



PHI SIGMA PI
NATIONAL HONOR FRATERNITY

NATIONAL CONSTITUTION

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ARTICLE I: NAME

Section 1: Official Name

The name of the organization shall be Phi Sigma Pi National Honor Fraternity (hereinafter referred to as Phi Sigma Pi).

Section 2: Permissible Usage

The name of the organization, or any part thereof, or derivative there from, may be employed in connection with the official activities of Phi Sigma Pi. Special permission for the use of such name for other purposes shall be granted only by the National Council. Any special permission granted for an extended period may be subject to review by the National Council or Grand Chapter.

Section 3: Abbreviations

No abbreviations or variations of the name Phi Sigma Pi National Honor Fraternity shall be permitted with the exception of the following: Phi Sigma Pi and the representative Greek letters. The use of the term National Fraternity shall be permitted in Phi Sigma Pi communications after the use of Phi Sigma Pi initially in the document or speech.

Section 4: Incorporations

This Fraternity shall be a not-for-profit corporation organized under the laws of the Commonwealth of Pennsylvania.

ARTICLE II: PURPOSE

Section 1: Definition

Phi Sigma Pi shall be an Honor Fraternity for students in four-year collegiate institutions and Phi Sigma Pi Alumni, founded upon a basis of superior scholarship with the avowed purpose of advancing academic, professional and social ideals. Phi Sigma Pi shall exist to meet the needs of close fellowship among students of like ideals who are interested in the same end.

Section 2: Statement of Ideals

In carrying out the purpose of Phi Sigma Pi, the organization shall strive to personify and encourage three ideals:

- A. the acquisition and dissemination of information and knowledge through scholarship,
- B. the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and
- C. the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi's ranks.

Phi Sigma Pi shall constantly endeavor to make these ideals dynamic in the lives of Phi Sigma Pi's Members.

Section 3: Organization for Charitable Purposes

Phi Sigma Pi shall be organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations which qualify under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

ARTICLE III: ORGANIZATION

Section 1: Governing Documents

The governing documents of Phi Sigma Pi shall be as ordered: the National Constitution and *The Ritual Ceremonies Book*. All Chapter Bylaws, Chapter Operating Policies and Articles of Incorporation (if necessary) shall conform to these National Phi Sigma Pi Documents.

Section 2: Composition

Phi Sigma Pi shall consist as a collaboration of six (6) components: the Grand Chapter, the National Council (including the National Council's designated representatives), the Collegiate Chapters, the Alumni Chapters, the National Alumni Association, and the Alumni Associations. Each component shall have specific areas of responsibility, as described in this Constitution, and the authority necessary to advance the mission of Phi Sigma Pi.

ARTICLE IV: MEMBERSHIP

Section 1: Definition of Membership

Members are those individuals who have been inducted into Phi Sigma Pi by use of the Ritual Induction Ceremony. Membership may only be terminated by expulsion or resignation from the National Fraternity.

Section 2: Membership Eligibility Requirement

Initiates shall be undergraduate students currently enrolled in a program of study at the sheltering institution who have been asked to enter a Collegiate Chapter's Initiation Program via the Ritual Pinning Ceremony. Upon entering the Chapter's Initiation Program the Prospective Member shall:

- A. have completed a minimum of one (1) semester or one (1) quarter of college work;
- B. have one (1) semester or 2 (2) quarters of prescribed undergraduate study remaining following the Initiation semester; and
- C. have earned at least a 3.00 Cumulative Grade Point Average (GPA) on a 4.00 scale (where an A=4.00)

No more than two of the requirements in subsection A, B, or C above may be waived for an individual at the discretion of the Chapter.

Section 3. Non-Discrimination Policy

Phi Sigma Pi shall not discriminate on the basis of race, color, religion, National origin, ancestry, sex, gender identity or expression, sexual orientation, age or disability status in admission to, access to, treatment of or employment in Phi Sigma Pi's programs and activities.

Section 4: Collegiate Members

Collegiate Members shall be undergraduate students currently enrolled in a program of study at the sheltering institution and who have successfully completed a Collegiate Chapter's Initiation Program and been Inducted into Phi Sigma Pi by use of the Ritual Induction Ceremony.

Section 5: Alumni Members

Alumni Members shall be any Collegiate Members who have left or who have graduated in good standing from the sheltering institution of a Collegiate Chapter. Collegiate Members shall become Alumni Member if their Chapter becomes inactive.

Section 6: Honorary Members

Honorary Members shall be individuals who are ineligible to become Collegiate Members of Phi Sigma Pi but who have demonstrated the highest qualities exemplified by Phi Sigma Pi through outstanding service to the Fraternity or the local community. Honorary Members shall not be required to participate in any Chapter's Initiation Program and shall not obtain the status of Collegiate Membership. Honorary Members may be elected into Phi Sigma Pi by a Collegiate Chapter, an Alumni Chapter or the National Council.

Section 7. Nominating and Voting

Phi Sigma Pi Members in good standing may nominate qualified individuals to become Collegiate or Honorary Members. Voting shall be by ballot and shall be completed at least forty-eight (48) hours prior to the scheduled Ritual Induction Ceremony at a prior called meeting with quorum and with notice of voting on the meeting agenda. No less than forty-eight (48) hours notice shall be given for this meeting. At least a three-fourths (3/4) vote of the Active Collegiate Members in good standing present and eligible to vote at the meeting with

quorum shall be required for confirmation.

Section 8: Special Membership Designations

The following designations may be used by Members meeting the criteria specified:

A. Founding Members

Founding Members shall be Members who have been recognized formally by the National Council as the individual(s) responsible for a particular Chapter's founding. A Chapter may have one, more than one, or no Founding Members. Founding Members shall not have any additional rights above those Members who are not Founding Members.

B. Charter Members

Charter Members shall be Members who have been inducted during the interval between the granting of the Chapter Charter and the induction of the first Initiate class. Charter Members shall not have any additional rights above those Members who are not Charter Members.

Section 9: Active and Inactive Collegiate Members

All Collegiate Members shall be considered Active, and thus subject to the attendance requirements and financial obligations of the Collegiate Chapter unless the Member has applied for, and been granted, one of the following:

A. National Inactivity

Collegiate Members who are currently participating in an accredited or academically recognized cooperative education program, internship or study abroad program which does not meet or hold classes at the sheltering institution, or who have an extraordinary situation as determined by the National Office, shall be eligible for National Inactivity. Nationally Inactive Collegiate Members shall be exempt from paying National dues and shall not be subject to attendance requirements of the Collegiate Chapter. National Inactivity may only be granted by the National Office.

B. Local Inactivity

Locally Inactive Members are Active Members, with permission from their Collegiate Chapter, who do not wish to be active in Phi Sigma Pi's affairs. Further status of Inactive Members shall be left to the discretion of the Collegiate Chapter. Locally Inactive Members pay to the National Headquarters, via the Collegiate Chapter, the National Dues by the appropriate due dates.

Section 10: Active and Inactive Alumni and Honorary Members

Alumni or Honorary Members who have paid annual dues to the National Alumni Association shall be considered Active.

Section 11: Definition of Collegiate Members in Good Standing

Collegiate Members shall be considered "in good standing" provided that the Member:

- A.** is not currently delinquent in the remittance of any dues, fees, or fines; and,
- B.** is not currently the subject of any disciplinary action by the Standards Committee or the Collegiate Chapter; and,
- C.** has met or exceeded the minimum requirements for attendance and participation in the Collegiate Chapter's events and activities.

Section 12: Definition of Alumni and Honorary Members in Good Standing

Alumni or Honorary Members shall be considered "in good standing" provided that they are not currently the subject of disciplinary action by the Standards Committee or the Alumni Chapters.

Section 13: Transfer from one Collegiate Chapter to Another

A Collegiate Member who has transferred from one sheltering institution to another may apply to transfer into the Chapter at the new sheltering institution, provided that the Member is in good standing at the time of the application. Transferring Members shall be inducted into the Collegiate Chapter by signing the Chapter Roll Book.

Section 14: Resignation

Unless under non-financial disciplinary investigation, any Member may resign from Phi Sigma Pi. To resign, the Collegiate Member must submit a request to either their Collegiate Chapter or the National Council. All other Members must submit a request to the National Council.

- A. If submitting by way of the Collegiate Chapter, the Member must be a current Collegiate Member of the Chapter and shall tender their letter to any Chapter Officer. The letter must be presented to the Chapter during the next business meeting by any Chapter Officer or the resigning Member. Upon presentation of the letter to the Chapter, the membership of the Member seeking to resign shall be terminated. Former Members who have resigned via their Chapter are not eligible for re-instatement into Phi Sigma Pi without at least a two-thirds (2/3) vote of approval from the Active Members of the Collegiate Chapter.
- B. If submitting by way of the National Council, the Member shall submit their letter via the National Staff. Upon review of the letter by the National Council, the Membership of the Member seeking to resign shall be terminated. Former Members who have resigned via the National Council are not eligible for re-instatement into Phi Sigma Pi without at least a two-thirds (2/3) vote of the National Council.

Section 15: National Council Authority to Modify Member Status

Notwithstanding any other provision in this Article, the National Council shall have the authority to determine the Membership of any Member of Phi Sigma Pi. Any Membership change under this provision shall require a three-fourths (3/4) vote of the National Council and the consent of the Member.

ARTICLE V: GRAND CHAPTER

Section 1: Authority

All final legislative powers of Phi Sigma Pi shall be vested in the Grand Chapter. The Grand Chapter shall be supreme in all matters pertaining to the Grand Chapter's affairs while in session and when not in session, carried out through the National Council and shall have the sole right to oversee and govern all Chapters of Phi Sigma Pi.

Section 2: Composition

The Grand Chapter shall be an assembly of Delegates comprised of representatives of each Collegiate Chapter and Alumni Chapter, representatives of the National Alumni Association and the National Officers. The National Officers shall serve as the Officers of the Grand Chapter.

Section 3: Chapter Delegates

Each Collegiate Chapter and Alumni Chapter of Phi Sigma Pi shall be required to send one (1) official Delegate to each meeting of the Grand Chapter. Each Collegiate Chapter and Alumni Chapter may also designate one (1) Alternate Delegate, who may assume the rights and responsibilities of the official Delegate as necessary. All official Delegates must be selected and reported to the National Office no later than two weeks prior to the scheduled Grand Chapter Meeting. Chapters shall be responsible for the Grand Chapter registration and other fees for the attendance of the official Delegate.

Section 4: National Alumni Association (NAA) Delegates and Alternates

The National Alumni Association shall be represented by two (2) Delegates and two (2) Alternate Delegates who are Active Alumni or Honorary Members in good standing. These Delegates and Alternate Delegates shall be elected by the membership of the NAA at least fourteen (14) days prior to the registration deadline for the Grand Chapter Meeting at which they will serve. The NAA shall be responsible for the Grand Chapter registration for the attendance of the Official Delegates and Alternate Delegates.

- A. Nominations may be made by any NAA Member in good standing and shall be held open until thirty (30) days prior to the registration deadline for the Grand Chapter Meeting at which they will serve.
- B. The election period for NAA Delegates and Alternates shall be open immediately following the close of nominations.
- C. Each NAA Member shall select, in order of preference, up to four choices from the available

nominees.

- D. Elections shall be held using an instant run-off system, selecting the top four nominees, ordered by preference. The top two nominees shall serve as the NAA Delegates. The next two nominees shall serve as the NAA Alternates.
- E. The execution of the voting process shall be determined by the National Office, and may be held via electronic voting method.

Section 5: Rights and Responsibilities

Each official Delegate and Alternate Delegate shall be an Active Member in good standing. In no case shall a Delegate represent more than one Chapter or Alumni Organization. In all sessions of the Grand Chapter, each National Officer, Collegiate Chapter, Alumni Chapter and National Alumni Association Delegate in good standing shall have one (1) vote.

Section 6: Reimbursement of Travel Expenses

The National Council shall have the authority to pay all or part of the expenses incurred by Delegates and/or National Officers in attending any session of the Grand Chapter, provided that adequate funds exist, as determined by the National Council.

ARTICLE VI: NATIONAL COUNCIL

Section 1: Composition

The National Council shall consist of the seven (7) National Officers ordered as follows: National President, Senior Vice President, National Secretary, Vice President of Finance, and three (3) Vice Presidents of Development. Current National Council Members shall only be considered as Alumni Members of Phi Sigma Pi. The National Council shall serve as the national leader for communication, technology, fund development, membership development, chapter development, alumni development, and philanthropy development.

Section 2: General Powers and Authority

The National Council shall have jurisdiction over all components of Phi Sigma Pi except the Grand Chapter, shall represent the Grand Chapter when the Grand Chapter is not in session, and shall approve all decisions in matters of National policy, public relations, legal action and controversies which have been referred to the National Council. The National Council shall have such powers and duties as are prescribed by the laws of the Commonwealth of Pennsylvania pertaining to nonprofit organizations and fraternal associations. The National Council shall be charged with the responsibility and authority to perform the executive, legislative and administrative work of Phi Sigma Pi. The National Council shall receive and submit petitions, induct new Chapters, grant Charters and transact such other business as the general welfare of Phi Sigma Pi requires. The National Council shall have the responsibility and authority to ensure that the actions of a Collegiate Chapter, Alumni Chapter, National Staff Member or National Officer do not compromise the integrity and mission of Phi Sigma Pi.

Section 3: Authority to set Dues and Fees

The National Council shall have the authority to set National Dues and Fees.

Section 4: Executive Director

The National Council shall be the sole agent of Phi Sigma Pi to hire, modify the job requirements, or terminate an Executive Director. The Executive Director shall oversee the daily administration of the National Fraternity under the auspices of the powers and responsibilities of the National Council. The Executive Director shall be empowered to establish and maintain a professional National Staff in order to accomplish the duties required of the National Office and shall have such delegated powers that are deemed necessary to accomplish these ends. The Executive Director shall be the only authority able to hire, modify the job requirements, or terminate an employee of the National Staff, other than the Executive Director role.

Section 5: Oversight of National Staff

The National Council shall be the sole agent of Phi Sigma Pi to receive reports from and direct the work of the National Staff through the Executive Director.

Section 6: Qualifications

The qualifications for National Officers shall be as follows: All candidates shall be Members in good standing, who have been active in Phi Sigma Pi for at least twelve (12) months. Candidates for National President shall have served on the National Council for at least twelve (12) months prior to election as National President.

Section 7: Officers of Grand Chapter

The National Officers shall serve as the Officers of Phi Sigma Pi National Honor Fraternity and of the Grand Chapter of Phi Sigma Pi.

Section 8: Indemnification

Each Member of the National Council, past or present employee of Phi Sigma Pi, and Member's or employee's respective heirs, administrators and executors shall be indemnified by Phi Sigma Pi in accordance with and to the fullest extent provided by the provisions of the Pennsylvania Nonprofit Corporation Law as the laws may from time to time be amended.

Section 9: Advisory Board

The National Council may appoint individuals to an Advisory Board, one (1) of whom shall be the immediate past President. If the immediate past President is unable to serve, the National Council shall choose an immediate past National Council Member, who is not currently on National Council, to serve in the past President's place. Any or all Members of the Advisory Board may be invited to attend meetings of the National Council or the Grand Chapter for the purpose of lending the Advisory Board Member's experience and service to important Phi Sigma Pi concerns.

Section 10: National Headquarters

The National Headquarters of Phi Sigma Pi shall be located in a city of the United States recommended by the National Council and approved by the Grand Chapter.

Section 11: Removal of National Officers

Any Member of the National Council may be removed from office by a three-fourths (3/4) vote of the remaining council or by a three-fourths (3/4) vote of the Grand Chapter.

ARTICLE VII: ELECTION OF THE NATIONAL COUNCIL

Section 1: Term of Office

Members of the National Council shall be elected by a majority vote of the voting Members of the Grand Chapter at the regular meeting of the Grand Chapter for a term of two (2) years and until their successors are installed.

Section 2: Nomination Procedure

A call for nominations shall be issued by the National Office at least one- hundred and fifty (150) days prior to the Grand Chapter meeting at which the general elections shall be held and nomination application materials shall be made available to all Members. Nominations to National Council for general elections may be made by any Member in good standing and shall be held open until one- hundred and twenty (120) days prior to the Grand Chapter Meeting at which general elections shall be held. At that time, nominations shall be closed and no further nomination applications or parts thereof shall be accepted.

Section 3: National Council Nominee Qualifications

A nominee for National Council must be registered for the Grand Chapter Meeting during which they are running. Failure to do so will remove the nominee from consideration.

Section 4: Election Procedure

Elections of the National Council shall be conducted at a meeting of the Grand Chapter with quorum. The Grand Chapter will hold one (1) election for National President followed by one multiple-winner election for all other National Officers. General and special elections for National Council shall be conducted according to the following procedure:

- A.** Each candidate shall be given the opportunity to deliver a speech to the Grand Chapter. The order in which the candidates speak shall be determined by the drawing of lots. Immediately following each candidate's speech, the candidate shall be given the opportunity to answer questions posed by the Grand Chapter. During each candidate's speech and the following period of questions, no other candidates for that election shall be present.
 - i.** If a candidate has registered for the Grand Chapter Meeting and is not able to physically attend, they shall have the options of submitting a written speech which shall be read by a Member of the candidates choosing who is also registered for Grand Chapter, submitting a video to be played to the Grand Chapter, and/or calling into the meeting via telephone or video chat. The candidate shall be responsible for making arrangements for any of these options and for overcoming any related technological challenges. There shall be a period of questions allowed.
- B.** After all of the candidates have been given the opportunity to speak and answer questions, the Grand Chapter shall enter a period of pro/con debate. The merits of each candidate shall be discussed in turn, in the order previously determined by the drawing of lots.
- C.** Following debate, a vote shall be conducted by ballot. All ballots shall include an option to vote for 'none of the listed candidates'. These votes shall be tabulated along with all the votes for listed candidates.
- D.** The Chair shall appoint Tellers of Election who are members of the Fraternity or National Staff. The Tellers of Election shall not be candidates for National Council or Delegates or Alternate Delegates of the Grand Chapter. The Tellers of Election shall report the result of each vote to the Chair. The Chair shall announce the result of each vote. Following the determination of the Officer-elect(s), the Tellers of Election shall report the election result of the vote to the Chair. The Chair shall announce the result of each election.
- E.** Each Delegate shall receive one ballot where they shall vote for up to the number of open positions by selecting their preferred candidate(s) or the option 'none of the listed candidates.' The votes shall be in unranked order and a candidate may only receive one vote per ballot. Delegates may use as many of their available votes on 'none of the listed candidates' as they choose.
- F.** Should any number of candidate(s), equal to or less than the number of positions, receive votes on a majority of the first round ballots they shall be announced as an Officer-elect. If more candidates than the number of open positions receive a majority of votes on one ballot, then the candidate(s) with the most votes shall be announced as an Officer-elect.
 - i.** The candidates for a run-off vote, if allowed, shall be determined as follows:
 - a.** If the election is for a single open position with more than two candidates and none of the candidates receive votes on a majority of the first round ballots, a run-off vote shall be held consisting of the two candidates who received the most votes.
 - b.** If the election is for more than one position with more candidates than open positions, and any number of those positions are not filled by enough candidates receiving votes on a majority of the first round ballots, a run-off vote shall be held. The run-off shall include a number of candidates equal to three-fourths (3/4) A run-off vote shall not occur in any other circumstances.
 - c.** A tie-breaking vote shall occur if needed to determine the candidates moving into the run-off vote.
 - ii.** Each Delegate shall receive one run-off ballot where they shall vote for up to the number of open positions by selecting their preferred candidate(s) or the option 'none of the listed candidates.' The votes shall be in unranked order and a candidate may only receive one vote per ballot. Delegates may use as many of their available votes on 'none of the listed candidates' as they choose.
 - iii.** Only one run-off round of voting shall occur.

- G. A tie breaking vote shall occur only if a tie breaking vote would give a candidate the majority needed to win a majority or if otherwise specified in this Section.
- H. The Officers-elects shall elect amongst themselves who will hold the offices for Senior Vice President, Vice President of Finance, National Secretary, and three (3) Vice Presidents of Development for the term of office.
- I. Any position not filled under this Section shall be considered vacant after the installation of the newly elected National Council and filled by the vacancy policy in Article VII, Section 6.

Section 5: Officer Installation

Each Officer-elect shall be installed by the Officer Installation Ceremony at the National Convention Awards Banquet during the same calendar year in which they were elected. In the event an office remains vacant following elections at a Grand Chapter Meeting, the interim Officer shall be installed by the Officer Installation Ceremony at a time following the vote of temporary appointment.

Section 6: Vacancies

Vacancies in the National Council, except in the case of the office of the National President, shall be filled by the following procedure:

- A. If the vacancy occurs at least 90 days prior to the regularly scheduled meeting of the Grand Chapter, the National Council shall fill the vacancy by temporary appointment from within the eligible membership of Phi Sigma Pi as prescribed in ARTICLE VI, Section 6. Appointees shall be installed by the Officer Installation Ceremony immediately upon accepting the appointment, and shall serve until the vacancy is filled by election at the next regular meeting of the Grand Chapter, and the appointee's successor is duly installed.
 - i. If a general election for the vacant office is on the agenda for the next regular meeting of the Grand Chapter, the vacancy shall be filled by general election as prescribed in ARTICLE VII.
 - ii. If no general election for the vacant office is on the agenda for the next regular meeting of the Grand Chapter, a special election shall be held to fill the vacancy at the next regular meeting of the Grand Chapter. Nominations for the vacated National Council positions to be filled by special election shall be opened immediately upon the occurrence of the vacancy at which time a call for nominations shall be issued and nomination application materials shall be made available to all Members. Nominations shall remain open until sixty (60) days prior to the date of the Grand Chapter Meeting at which the special election shall be held. At that time, nominations shall be closed and no further nomination applications or parts thereof shall be accepted.
 - iii. Special elections shall follow the election procedure outlined in ARTICLE VII, Section 4. The Officer-elect shall be installed by the Officer Installation Ceremony immediately following the special election whenever possible, and shall serve the remainder of the term of office, until the Officer's successor is duly installed.
- B. If the vacancy occurs less than 90 days prior to the next regular meeting of the Grand Chapter and a general election for the vacant office is on the agenda, the vacancy shall be filled by general election as prescribed in ARTICLE VII.
- C. If the vacancy occurs less than 90 days prior to the next regular meeting of the Grand Chapter and no general election for the vacant office is on the agenda, the National Council shall fill the vacancy by appointment from within the eligible membership of Phi Sigma Pi as prescribed in ARTICLE VI, Section 6. Appointees shall be installed by the Officer Installation Ceremony immediately upon accepting the appointment, and shall serve the remainder of the term, and until the appointee's successor is duly installed.

Section 7: Presidential Vacancies

Vacancies in the office of the National President shall be filled from within the membership of the current National Council, by a majority vote of the National Council. The resulting vacancy shall be filled according to the procedure outlined in ARTICLE VII, Section 5.

ARTICLE VIII: DUTIES OF THE NATIONAL OFFICERS

Section 1: National President

The National President shall:

- A. Preside at all meetings of the Grand Chapter and the National Council;
- B. Serve as the chairperson and administrator of the National Development Committee;
- C. Appoint all Committee Members;
- D. Sign warrants drawn upon the Treasury, contracts entered into by Phi Sigma Pi, all Charters, and all Membership Certificates;
- E. Promote the general interests of Phi Sigma Pi;
- F. Ensure that all policies are carried out;
- G. Call for and receive reports desired from the National Officers, National Committees or Chapters;
- H. Perform such other duties as ordinarily pertain to the office.

Section 2: Senior Vice President

The Senior Vice President shall:

- A. Temporarily serve in the absence or inability of the President;
- B. Serve as the chairperson of the Committee on Constitution & Chapter Standards (ARTICLE XIII, Section 5);
- C. Advise on risk-management;
- D. Serve on the Standards Committee;
- E. Perform such other duties as may be assigned to the Senior Vice President.

Section 3: National Secretary

The National Secretary shall:

- A. Ensure the preservation of the National Constitution, Charters, *Ritual Ceremonies*, and all documents, records, and supplies of Phi Sigma Pi;
- B. Issue and sign all Charters and Membership Certificates;
- C. Ensure that accurate records of all proceedings of the Grand Chapter and National Council are maintained;
- D. Ensure that minutes of the Grand Chapter and National Council are made available to all Collegiate Members and Alumni Members within seven (7) days of their approval;
- E. Serve as the chairperson of the Awards, Scholarship, & Emblem Committee (ARTICLE XIII, Section 3);
- F. Serve as the National leader for communication and technology development.

Section 4: Vice President of Finance

The Vice President of Finance shall:

- A. Sign warrants on the Treasury and contracts entered into by Phi Sigma Pi;
- B. Pay authorized warrants of the Grand Chapter when properly signed by the duly empowered National Council Members or designated representatives;
- C. Ensure appropriate fiduciary and bookkeeping control procedures, such that a complete and accurate record of receipts and expenditures shall be maintained;
- D. Prepare Phi Sigma Pi's budget in conjunction with the Executive Director;
- E. Serve on the Personnel Committee, and make reports at the regular meetings of the Grand Chapter and special reports when called upon by the National President (ARTICLE XIII, Section 4);
- F. Serve as the National leader for the fund development;
- G. Serve as a liaison between National Council and the Phi Sigma Pi Foundation Board of Directors.

Section 5: Vice President of Development

The Vice President of Development shall:

- A. Serve on the National Development Committee;

- B. Actively work with the rest of the National Council to provide strategic direction and implement comprehensive development strategies to improve Phi Sigma Pi;
- C. Perform such other duties as may be assigned to the Vice President of Development.

ARTICLE IX: COLLEGIATE CHAPTERS

Section 1: Powers and Authority

The Collegiate Chapter shall have the responsibility and authority over all Collegiate Chapter Members and the administrative operations of the Collegiate Chapter, except where these operations would infringe upon the integrity of Phi Sigma Pi, the Grand Chapter, the National Council, another Collegiate Chapter, an Alumni Association or an Alumni Chapter.

Section 2. Disciplinary Actions of Collegiate Chapters

The Collegiate Chapter may discipline any of its Collegiate Members for non-payment of financial obligations or for conduct unbecoming of a Member of Phi Sigma Pi. Disciplinary actions shall include, but not be limited to, probation, suspension or expulsion. Suspension and Expulsion shall require at least a two-thirds (2/3) vote of the Active Members in good standing of the Collegiate Chapter. Terms and length of probation or suspension shall be left to the discretion of the Chapter. No period of probation or suspension shall begin without a condition or period of time defined for termination of the disciplinary action. A Member who has been placed on probation or suspended may be reinstated at any subsequent meeting by at least a two-thirds (2/3) vote of the Active Members in good standing of the Collegiate Chapter, after the terms of any disciplinary action have been completed.

Section 3: Responsibilities

The responsibilities of a Collegiate Chapter are to:

- A. Ensure the maintenance of the Chapter's viability and enthusiasm;
- B. Plan and complete scholastic, service, fund-raising and social activities;
- C. Improve Chapter image and influence on the campus and in the local community;
- D. Properly recruit and educate new Members to ensure the future of the Chapter;
- E. Maintain regular contact with the National Office;
- F. Define the Chapter Bylaws and Chapter Operating Policies in accordance with the governing documents of Phi Sigma Pi;
- G. Correspond with and cultivate the Chapter's Alumni;
- H. Foster knowledge in the future leaders of Phi Sigma Pi and society.
- I. Develop a Risk Management Program, taking into consideration any risk management program already instituted at the sheltering institution that highlights the issue of hazing, the responsibilities and liabilities of alcoholic beverages and illicit controlled substance possession, consumption and distribution.
 - i. This program must be in compliance with all regulations set forth by the sheltering institution, the National Constitution, as well as all federal, state and local laws.
 - ii. Each Chapter shall be required to hold or attend a minimum of two (2) programs per academic year to further educate Members and Initiates on its Risk Management Policy.

Section 4: Membership Drives

- A. Each Collegiate Chapter shall hold a minimum of two (2) membership drives per academic year, with no more than one (1) membership drive held each semester or quarter. A membership drive consists of a recruitment period and an Initiation period.
- B. The recruitment period begins on the date of the first advertised recruitment event and ends with the Ritual Pinning Ceremony.
- C. The Initiation period begins with the Ritual Pinning Ceremony and ends with the Ritual Induction Ceremony.
 - i. All events planned for or by the Initiates and approved by the Chapter during the membership drive shall be referred to as Initiation events.

- ii. At these Initiation events, the expressed purpose shall be the education of Initiates in accordance with the Chapter and National guidelines.
 - iii. No Initiation period may begin without selecting the week of the Ritual Induction Ceremony, and communicating this time range to both the Collegiate Members and Initiates. A specific date and time must be provided to the Collegiate Members and Initiates at least three weeks prior to the communicated week.
- D. The National Council shall have the authority to exempt a Collegiate Chapter from the provisions of this requirement, provided exemption from this requirement shall be in the best interest of the Collegiate Chapter and Phi Sigma Pi.

Section 5: Recruitment and Initiation Requirements

Each Collegiate Chapter shall be required to meet the following minimum recruitment and Initiation requirements:

- A. Recruitment. Each Collegiate Chapter shall, at least,
 - i. Hold two separate Information Sessions at the beginning of the recruitment period with the purpose of demonstrating to prospective Initiates both the ideals of Phi Sigma Pi and the requirements of the recruitment and Initiation processes;
 - ii. Hold two recruitment events for the purpose of allowing prospective Initiates to become better acquainted with the Collegiate Members.
- B. Initiation. Each Collegiate Chapter shall, at least,
 - i. Hold an Initiation Program that does not span more than one academic semester or quarter;
 - ii. Hold a minimum of five Initiate Meetings;
 - iii. Require the Initiate class to complete at least one event that represents the ideals of Phi Sigma Pi as outlined in Article II, Section 2;
 - iv. Require each Initiate to attend at least one Collegiate Chapter Meeting at the sheltering institution;
 - v. Assign each Initiate to one or more Collegiate Members or Active Alumni Members of a Collegiate Chapter. The Collegiate Members or Active Alumni Members shall serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program;
 - vi. Issue copies of, and educate the Initiate on content contained in, the Scholar's Province, the governing documents of the National Fraternity, and the governing documents of the Collegiate Chapter;
 - vii. Require all Initiates to learn the Fraternity Songs;
 - viii. Require all Initiates to learn the Fraternity's history and the Collegiate Chapter's history;
 - ix. Require all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam.
 - x. Ensure each Initiate is provided feedback in person at least once on the Initiate's progress on the requirements of the Chapter Initiation Program.

Section 6: Bylaws and Governing Documents

Each Collegiate Chapter shall adopt Chapter Bylaws, Chapter Operating Policies (Chapter Dues and Fees, service requirements, Chapter Membership recruitment policies, etc.) and Articles of Incorporation (optional) to provide for the Chapter's own particular needs, consistent with the National Constitution and Phi Sigma Pi National Articles of Incorporation. Each Collegiate Chapter's Bylaws shall be forwarded to the National Office by the required due date(s) for approval.

Section 7: Naming Convention

The Collegiate Chapters shall be named in order of establishment, with the letters of the Greek alphabet being used serially, Alpha, Beta, Gamma, and so on through the alphabet. The succeeding Collegiate Chapters shall be Alpha Alpha, Alpha Beta, and so on; then Beta Alpha, Beta Beta, and so on.

Section 8: Inactivity

A Collegiate Chapter shall be considered Inactive following dissolution of the Chapter or revocation of their Charter. The designating letter(s) of an Inactive Collegiate Chapter shall not be used for another Collegiate Chapter at another sheltering institution. Inactive Chapters may not meet or conduct business.

Section 9: Chapter Advisors

A Chapter Advisor of the Collegiate Chapter shall be appointed or elected by Members of the Collegiate Chapter in the manner approved by the Collegiate Chapter's sheltering institution. The Chapter Advisor shall be a member of the faculty, staff or administration of the sheltering institution.

Section 10: Alumni Advisors

An Alumni Advisor of the Collegiate Chapter may be appointed or elected by the Members of the Collegiate Chapter in a manner like the Chapter Advisor. The Alumni Advisor shall be an Alumni Member of Phi Sigma Pi. At least one Alumni Advisor shall reside in the vicinity of the sheltering institution.

Section 11: Definition of Good Standing

In order for a Collegiate Chapter to remain in good standing with Phi Sigma Pi, the Chapter shall be required to adhere to the National Constitution and to promptly submit all monetary remittance, forms and reports required by the National Office.

Section 12: Chartering Process

An institution desiring to establish a new Collegiate Chapter shall submit a petition signed by all of the students who shall be Inducted as Charter Members to the National Council. The petition shall also be approved and signed by the appropriate administrative Officer of the sheltering institution. The National Council shall examine the petition furnished by the proposed Chapter and investigate the sheltering institution. A three-fourths (3/4) vote of the National Council shall be required for approval of a new Collegiate Chapter.

Section 13: Establishment

The National Council may also establish Collegiate Chapters by selecting a sheltering institution for membership and taking on the responsibility of securing Members and seeking the approval of the sheltering institution for the Collegiate Chapter.

Section 14: Recognition of Founder's Day

Collegiate Chapters shall recognize in some manner the National Fraternity's and Chapter's Founders Day.

ARTICLE X: ALUMNI ORGANIZATIONS

Section 1: Powers and Authority

The Alumni Chapter shall have the responsibility and authority over all the Alumni Chapter's Members and the administrative operations of the Alumni Chapter except where these operations would infringe upon the integrity of Phi Sigma Pi, the National Council, a Collegiate Chapter or another Alumni Chapter.

Section 2: Responsibilities

The responsibilities of an Alumni Chapter are: to serve as a service, scholastic, fund-raising and social outlet for Phi Sigma Pi Alumni; to encourage Alumni to remain involved with Phi Sigma Pi; to serve as a resource to Collegiate Chapters; to provide advice and assistance to the Collegiate Chapters; to recruit new Alumni Chapter Members; to cultivate potential National Council Members; to maintain regular contact with the National Office; to assist the National Office where needed; and to define the Alumni Chapter's Bylaws.

Section 3: Chartering Process

The National Council may Charter an Alumni Chapter when a petition in writing by at least ten (10) Alumni in a particular geographical region have expressed interest in participating in an Alumni Chapter. A three-fourths (3/4) vote of the National Council shall be required for approval of a new Alumni Chapter.

Section 4: Bylaws

Each Alumni Chapter shall adopt Bylaws to provide for the Alumni Chapter's own particular needs, consistent with the National Constitution and Articles of Incorporation of Phi Sigma Pi. Each Alumni Chapter's Bylaws shall be forwarded to the National Office for approval.

Section 5: Establishment

Alumni Chapters shall be established by geographical Region. Alumni Chapters shall be open to Alumni Members and Honorary Members in good standing.

Section 6: Naming Convention

Each Alumni Chapter shall be named based upon the geographical Region the Chapter represents.

Section 7: Alumni Chapter Officers

Each Alumni Chapter shall elect annually a President and at least two additional Officers that the Alumni Chapter deems necessary. The Officers' duties shall be prescribed by the Alumni Chapter's Bylaws except in the case where such duties are provided in the National Constitution. All Officers shall constitute the Executive Board of the Alumni Chapter. Only Active Alumni or Honorary Members shall vote or hold office in Alumni Chapters.

Section 8: Alumni Chapter Executive Board Vacancies

Vacancies in the Executive Board of an Alumni Chapter shall be filled by nomination and election by the Alumni Chapter or by a temporary appointment from within the eligible membership of the Alumni Chapter by the Executive Board until a meeting with elections can occur. The newly installed Officer shall serve out the remainder of the predecessor's term of office.

Section 9: Definition of Good Standing

In order for an Alumni Chapter to remain in good standing with Phi Sigma Pi, the Alumni Chapter shall be required to adhere to the National Constitution and to promptly submit all monetary remittance, forms and reports required by the National Office.

Section 10: Recognition of Alumni Associations

Alumni Associations shall have been granted by the National Council the right to be officially recognized.

Section 11: Alumni Associations Statement of Purpose

The purpose of Alumni Associations shall be to continue to promote the ideals of Phi Sigma Pi National Honor Fraternity.

ARTICLE XI: COLLEGIATE CHAPTER OFFICERS**Section 1: Terms of Office**

Each Collegiate Chapter shall elect and install annually at least the following Officers: President, Vice President, Secretary, Treasurer, Historian and Parliamentarian. The Initiate Advisor may be elected and installed on a semester or quarterly basis. Only active Collegiate Members in good standing shall vote or hold office in Collegiate Chapters. Officers must remain active and in good standing for the entire length of their elected term.

Section 2: Additional Officers

A Collegiate Chapter may elect other Officers as the Chapter deems necessary.

Section 3: Duties

The duties of the Collegiate Chapter Officers shall include, but are not limited to, those listed in the following sections. The duties listed below an Officer title may be assigned to another Officer by the Chapter's Bylaws, however, all duties listed below must be included as Officer's duties.

Section 4: Officer Reports

Each Collegiate Chapter Officer shall submit by the required due date(s) a report outlining the accomplishments and problems of the term and include recommendations for future operation of the Chapter. These reports shall be submitted to the Executive Board and reported to the Chapter by the last meeting of the term of office. The Chapter Officers shall submit to the respective successors all records entrusted to the Officer or obtained by the Officer during the Officer's term of office.

Section 5: President

The President shall:

- A. Preside at all meetings of the Chapter;
- B. Have removal power of all non-elected positions in the Chapter subject to the approval of the Executive Board;
- C. Be recognized as the official representative of the Chapter;
- D. Serve as the Chairperson of the Executive Board;
- E. Be responsible for advising the Secretary on all correspondence, in accordance with the Chapter;
- F. Call special meetings of the Chapter;
- G. Prepare the agenda in consultation with the Executive Board;
- H. Be responsible for informing the Chapter about the National activities of Phi Sigma Pi;
- I. Be a voting Member of the Executive Board.
- J. Serve as the Risk Management Advisor for the Chapter.

Section 6: Vice President

The Vice President shall:

- A. Be responsible for all duties of the President in the President's absence;
- B. Act as coordinator and serve as an Ex-officio Member of the Chapter's Standing Committees, excluding the Executive Board;
- C. Accept all official responsibilities and obligations deemed necessary by the President;
- D. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
- E. Solicit reports from all the Chapter Officers and Committees/Committee heads;
- F. Be a voting Member of the Executive Board.

Section 7: Secretary

The Secretary shall:

- A. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter and enter such minutes in a permanent record;
- B. Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the membership of the Chapter;
- C. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
- D. Preserve all National and Chapter forms, documents, records, Chapter Bylaws, *The Ritual Ceremonies Book*, and other documents and supplies;
- E. Submit to the National Office all forms and Chapter Bylaws by the required due dates.
- F. Be responsible for the attendance records of the Chapter;
- G. Maintain for the Chapter the approved Fraternity Roll Book requiring the signatures of all Members at the time of the Member's Induction. All Members shall be numbered sequentially in the Chapter Roll;
- H. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation;
- I. If necessary, choose, with the approval of the Executive Board and a majority vote of the Active Members present at a regular meeting, an Assistant Secretary to aid in performing the duties of the office;
- J. Preside over the meetings of the Chapter in the absence of the President and the Vice President;
- K. Be a voting Member of the Executive Board.

Section 8: Treasurer

The Treasurer shall:

- A. Report at the Chapter meetings the financial status of the Chapter accounts, including, but not limited to, delinquent Dues;
- B. Remit appropriate moneys to the National Office by the specified due date;
- C. Propose, in conjunction with the Finance Committee (Fund-Raising Committee), the budget for the next fiscal year;
- D. Receive and record all moneys of the Chapter and provide for the moneys' security;
- E. Adhere to the budget approved by the Executive Board and the membership of the Chapter;
- F. Pay all debts and expenses;
- G. Maintain a record of receipts and expenditures and balance the accounts;
- H. Serve as an Ex-officio Member of the Finance Committee (Fund-Raising Committee) and all other general Chapter purpose monetary generating Committees;
- I. Provide explanations to questions posed by the Financial Review Board (Group conducting the Chapter's Annual Financial Review) for the completion of the Financial Review Board's report;
- J. Preside over the meeting of the Chapter in the absence of the President, Vice President and Secretary;
- K. Be a voting Member of the Executive Board.

Section 9: Initiate Advisor

The Initiate Advisor shall:

- A. Be responsible for reviewing and updating the Initiation Program of the Chapter;
- B. Be responsible for maintaining and upholding the integrity of the Initiation Program of the Chapter in relation to the rules of the sheltering institution, and any rules established by the Chapter;
- C. Be responsible for the planning and implementation of the Initiation Program approved by the Members of the Chapter at the meeting prior to the first meet night held by the Chapter;
- D. Report Initiation activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
- E. Be responsible for ensuring that all newly Inducted Members be taught the Fraternal grip and word;
- F. Be a voting Member of the Executive Board.

Section 10: Historian

The Historian shall:

- A. Keep, collect and preserve an accurate history of the Chapter;
- B. Be responsible for placing news items concerning the Chapter in local and collegiate publications;
- C. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion;
- D. Be a voting Member of the Executive Board.

Section 11: Parliamentarian

The Parliamentarian shall:

- A. Be responsible for maintaining and upholding Robert's Rules of Order.
- B. Be a voting Member of the Executive Board at the Chapter's discretion.
- C. Perform such other duties as may be assigned to the Parliamentarian.

Section 12: Officer Transitions

Each Officer shall relinquish possession of the materials for the office to the newly elected Officer before the end of the semester or quarter in which elections were held unless current Officers' duties are not yet fulfilled.

Section 13: Vacancies

Vacancies in the Executive Board shall be filled by nomination and election by the Collegiate Chapter no later

than the second regularly scheduled Chapter meeting after the vacancy occurs. The newly installed Officer shall serve out the remainder of the predecessor's term of office.

ARTICLE XII: MEETINGS AND EVENTS

Section 1: Grand Chapter Meetings

- A.** The regular meetings of the Grand Chapter shall occur at least once every two (2) years at the time and place designated by the National Council.
 - i.** In the event of an emergency, the National Council may by three-fourths (3/4) vote cancel or reschedule a meeting of the Grand Chapter.
- B.** The National Council shall issue a call for such meetings to Members and to each Chapter at least one-hundred eighty (180) days before the fixed time of the meeting.
- C.** A quorum for the transaction of business shall consist of a majority of those entitled to vote in the session of the Grand Chapter.

Section 2: National Council Meetings

- A.** The National Council shall hold at least one (1) meeting each year.
- B.** Quorum for National Council meetings shall be any four (4) of the seven (7) National Officers, each of whom shall be entitled to one (1) vote at meetings of the National Council.

Section 3: Collegiate Chapter Meetings

- A.** There shall be one (1) meeting at least every two (2) weeks during the sheltering institution's academic year.
- B.** A quorum for a Collegiate Chapter meeting shall consist of at least a majority of the Active Collegiate Members in good standing.

Section 4: Alumni Chapter Meetings

- A.** Alumni Chapters shall hold elections at least annually. They may hold meetings and conduct additional business as needed.
- B.** A quorum for Alumni Chapter voting shall consist of a majority of the Active Alumni Chapter Members.

Section 5: Events and Activities

- A.** Phi Sigma Pi Events shall be events which meets any of the following criteria:
 - i.** Any event, function, activity or meeting that is organized or sponsored by the Grand Chapter, the National Council or any Chapter
 - ii.** Any event, function, activity or meeting that is advertised or for which notice is given and the advertisement or notice contains the words "Phi Sigma Pi", the Greek letters Phi Sigma Pi, or associated logos or insignia.
 - iii.** Any event, function, activity or meeting that is organized, sponsored or planned using National or Chapter funds.
 - iv.** Any event a reasonable observer would associate with Phi Sigma Pi
- B.** National Events
 - i.** The National Events shall include but not be limited to the Grand Chapter Meeting, National Convention, and Alumni Convention.
 - ii.** When the Grand Chapter is not in session, a majority vote of the National Council shall be permitted to designate an event as a National Event. This designation will expire upon completion of that instance of the event.
- C.** Chapter Events
 - i.** Any event, function, activity or meeting that is organized or sponsored by any Collegiate Chapter.
 - ii.** Any event, function, activity or meeting that is advertised for or by a Collegiate Chapter,

- for which notice is given and the ad or notice contains the words "Phi Sigma Pi", the Greek letters Phi Sigma Pi, or associated logos or insignia.
- iii. Any event, function, activity or meeting that is organized, sponsored, or planned using National or Chapter funds.
- iv. Any event a reasonable observer would associate with the Chapter.
- D. Nationally Sponsored Activities are any activity, meeting or function at a National Event that meets any of the following criteria:
 - i. Organized, administered, sponsored or co-sponsored by Phi Sigma Pi;
 - ii. Appears on the National Event Agenda.

Section 6: Accessibility

- A. For all events, Collegiate Chapters shall provide reasonable accommodations for all attendees with disabilities.
- B. For all events which are mandatory for prospective members or Alumni Chapter Members the Alumni Chapter shall provide reasonable accommodations for all attendees with disabilities.
- C. For all National Events, the National Fraternity shall provide reasonable accommodations for all registered attendees with disabilities and shall require that the host venue's meeting rooms be physically accessible to all registered attendees. Any auditory, visual or additional accessibility needs must be requested through the Phi Sigma Pi National Office by the stated deadline in the registration process.
- D. Meetings, voting, and events may be conducted virtually.

ARTICLE XIII: NATIONAL COUNCIL STANDING COMMITTEES

Section 1: Composition

The Standing Committees of the National Council shall be: Awards, Scholarship & Emblem Committee; Personnel Committee; Standards Committee; Constitution & Chapter Standards Committee; and National Development Committee.

Section 2: Appointment

All Committee membership shall be appointed by the National President, and shall consist of a minimum of three (3) Members.

Section 3: Awards, Scholarship and Emblem Committee

The Awards, Scholarship & Emblem Committee shall be chaired by the National Secretary and shall include at least one (1) Member of a Collegiate Chapter and at least one (1) other National Officer. The Committee shall be responsible for reviewing the Chapters' scores for the National Awards, recommending recipients of Distinguished Service Keys to the National Council, and recommending candidates for National Honorary membership status. The Committee shall also be responsible for making recommendations to the Grand Chapter when changes are deemed necessary to the emblems, jewelry, insignia and official songs of Phi Sigma Pi.

Section 4: Personnel Committee

The Personnel Committee shall have as Members the National Vice President of Finance, the National President, at least one (1) other National Officer, and designated National Staff Member(s). The Committee shall be responsible for all issues concerning the hiring and reviewing of Phi Sigma Pi employees.

Section 5: Standards Committee

The Standards Committee, in consultation with legal counsel, shall have as Members the National Senior Vice President, two (2) other National Officers, and designated National Staff Member(s). Only National Officers shall be voting members of the Standards Committee. The Committee shall be responsible for assessing incident reports, authorizing fact-finding investigations, issuing summary suspensions, reviewing evidence from fact-finding investigations, and enacting discipline on any Member, Chapter, Association, or entity of Phi

Sigma Pi, other than the Grand Chapter, when necessary.

Section 6: Constitution and Chapter Standards Committee

The Constitution & Chapter Standards Committee shall be chaired by the National Senior Vice President. The other Committee Members shall include one (1) other National Officer and at least one (1) Collegiate Member in good standing. The Committee shall be responsible to investigate and consider improvement of the National Constitution and to make recommendations to the National Council and Grand Chapter for revision when changes are deemed advisable. The Committee shall explore methods in which Chapters can be educated on Parliamentary Procedure and Phi Sigma Pi governing documents. The Committee shall review all proposed amendments to the National Constitution for consistency in language and format compliance.

Section 7: National Development Committee

The National Development Committee shall be chaired and administered by the National President. Committee Members shall include Members in good standing who are appointed to the Committee by the National President. The Committee Members shall participate by invitation in actions and research led by National Officers to further the National development of Phi Sigma Pi in accordance with ARTICLE VIII: Duties of the National Officers. Committee Member actions and recommendations shall include improving communications and technology use, National and Chapter fund development, Chapter strength and stability, Alumni development and strengthening membership development and Initiation programs.

ARTICLE XIV: HOUSE CORPORATIONS AND CHAPTER HOUSING

Section 1: Prohibitions

No unincorporated Chapter shall own or lease real property under any circumstances.

Section 2: Incorporation

A nonprofit corporation may be incorporated by Chapter Members under the laws of the state in which the property shall be located for the purpose for owning or leasing real property. The corporation must include in its Articles of Incorporation the mission statement of Phi Sigma Pi and submit all governing documents with the incorporation application. The Chapter shall submit a copy of the Certificate of Incorporation to the National Office.

Section 3: Approval from National Council

Before a Chapter seeks incorporated status from the state, it must request and be granted approval from the National Council. If approval is granted, all documents filed to obtain incorporated status must also be provided to the National Council.

Section 4: Insurance

Any nonprofit corporation that owns or leases real property is required to maintain liability insurance on all real property owned or leased and is required to maintain any other insurance as required by the National Council on all real property owned or leased.

Section 5: Reporting

All Chapters owning or leasing property shall appoint a responsible party to make reports to the National Headquarters each academic term.

Section 6: Display of Fraternity Marks

Any corporation that wishes to permanently display any of the Fraternity's marks on the exterior of any structure, shall seek and must be granted, written approval from the National Council to do so and must comply with any stipulations required by the National Council.

ARTICLE XV: NATIONAL FINANCES

Section 1: Dues

- A. Active and Locally Inactive Members of Collegiate Chapters shall pay National Dues to Phi Sigma Pi each semester or quarter of the academic year, by dates established by the National Council, through the Collegiate Chapter Treasurer. Collegiate Chapters with sheltering institutions on a trimester or quarter system have the option, if deemed necessary by the National Office, to be assessed National Dues on a more frequent basis. However, the total annual National Dues charged in these instances shall be rounded up to the nearest whole dollar. Members shall pay all or part of the National Dues for the academic period in which the Member shall be Inducted, as determined by the National Council.
- B. Nationally Inactive Members shall be exempt from paying National Dues.
- C. Each Chapter shall submit the appropriate form along with the respective National Dues by the dates established by the National Council.

Section 2: Induction Fees

- A. The National Induction Fee for a Member shall be payable at the time of Induction. Each Collegiate Chapter shall pay all Induction Fees to Phi Sigma Pi, through the Collegiate Chapter Treasurer, by sending the fees to the National Office by a deadline determined by the National Council. Chapters may levy an additional Induction Fee in accordance with Collegiate Chapter needs.
- B. Each Chapter shall submit the appropriate forms along with the respective National Fees by the dates established by the National Council.

Section 3: Fiscal Year

Phi Sigma Pi's fiscal year shall begin July 1 and end the following June 30.

Section 4: Accounts

All cash funds of Phi Sigma Pi shall be deposited in the name of Phi Sigma Pi National Honor Fraternity in institutions which are insured. Checks, drafts and other items for collection, requiring endorsement, shall be endorsed in the name of Phi Sigma Pi National Honor Fraternity by the designated signers established by the National Council. All checks issued against any of Phi Sigma Pi's accounts shall be conveyed over the signatures of two (2) designated signers on the account.

Section 5: Investments

All bonds, securities and other investments acquired by Phi Sigma Pi shall be held in the name of Phi Sigma Pi National Honor Fraternity. All securities acquired by Phi Sigma Pi shall be held for the account of Phi Sigma Pi National Honor Fraternity in an institution which shall be a Member of the Federal Reserve System or insured by the Securities Investor Protection Corporation. All Phi Sigma Pi investment transactions, when authorized by the National Council, shall be conveyed over the signatures of two (2) designated signers on the account.

Section 6: Annual Review (Audit)

The National Council shall retain annually an independent Certified Public Accountant to review the books and accounts of the National Office and Phi Sigma Pi.

Section 7: Annual Presentation of Proposed Budget

The Vice President of Finance is to submit the proposed budget seven (7) days after approval by the National Council to each of the individual Chapters.

ARTICLE XVI: CHAPTER FINANCES

Section 1: Fiscal Year and Budget

Each Chapter shall adopt the same fiscal year as Phi Sigma Pi. The financial policies of the Chapters shall be governed by a budget adopted at the beginning of each fiscal year.

Section 2: Charter Fees

Each Chapter shall pay a Charter Fee, set by the National Council, before receiving the Chapter's Charter.

Section 3: Dues

Each Chapter shall determine the Chapter's own Dues and the date for collection.

Section 4: Accounts

All cash funds of Chapter's shall be deposited in the name of the Chapter in institutions which are insured. Checks, drafts, and other items for collection, requiring endorsement, shall be endorsed in the name of the Chapter by the designated signers established by the Executive Board. All checks issued against any of the Chapter's accounts shall be conveyed over the signatures of two (2) designated signers on the account.

Section 5: Investments

All bonds, securities and other investments acquired by the Chapter shall be held in the name of the Chapter. All securities acquired by the Chapter shall be held for the account of the Chapter in an institution which shall be a member of the Federal Reserve System or insured by the Securities Investor Protection Corporation. All investment transactions, when authorized by the Executive Board, shall be conveyed over the signatures of two (2) designated signers on the account.

Section 6: Annual Review (Audit)

The Executive Board of each Chapter shall arrange for an annual review of the accounts of the Treasurer and shall send a copy of such review to the National Office.

ARTICLE XVII: CHAPTER RECORDS AND REPORTS

Section 1: Chapter Member Contact Information

By dates established by the National Council, each Chapter shall submit to the National Office the names and addresses of the Active Members, Inactive Members and Honorary Members.

Section 2: New Member Information Form

After each Induction, by dates established by the National Council, the Chapter Secretary shall submit to the National Office the New Member Information form.

Section 3: Chapter Officers

The Chapter Secretary shall submit to the National Office, on or before the dates established by the National Council, the names of Officers elected for the ensuing year.

Section 4: Chapter Financial Reporting

The Chapter Treasurer shall submit to the National Office, by dates established by the National Council, the complete financial report for the year, attested by the Chapter President and Secretary, on the appropriate form.

ARTICLE XVIII: DISCIPLINARY ACTIONS OF THE NATIONAL COUNCIL

Section 1: Chapter Delinquencies

- A. A Delinquent Chapter is a Chapter that has failed to submit all Reports, Dues and Fees to the National Office by the appropriate deadline.
 - i. The National Office shall contact a Delinquent Chapter as soon as possible to notify it about its delinquency and make attempts to rectify the delinquency.
- B. Disciplinary Action for Chapter Delinquencies
 - i. A Delinquent Chapter shall be subject to a fine determined by the Standards Committee.
 - ii. A Delinquent Chapter shall lose all Grand Chapter voting and reimbursement privileges until all delinquencies have been resolved.
 - iii. Further disciplinary action may be taken, according to Section 2, if deemed necessary action by the Standards Committee.
 - iv. Disciplinary action levied as a result of delinquent reports, dues and fees cannot be appealed.

Section 2: Offenses

- A. The Standards Committee shall have the power to discipline any Member, Chapter, Association or entity of Phi Sigma Pi, other than the Grand Chapter.
- B. Discipline may be enacted, according to the severity of the offense, for any action that is:
 - i. A violation of the National Constitution; or
 - ii. Considered conduct unbecoming of a Member of Phi Sigma Pi; or
 - iii. Detrimental to the welfare of Phi Sigma Pi or the well-being of its Members.
- C. Disciplinary action shall include, but is not limited to, censure, probation, suspension, revoking of Chapter Charter or expulsion.
 - i. If a Collegiate Chapter is suspended the Collegiate Members of that Chapter or Association shall be considered suspended for the duration of the Chapter's suspension, unless the Standards Committee votes to remove a Member from suspension.
 - ii. If an Alumni Chapter or Association is suspended, the Alumni Members of that Chapter or Association shall be considered suspended for the duration of the Chapter or Association's suspension, unless the Standards Committee votes to remove a Member from suspension.
- D. A two-thirds (2/3) majority vote of the Standards Committee shall be necessary for disciplinary action.

Section 3: Summary Suspensions

Any National Officer serving as a Member of the Standards Committee may summarily suspend a Chapter or Member of Phi Sigma Pi whenever such action shall be believed necessary to ensure the continued, orderly functioning of Phi Sigma Pi and/or to protect life or property.

- A. A two-thirds (2/3) majority vote of the Standards Committee shall not be immediately required, but shall be obtained within thirty (30) days for the suspension to remain in effect.
- B. The National Office shall immediately notify the Chapter or Member of the suspension and instruct the Chapter or Member to not engage in any Phi Sigma Pi activities.
- C. A summary suspension may not be appealed.

Section 4: Notice and Procedure

The National Office shall notify the Chapter President, Chapter Secretary and Chapter Advisor of the disciplinary action taken against the Chapter. The National Office shall notify a Member of the disciplinary action taken against the Member. In all cases the National Office shall inform the Chapter or Member of any rights to appeal when applicable.

Section 5: Appeals

A Chapter or Member disciplined by the Standards Committee shall have the following right:

- A. Right of appeal.
 - i. Discipline levied as a result of delinquencies shall be governed by Article XVIII, Section 1.
 - ii. Summary suspensions may not be appealed.
 - iii. All disciplinary action may only be appealed to the National Council as outlined.
 - a. Within fourteen (14) days of being notified of the disciplinary action according to Section 4, an appeal may be made to the National Council by submitting a letter to the National Office explaining the reason for the appeal. The appealing party may submit any additional documentation and may request an opportunity to address the National Council.
 - b. The National Council will review the appeal and within 30 days of receiving the appellate materials render a decision to uphold, reduce, or nullify any disciplinary action. A two-thirds (2/3) vote of the National Council is required to reduce or nullify any disciplinary action.
 - c. The National Council will promptly notify the appealing party, via the National Office, of the appeal decision according to the notice requirements of Section 4.

ARTICLE XIX: NATIONAL AWARDS

Section 1: National Award Eligibility

- A. The National Award Eligibility Period shall be the same as Phi Sigma Pi's fiscal year as defined in Article XV, Section 3.
- B. National Awards shall be given out annually and recognize Chapters' achievements during the most recent National Award Eligibility Period.
- C. A Chapter must be in good standing at the time an award is bestowed in order to be eligible for a National Award.
- D. A Chapter is ineligible to receive a National Award if during any part of the National Award Eligibility Period, the Chapter:
 - i. Has been more than 30 days Delinquent as defined in Article XVIII, Section 1; or
 - ii. Has been under disciplinary sanction levied by the Standards Committee.

Section 2: Distinguished Service Keys

- A. The National Council shall be authorized to approve annually by unanimous vote in the affirmative the award of a Distinguished Service Key to a Member who has rendered distinguished service to Phi Sigma Pi and has been nominated by a Chapter or a National Council Member. Members who have rendered particularly meritorious service to Phi Sigma Pi may be recommended for the award by a three-fourths (3/4) vote of the Chapter.
- B. The National Council shall be authorized to approve annually the award of a Distinguished Service Key to a National Council Member who has rendered distinguished service to Phi Sigma Pi. The award shall require a unanimous vote in the affirmative of the National Council Members, excluding the individual nominee being considered.
- C. The Distinguished Service Keys awarded shall be purchased by appropriations from the National Treasury.

Section 3: Outstanding Chapter Award(s)

The National Council shall be authorized to approve awards for the most outstanding Collegiate Chapter(s) in Phi Sigma Pi. The award shall be evaluated based upon their respective criteria.

Section 4: Other National Awards

The National Council shall be authorized to establish additional National Awards that the National Council deems appropriate.

ARTICLE XX: JEWELRY, INSIGNIA, *RITUAL CEREMONIES* AND MEMBER LIKENESSES

Section 1: Jewelry

- A. The Official Jewelry of Phi Sigma Pi shall consist of the Official Membership Pin, the Distinguished Service Key, the Chapter Service Key, the Initiate Pin and the National Council Pin. These items shall not be given or sold to a non-Member of Phi Sigma Pi with the exception of the Initiate Pin.
- B. The Initiate Pin is a purple badge with a gold band diagonal across from bottom left to top right. The Initiate Pin shall be given to the Initiate during the Formal Pinning Ceremony and collected from the Initiate at time of withdrawal from or completion of the Initiation Program at the Formal Induction Ceremony.
- C. The Official Membership Pin is a gold pin consisting of the three letters comprising the name of the Fraternity linked diagonally. The letter Phi is superimposed upon Sigma and Pi. This pin shall be given to each New Member of the Fraternity.
- D. The Chapter Service Key is a gold rectangular pin set upon a key. The rectangle consists of the coat of arms of Phi Sigma Pi. This shall be awarded without National Council approval, based on Chapter criteria, at the Chapter's expense.

- E. The Distinguished Service Key is a gold and purple rectangular pin set upon a key. The rectangle consists of the coat of arms of Phi Sigma Pi. This pin shall only be awarded as outlined in ARTICLE XIX: National Awards.
- F. The National Council Pin is gold quatrefoil pin bearing the letters Phi Sigma Pi on a black center panel surrounded by amethysts.
- G. No official jewelry shall be worn while in the presence of alcohol except while in a formal setting. No Initiate Pin shall be worn while in the presence of alcohol.

Section 2: Insignia

- A. Any mark owned by Phi Sigma Pi may be used by any Member or Chapter without expressed written permission of the Fraternity, provided that the use is not in conflict with the purposes or image of Phi Sigma Pi. At any time permission to use the mark may be revoked.
- B. Each Member shall be provided with a Membership Certificate or "Shingle" bearing the official Coat of Arms and Official Seal of Phi Sigma Pi.

Section 3: Ritual Ceremonies

- A. Only upon completion of the membership requirements shall membership be conferred by use of *The Ritual Induction Ceremony*.
- B. *Ritual Ceremonies* that are not specifically designated for public use in *The Ritual Ceremonies Book* shall only be conducted in the presence or view of Phi Sigma Pi Members with the exception of individuals required to aid Members with special needs.
- C. Phi Sigma Pi Fraternity *Rituals Ceremonies Books* shall only be obtained from the National Office.

Section 4: Use of Member Likenesses

- A. Phi Sigma Pi shall have the right to promote various activities, events, and programs of the National Fraternity through the taking and dissemination of photographic, videographic, and sound recordings.
- B. Phi Sigma Pi shall have the right to utilize any such images or recordings (video and sound) for the purpose of internal communications, member recruitment, and/or promotional media and marketing materials.
- C. The National Council shall have the authority to establish policies and procedures relating to the creation and dissemination of such materials, as well as approve the use of such materials by Collegiate Chapters, Alumni Chapters, Alumni Associations, and any other components of Phi Sigma Pi, upon such terms and conditions as the National Council may set from time to time and in compliance with applicable law.
- D. In consideration for membership in Phi Sigma Pi, Members, prospective Members, and guests and any other individuals in attendance at Phi Sigma Pi events give irrevocable consent to the National Fraternity to use, reproduce, distribute, publish, and publicly display their image and likeness for the uses specified herein, as well as any uses authorized by policies and procedures set by the National Council, including but not limited to newsletters, marketing, publicity, recruiting, advertisements, web content, social media platforms, and internal membership announcements.

ARTICLE XXI: PROHIBITIONS

Section 1: Hazing

Phi Sigma Pi National Honor Fraternity neither approves of nor shall be responsible for actions of Members which may result in injury to persons or damage to property (i.e., "hazing"). Hazing shall be defined as any action or situation that recklessly or intentionally endangers the mental, physical or emotional health or safety of any individual, regardless of the person's willingness to participate. These actions and situations include, but are not limited to: paddling in any form; creation of excessive fatigue; physical and psychological shock; scavenger hunts which involve illegal activities; one-way road trips which leave an individual to find return transportation; wearing apparel at any time or location which is not appropriate; required engagement in public stunts or buffoonery; morally degrading games or humiliating activities; compulsory consumption of any alcoholic beverages or controlled substances or non-controlled substances; the destruction or removal of any

public or private property; any activity that could adversely affect the mental, physical or emotional health of the individual; and any other activities which are not consistent with the regulations and policies of the sheltering institution, or behavior considered as unbecoming of a Member of Phi Sigma Pi. The National Office shall investigate any Chapter or Member accused of hazing. A Chapter or Member found guilty of hazing shall be disciplined in accordance with ARTICLE XVIII, Sections 2 and 3 of the National Constitution, if the investigation conducted by the National Office (or designee) determines that there shall be a reasonable basis that violation of this Article has occurred. Additionally, Chapters and Members are criminally and personally liable for the respective actions taken. The National Office may pursue the appropriate legal action against any Chapter or Member that hazes.

Section 2: Alcohol/Illegal Substances at Chapter Events

Alcohol and/or illicit use of controlled substances shall be strictly prohibited at any Collegiate Chapter membership drive event. Any Chapter that shall be reasonably believed to have violated this section following an investigation by the National Office (or designee), shall be disciplined in accordance with ARTICLE XVIII, Sections 2 and 3 of the National Constitution. A membership drive event is interpreted as any recruitment or Initiation event that is organized for or by the Potential New Members or Initiates or requires their attendance for part or all of the time.

Section 3: Purchase of Alcohol/Illegal Substances

Collegiate Chapters are strictly prohibited from using Official Collegiate Chapter moneys for the purchase and consumption of alcohol and/or controlled substances at any Phi Sigma Pi function. Any Collegiate Chapter determined by the National Office to have violated this section, shall be disciplined in accordance with ARTICLE XVIII, Sections 2 and 3 of the National Constitution.

Section 4: Chapter Risk Management

- A. Phi Sigma Pi prohibits the illicit use of controlled substances as defined by state and federal laws at any Phi Sigma Pi sponsored event, function or meeting.
- B. Phi Sigma Pi National Honor Fraternity discourages, but does not prohibit, the use of alcoholic beverages at any Phi Sigma Pi sponsored event, function, or meeting, except as otherwise provided herein.

Section 5: Oversight by National Council

No provision of the National Constitution or other policy shall be interpreted as mandating any action which threatens the well-being or existence of Phi Sigma Pi National Honor Fraternity. The National Council shall be charged with monitoring all programs of Phi Sigma Pi and with exercising the National Council's judgment to halt any and all activities that threaten the fiscal and/or legal wellbeing of Phi Sigma Pi.

Section 6: Conflicts with Sheltering Institutions Regulations

In the event a situation arises that the regulations of a sheltering institution conflict with the National Constitution, the National Council shall have the authority to approve specific modifications to an individual Chapter's Bylaws to resolve such a conflict, provided sufficient cause and evidence is presented. Any modifications shall only apply to the individual Chapter where such a conflict arises and have no bearing on the policies, procedures or regulations applicable to any other Chapter, Association or Member.

Section 7: Ownership of Real Property

A Collegiate Chapter or an Alumni Chapter shall not own or lease real property in the name of Phi Sigma Pi or in the Chapter's name, except by means of a house corporation. Title to real property shall be acquired only by an incorporated Collegiate Chapter or an Alumni Chapter in the state in which the property shall be located.

Section 8: Member Data

- A. As a membership-based organization, Phi Sigma Pi shall have the right to collect, store, maintain, process, analyze, and utilize data and information collected from or about its Members, prospective Members, former Members, staff, donors, advisors, affiliates, and any other individual who consents to such collection (for purposes of this section, any of the foregoing are referred to as a

“data subject” and the foregoing information shall be referred to as “personal information”), in accordance with the National Constitution and national policy, and in furtherance of the Fraternity’s mission.

- B. Phi Sigma Pi shall have the right and authority to collect any personal information pertaining to data subjects as is permitted under applicable law and regulation and shall have the right and authority to utilize such personal information in any manner and to the fullest extent permitted by applicable law and regulation.
- C. The National Council shall establish a policy or policies, and from time to time in its discretion may update, amend, repeal, or replace such policy or policies, relating to technology, intellectual property, data privacy, cyber security, and data governance, including but not limited to the Fraternity’s collection, storage, processing, and use of personal information collected from or about any data subjects.
- D. The National Council’s establishment or adoption of a policy or policies shall not create any independent rights or privileges (legal or otherwise) in favor of any data subject in addition to, in excess of, or different from those rights and privileges afforded by applicable law and regulation.
- E. Collegiate Chapters, Alumni Chapters, Alumni Associations, and any other component of Phi Sigma Pi shall have the right to collect, store, process, and use personal information only as specifically permitted by the National Office or collected with consent from data subjects in accordance with such policy or policies as may be established by the National Council.
- F. Violations of the Fraternity’s policy or policies, including but not limited to the unauthorized collection, processing, or use of personal information without proper authorization or consent or otherwise in violation applicable law and regulation, may be grounds for disciplinary action.

ARTICLE XXII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Phi Sigma Pi in all cases to which they are applicable and in which they are not inconsistent with the National Constitution and any special rules of order Phi Sigma Pi may adopt.

ARTICLE XXIII: DISSOLUTION

Section 1: National Fraternity

In the event of dissolution of Phi Sigma Pi National Honor Fraternity, either by operation of the law or by action of the Grand Chapter, after the payment of all creditors, Phi Sigma Pi's assets shall be distributed to a nonprofit corporation organized and operated exclusively for charitable and educational purposes which shall have as the organization's purpose those objectives most similar to those of Phi Sigma Pi, and which shall have been qualified as tax-exempt under the United States Internal Revenue Code.

Section 2: Dissolution of a Chapter

In the event of dissolution of a Chapter of Phi Sigma Pi National Honor Fraternity, either by operation of the law, action of the sheltering institution, action of the National Council, or action of the Grand Chapter, after the payment of all creditors, the Chapter's assets shall be distributed to the National Office as a donation to the Phi Sigma Pi National Honor Fraternity for use in the Richard Cecil Todd and Claude Pennock Todd Tripod Scholarship fund. Phi Sigma Pi does not undertake the liabilities of the Chapter in the event of the Chapter’s dissolution.

ARTICLE XXIV: AMENDMENTS

Section 1: Proposals

Amendments to the National Constitution or *The Ritual Ceremonies Book* may be proposed by any Collegiate or Alumni Chapter in good standing, or any Member of the National Council. If an amendment is submitted by a Chapter, at least three-fourths (3/4) of the Members present and eligible to vote at a regularly scheduled Chapter meeting must be in favor of proposing the amendment to the Grand Chapter.

Section 2: Submission Guidelines

A. Constitution and Chapter Standards Committee Initial Review

- i. All proposals for amendments to the National Constitution or *The Ritual Ceremonies Book* shall be submitted in writing along with a written stated objective for initial review to the Constitution and Chapter Standards Committee via the National Headquarters at least one-hundred and fifty (150) days prior to the meeting of the Grand Chapter. The written objective statement shall be reviewed by the Constitution and Chapter Standards Committee.
- ii. The Constitution and Chapter Standards Committee shall review all submitted amendments to the National Constitution and *The Ritual Ceremonies Book* and provide recommendations within twenty (20) days to the submitting entity to improve the amendment and if the amendment, as submitted, meets the stated objective.

B. Submission

- i. After receiving recommendations back from the Constitution and Chapter Standards Committee the submitting entity has fifteen (15) days to determine, which, if any, germane changes it would like to make, consistent with the original objective.
- ii. All final submissions shall be submitted in writing to the Constitution and Chapter Standards Committee via the National Headquarters at least one-hundred and fifteen (115) days prior to the meeting of the Grand Chapter.
- iii. Chapters submitting proposals for amendments shall include a copy of the meeting minutes at which the proposal was approved. Proposed amendments submitted without these documents shall not be considered by the Grand Chapter.

C. Final Review

- i. The Constitution and Chapter Standards Committee shall review the final version of all amendments to ensure consistency with the National Constitution and prepare a common language, impartial summary for each amendment. This summary shall be provided to the submitting entity of the amendment no later than one hundred (100) days prior to the regular meeting of the Grand Chapter.
- ii. The submitting entity of each amendment shall have the opportunity to review the summary provided. The Committee summary and the originally written objective shall be included with the distribution of amendments in accordance with Article XXIV, Section 3.

Section 3: Distribution of Proposed Amendments

Proposals for amendments to the National Constitution or *The Ritual Ceremonies Book*, which meet the requirements outlined in Section 2, as well as a report by the Constitution and Chapter Standards Committee outlining their recommendations as outlined in Section 2, shall be distributed to the membership of Phi Sigma Pi no later than ninety (90) days prior to the regular meeting of the Grand Chapter at which they will be considered. Once the proposed amendments are distributed, they must be considered, as distributed, by the Grand Chapter.

Section 4: Approval

For all proposed amendments to the National Constitution or *The Ritual Ceremonies Book*, adoption shall require a three-fourths (3/4) vote of the Members present and eligible to vote at the Grand Chapter Meeting at which the proposal is considered.

ARTICLE XXV: SCOPE

All former Constitutions and Bylaws or parts of Constitutions and Bylaws inconsistent herewith are hereby repealed.