alleged violation.
  - i. The LPHC advisor shall convene separate meetings with both the complainant and accused organizations.
  - ii. The LPHC advisor shall convene a meeting with, and limited to, the top two executive board members, not involved in the alleged violation, and the two most involved parties of the complainant and accused fraternal organization(s), for the purpose of mediation.
    - 1. If there is a conflict of interest, the Judicial Committee can appoint different officers to take over this responsibility.
- c) Forms of sanctions, voted on by the Judicial Committee, could -include but are not limited to:
  - i. Loss of all voting privileges
    - 1. The fraternal organization will lose all voting privileges with the exception of the member on the Executive Board.
    - 2. The fraternal organization is not permitted to vote during Executive Board elections.
  - ii. Probation
    - 1. The fraternal organization will be placed on probation immediately with a 2/3 majority vote of the Judicial Committee.
      - 1) Judicial Committee is in charge of setting probationary period.

2. The members of a fraternal organization on probation are not eligible to run for a position on the LPHC Executive Board.
- iii. Exclusion
  1. The fraternal organization will be excluded from any LPHC publicity literature and can be excluded from LPHC funded events.

#### ***Section 5. Reinstatement of Probationary Fraternal Organization.***

- a) A formal proposal must be submitted to the Judicial Committee at least one week prior to the end of probationary period in order for a fraternal organization to be considered for reinstatement. A formal proposal shall include, but is not limited to:
  - i. A letter of recommendation from an active LPHC fraternal organization and the LPHC advisor.
  - ii. A presentation to the Judicial Committee formally requesting reinstatement into LPHC.
- b) The formal proposal must be submitted at least two weeks prior to the LPHC executive board nominations in a given electoral semester in order for the probationary organization members to have possible opportunity of voting in executive board elections. In this case, the Judicial Committee must make a decision regarding reinstatement before the date of LPHC executive board elections.
- c) A 2/3 vote from the Judicial Committee will be required for reinstatement. Failure to receive a 2/3 vote from the Judicial Committee will result in an extension of the probationary period.
- d) A fraternal organization failing to receive the required reinstatement vote from the Judicial Committee may appeal to the LPHC Executive Board, where a simple majority vote will be required for reinstatement.

#### ***Article IV. Voting Body***

The voting body:

- a) Is composed of the Judicial Committee which consist of the two designated representatives from each organization.
- b) Must meet Quorum which will consist of 2/3 of the voting body.
- c) Under extreme circumstances (when a representative is unable to attend), a letter written and signed by the chapter president of an organization may be delivered or emailed (to Director of Policy and Procedure) by a representative as the organization's vote, at the meeting when the vote is to take place.

#### ***Section 1. Officers***

- a) The hierarchy of the Executive Board shall consist of the President, Vice-President, Director of Policy and Procedure, Director of Finance, Director of Programming, and Director of Marketing.
- b) Elected officers must be full time students at UT.
- c) At the time of elections, elected officers must have a 2.5 cumulative GPA in UT coursework.

- i. Grades will be checked by the advisor at the beginning of each semester of the long session.
- ii. In the event that an executive board member's GPA falls below a cumulative 2.5 GPA, they will be removed from office.
- d) Elected officers may assume office during their first active semester in their respective fraternal organization.

***Section 2. Representatives***

- a) Two representatives shall be elected by each fraternal organization. Representative requirements shall be determined by their respective fraternal organization.
- b) Two alternates must be designated in case of a representative's absence. Alternates must be specified by their respective organization as stipulated in the LPHC Director of Policy and Procedure policy.
- c) Each representative shall have one vote.
- d) Representatives shall voice the opinions and interests of their respective fraternal organization when voting.
- e) Representatives shall assist in meeting the goals of LPHC and shall maintain focus of LPHC's purpose.

***Section 3. Nominations***

- a) Nominations will open on the last general body meeting of March and will close with elections during the following judicial meeting.
- b) Nominations shall be taken from any LPHC representative.
- c) At the time of nominations, the nominee must be an active member of their organization.
- d) Any other issues concerning the nomination procedure will be left to the discretion of the Executive Board.
- e) At the time of nominations, the nominee must provide the advisor with documentation that they are in compliance with Article V, Section 1.
- f) No more than one candidate from the same fraternal organization can run for the same position.

***Section 4. Elections***

- a) All candidates must submit their application (which can be found in the LPHC website) by the date set on the application.
- b) All candidates shall be required to give a speech, not exceeding five minutes, detailing their reasons and qualifications for seeking office.
- c) Voting will be held by secret ballot and the LPHC advisor, overseen by the Director of Policy and Procedure, shall count the ballots.
  - i. If Director of Policy and Procedure is running, the next highest non – running officer, designated by hierarchy, shall take their place.
- d) The nominee receiving the simple majority vote will be elected.
- e) The President and Vice-President shall not be from the same fraternal organization.
  - i. In the event that there are not enough candidates for eligibility reasons, a 2/3 vote could overrule the aforementioned stipulation.

- f) No LPHC Executive Board Member shall be an acting President in his/ her respective fraternal organization.
- g) No fraternal organization can hold more than two positions on the Executive Board.
  - i. In the event that there are not enough candidates for eligibility reasons, a 2/3 vote could overrule the aforementioned stipulation.
- h) In the event of a tie, the President shall be the tiebreaker.
  - i. If the current President is involved in a tie, then the tiebreaker shall follow executive hierarchy.

***Section 5. Installation of the Executive Board***

- a) Installation shall take place by the last meeting of the spring semester.
- b) Officer training should take place after elections and prior to the last meeting of the spring semester.
- c) The newly elected Executive Board member must attend a LPHC constitutional training given by the current President and overseen by the current Director of Policy and Procedure. In the event that the Executive Board member does not attend the Constitutional workshop, their voting privileges will be suspended until such requirements are met.

***Section 6. Vacancies of Executive Board***

- a) The Vice-President shall fill the vacancy of the President.
- b) All other vacancies are to be elected by the LPHC voting body.
- c) Nominations will be open the day the vacancy is announced and elections shall take place in two weeks.

***Article V. Executive Board***

All Executive Board officers shall:

- a) Train successor before leaving office.
- b) Perform all duties inherent to office.
- c) Complete and submit officer transition report via email to President by their set date.

***Section 1. President***

The President shall be responsible for general supervision and coordinating affairs in accordance to the established programs and policies. They:

- a) Shall be the official representative of LPHC.
- b) Shall preside over meetings (with the exception of judicial meetings) according to Robert's Rules of Order Newly Revised.
- c) Has the authority to call special meetings when deemed necessary.
- d) Shall carry the work as directed by the constitution and by-laws.
- e) Shall fill temporary absences in office.
- f) Shall be responsible for handling all grievances or complaints brought before the council.
- g) Shall be responsible for maintaining Greek Unity internally and externally.
- h) Shall develop relationships with the chapter presidents.
- i) Shall be in charge of establishing special committees.

- j) Shall lead members in goal setting and planning of future events.
- k) Shall be responsible for attending all SFL Council President Meetings.

### ***Section 2. Vice-President***

The Vice-President shall, in the absence of the President, represent and preside over all regular and special meetings and assume the duties of the President. They:

- a) Shall oversee and assist with all of the President's actions and duties listed in Article VI, Section I
- b) Shall follow-up to assure goals are accomplished.
- c) Shall be responsible for point system
- d) Shall be in charge of LPHC's calendar. The calendar shall be published by the 3rd general body meeting of each semester.
- e) Shall be responsible for obtaining an annual record report from each Executive Board Officer.
- f) Shall obtain a roster of all Executive Board members and fraternal organization. The roster shall be provided to all members by the second general body meeting of each semester.
- g) Shall present minutes for use by the members via email within 48 hours after the general body meeting.

### ***Section 3. Director of Policy and Procedure***

The Director of Policy and Procedure must fully understand the ideals and values of LPHC.

They:

- a) Shall maintain order in meetings according to Robert's Rules of Order Newly Revised.
- b) Shall call roll at the beginning of general body meetings.
- c) Shall alert fraternal organization Presidents of repetitive (2 or more) absences of their representatives, Presidents, and/or office holders.
- d) Shall serve as the presiding member of the Judicial Committee.
- e) Shall review the constitution and bylaws each semester.
- f) Shall ensure that the ideals and expectations outlined in the constitution are being upheld by the council.
- g) Shall be responsible for levying fines.

### ***Section 4. Director of Finance***

The Director of Finance will coordinate financial management of LPHC. They:

- a) Shall coordinate the council budget at the beginning of each semester.
- b) Shall collect all dues and fines owed to LPHC and issue receipts for payments by the second general body meeting of the semester.
- c) Shall keep accurate records of financial status and report it at general body meetings.
- d) Apply for funding for LPHC events.
- e) Coordinate fundraising events.
- f) Shall present annual financial report.

### ***Section 5. Director of Programming***

The Director of Programming shall be responsible for planning and implementing events and activities for the council that foster community growth and siblinghood. They:

- a) Shall be in charge of coordinating LPHC events.
- b) Shall be in charge of obtaining promotional flyers.
- c) Shall be in charge of reserving locations/rooms for events.
- d) Shall be in charge of meeting with Student Organization Center for proper reservation protocols.
- e) Shall be in charge of submitting work orders.
- f) Shall be responsible for organizing a budget with the Director of Finance for any events.

***Section 6. Director of Marketing***

The Director of Marketing shall oversee & coordinate all of LPHC's publicity and promotion materials. This member shall take necessary actions to ensure that the council is represented to its full potential and is known to the UT community. They:

- a) Shall be in charge of maintaining the LPHC website.
- b) Shall be in charge of creating any flyers needed for council events and promoting said Council events.
- c) Shall be in charge of helping promote chapter events.
- d) Shall be active with all LPHC social media.
- e) Shall encourage the involvement of the council in campus and community initiatives to promote awareness of the council.

***Article VI. The Judicial Committee.***

***Section 1. The LPHC Judicial Committee shall be:***

- a) Composed of two voting members from each organization in the council. The presiding member of the Judicial Committee shall be the Director of Policy and Procedure of LPHC. The members of each fraternal organization shall choose its respective representatives and an alternate for the Judicial Committee in the event that the Judicial Committee must convene.
  - i. LPHC Executive Board members will have a voice-but no vote on the Judicial Committee.

***Section 2. The duties of the Judicial Committee shall be:***

- a) To interpret the LPHC Constitution, in which case the Judicial Committee will have the final say.
- b) To convene to propose Constitutional amendments as a body, if necessary.
- c) To execute hearings for probation and expulsion of fraternal organizations from LPHC.
  - i. Voting members of the accused fraternal organization cannot vote.
  - ii. A 2/3 vote is required to place a fraternal organization on probation and a unanimous vote is required for expulsion.
- d) To execute hearings for impeachment of Executive Board members.
  - i. In the event that the Director of Policy and Procedure is brought up for impeachment, the President shall preside over the Judicial Committee.
- e) To conduct LPHC constitutional amendment procedures.

- f) In the event that a member misses a meeting, it is their responsibility to get the missed information from the Director of Policy and Procedure.
  - i. In the event that a member misses a hearing concerning non-amendment issues, he/she will not be allowed to vote on that issue.

#### ***Section 3. Amendments***

- a) Proposed amendments should be submitted through email to the Director of Policy and Procedure at least two weeks prior to the last LPHC meeting of a given semester.
- b) The proposed constitutional amendments must be submitted to the General Meeting, at which point the delegates will take back to their chapter to discuss.
- c) In the following Judicial Meeting, the Judicial Committee will decide whether to discuss the amendment.
  - i. Proposed amendment must gain a 2/3 – majority vote of the entire LPHC voting body in order to be ratified.
- d) The same proposed amendment can not be submitted twice in one semester.
- e) Ratified amendments shall take effect on the first-class day of the following semester.
  - a. Unless the Judicial Committee unanimously votes on the amendment taking effect immediately.

#### ***Section 4. Impeachment of Officers***

- a) All elected officers may be subject to impeachment by another Executive Board Officer or Judicial Committee with due cause.
- b) The alleged violations must be presented via email and be on the established agenda.
- c) All chapter Presidents will be notified via email of the alleged charges, the elected officer accused, and the date of the complaint.
- d) The Judicial Committee will convene and formally hear the accusation from the accusing member and the rebuttal from the accused officer.
- e) A 2/3-majority vote from the Judicial Committee will be required for removal of the impeached member from office.
- f) Removal from office will result in an automatic appeal to the Executive Board, at which time a 3/4-majority vote from the Executive Board will result in ultimate removal from office. The decision of the Executive Board is final.
  - i. The accused Executive Board member may not vote.

### ***Article VII. Meetings & Representatives***

All meetings are to be held by presiding officer using Robert's Rules of Order Newly Revised, Order of Business, and Quorum (2/3 of Voting body).

#### ***Section 1. General Body Meetings***

- a) General body meetings will be held at least every two weeks during the long session.
- b) The first general body meeting will be held when the recruitment period ends.
- c) The last general body meeting will be held prior to the last class day of each semester.

- d) Attendance of officers and representatives is mandatory (alternate may vote if one representative is absent).
- e) Alternate must be specified by its fraternal organization beforehand.
- f) All regular meetings are open to any member of a fraternal organization in LPHC.
- g) There will be a time limit of 2 hours per meeting after which a vote must be held to extend the meeting.

#### ***Section 2. Emergency Meetings***

- a) Emergency meetings can be called by the President or 1/3 of the voting body with 24 hours prior notice.
- b) Attendance of officers and representatives is mandatory (alternate may vote if one representative is absent).
- c) All emergency meetings are open to any member of a fraternal organization in LPHC.
- d) There will be a time limit of 2 hours per meeting after which a vote must be held to extend the meeting.

#### ***Section 3. Representatives & Responsibilities***

- a) Two Representatives from each member organization will be selected by their respective organization.
- b) Present proposals on behalf of their respective organization.
- c) Relay accurate information regarding LPHC activities, announcements, etc., to their respective organization.

#### ***Section 4. Voting***

- a) Each organization will be given one vote.
- b) In the event of a tie, the tie will be broken by a single vote from the LPHC executive board as a whole. (A 3/5 majority vote will declare the vote from the LPHC executive board.)

### ***Article VIII. Etiquette***

#### ***Section 1. Council Interaction***

- a) Organizations will respect one another in all aspects including but not restricted to recruitment and new member programs.
- b) The member organizations and affiliated students of LPHC shall abide by the UT Austin Honor Code.
  - i. “The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness and respect toward peers and community.”

#### ***Section 2. Fraternal Organization Events***

- a) A fraternal organization event shall be defined as an event programmed by a council organization that is not exclusive to said organization.

- b) If one fraternal organization decides to have a fraternal organization event all other fraternal organizations shall respect it and refrain from holding events during that time span (i.e. founders week, major service project, etc.).

### ***Section 3. Calendars***

- a) Each fraternal organization is required to submit a copy of its semester calendar to the Vice – President by the second general body meeting of the semester.
- b) If planning a one-day event, the fraternal organization must choose a specific date for that event.
  - i. Founder' s parties for each fraternal organization will have priority.
- c) In the event that a fraternal organization must change the date of an event, the newly rescheduled date must not conflict with previously set events of other fraternal organizations or LPHC.
- d) Fraternal organizations within LPHC shall not exceed 2 events per day, and shall notify the Vice - President whether the event will be during the day or evening.
  - i. The only exception being more than one new member presentation can occur during the evening, with consent from the organization with priority on the date.
- e) Event Form must be submitted 2 weeks prior to the event's date
  - i. Morning events shall be understood to be before 4:00pm
  - ii. Evening events shall be understood to be after 4:00pm
  - iii. Evening II events shall be understood to be after 10:00pm
- f) If an LPHC organization is approached by an outside organization to co-host/co-sponsor an event, the LPHC organization must submit Event Form a week prior to the event.
- g) 3 weeks into the semester calendar dates and time slots must be submitted.
- h) Organizations must reserve a date on the LPHC calendar for New Member/Prospective members for on campus fundraising events

### ***Section 4. Rosters***

- a) Each fraternal organization is required to submit a copy of its entire roster to the Vice – President by the 3rd general body meeting of the current semester.

## ***Article IX. Sanctions***

### ***Section 1. Calendars***

- a) If an organization hosts an advertised event, and /or event open to the public, and /or an event where there is a possibility for profit in conflict with another organization's advertised event, and /or event open to the public, and /or an event where there is a possibility for profit, the organization in offense shall be fined \$500.
  - i. \$400 of this fine shall go to the organization with the priority on this date and \$100 shall go to LPHC to be used exclusively for events that align with the purpose of LPHC.
  - ii. payment plan (ex. Must be paid within one year of approved fine)
  - iii. In the event that an organization is put on probation/is no longer active/or loses membership in the council for any other reason the offending organization will resume liability for payment when probation is lifted/when the organization

- becomes re-active. In the event that the organization will no longer return to the council separate arrangements will be made privately.
- b) If an organization hosts an event that is in conflict with an event that is already on the calendar they will be fined up to \$500.00 which will be determined by the judicial board except those organizations involved.
    - i. Any decision/violation that falls within this section shall automatically be reviewed by the Judicial Committee.

### ***Section 2. Attendance***

- a) Absence of Representatives to Judicial Committee meetings and LPHC General Body Meetings will result in a \$5.00 fine for each representative.
  - i. Fines will be distributed at the following meeting by the Director of Policy and Procedure.
- b) Any organization that does not have 20% of their active body in attendance at a designated LPHC mandatory event shall be fined.
  - i. If the 20% requirement is not met, there will be a \$25 fine for the organization at fault.

### ***Section 3. Fines***

- a) The Director of Policy and Procedure has two weeks from incident to issue fines, otherwise the fines will be invalid.

## ***Article X. Mandatory LPHC Events***

### ***Section 1. Designation***

- a) A mandatory event, proposed by the LPHC Executive Board, and confirmed by the voting body is one in which every member organization must have 20% of their total organization present.
- b) There will be no less than one and no more than four mandatory events per semester during a long session.
- c) All organizations and representatives will be given two weeks (including weekends) notice of all events logistics including (but not limited to) exact time and location before the date of a mandatory event. If these are not shared, the event is no longer designated as mandatory.

## ***Article XI. Point System***

### ***Section 1. Point Breakdown***

The following will be recognized as the official point system for the Latino Pan-Hellenic Council:

Scholarship Points: 40 points

Service Points: 30 points

Collaboration Points\*: 15 points

Values in Action Points\*: 15 points

## **TOTAL Points: 100 points**

### Visibility Points: Extra Points

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#### Scholarship Points: Maximum 40 Points

- Create/review academic plan w/ SFL (Suggested)
  - 2.6-2.69
  - 2.7-2.79
  - 2.8-2.89
  - 2.90-2.99
  - 3.0-3.09
  - 3.1-3.19
  - 3.2-3.29
  - 3.3-3.39
  - 3.4-3.49
  - 3.5+
- New member average GPA
  - 10 points = 3.10+ GPA
  - 8 points = 2.95 GPA
  - 6 points = 2.80 GPA
  - 4 points = 2.65 GPA
  - 2 points = 2.50 GPA (Average)
- Active average over University average. Disclaimer: University average will change after every semester.
- Cumulative GPA Increase
  - 10 points = 0.50+
  - 8 points = 0.40 to 0.49
  - 6 points = 0.30 to 0.39
  - 4 points = 0.20 to 0.29
  - 2 points = 0.10 to 0.19
- Semester GPA Increase (Chapter)
  - 0.90 to 1.04+: 20 pts
  - 0.74 to 0.89: 18 pts
  - 0.58 to 0.73: 15 pts
  - 0.42 to 0.57: 12 pts
  - 0.26 to 0.41: 9 pts
  - 0.10 to 0.25: 6 pts

#### Service Points: Maximum of 30 points per organization

- Community Services points are not eligible for collaboration points
  - 30 points = 20 community service hours per active member
  - 20 points = 10 community service hours per active member
  - 10 points = 5 community service hours

Collaboration Points\*: 15 points

- Points will be awarded to organizations that collaborate with another organization within the council or outside of the council. Organizations can only collaborate with a maximum of 2 organizations within the council and 2 organizations outside the council.

Values in Action Points\*: 15 points will be awarded based on each program that exemplifies organization's values.

Examples:

- Cultural Awareness
- Risk Management Workshop
- Scholarship
  - Workshops
  - Study Hours
- Philanthropic Workshops
- Leadership & Educational Development
- Public Relations
- Academic Achievement
- Self-Governance & Judicial Affairs

Visibility Points: 5 points will be awarded for organization participation

- Fall & Spring
  - Participation in Campus signature events
  - Participation in any SFL recognized events
  - Any other approved event passed by Judicial Committee

Demerits:

-10 points: Not paying LPHC dues by designated date

-5 points: Missing a LPHC event, service or other external event

-5 points: Failing to fulfill obligations made to executive board without notification

-5 points: Failing to cancel an event 10 days prior to the event