



## **2023 - 2025 NATIONAL COUNCIL STANDARDS**

*Adopted 4/13/2024*

### **National Council Meetings**

The National Council shall have at least two regularly scheduled in-person meetings in addition to any meetings held during the National Convention. These meetings should be set at least forty-five (45) days in advance of the proposed meeting time.

The National Council shall review and approve the Minutes from their meetings within thirty (30) days of the adjournment of each meeting. All approved Minutes shall be made publicly available on the national website within seven (7) days of approval.

National Council meetings shall be open to the Membership of Phi Sigma Pi at the discretion of the National Council.

The National President, or any two other National Officers, has the authority to call emergency meetings of the National Council. Such meetings may be held via teleconference.

Each National Officer is expected to make their best effort to attend all regularly scheduled National Council Meetings, including attending remotely when necessary. Attendance is required at the Grand Chapter meeting and National Convention, unless the National Council approves a partial or full absence. The financial responsibility of that attendance is provided for in the Operating Budget. The National Council may meet virtually in between these regularly scheduled meetings as needed.

It is understood that the National Council Members are volunteers who have job, family, and civic obligations that must at times take precedence over National Council matters. As such, general business shall be conducted in a way that provides sufficient time for review wherever possible. It is also understood that unanticipated issues and emergencies will happen that will require National Council Members to be excused.

### **Resignations**

A National Officer who intends to resign shall notify the National President in writing. In the case of the resignation of the National President, the Senior Vice President shall be notified.

The resignation shall be effective upon receipt of the letter, unless specified otherwise.

An immediate search for a replacement of a National Council Member shall be undertaken. A search for candidates suitable to fill the vacancy shall be undertaken in accordance with the procedures outlined in the National Constitution.

### **Expense Reimbursement**

National Officers may be reimbursed for any travel expenses incurred while conducting fraternity business. All expenses shall be submitted to the Executive Director and the National President within thirty (30) days. The following items qualify for reimbursement:

1. Travel and lodging for visits to Chapters, potential Chapters, or National Events, with the primary purpose of conducting official fraternity business;
2. Meals when on an official business trip. A reasonable meal allowance will be provided. The meal allowance may not be used for the purchase of alcohol;
3. Other expenses necessary to carry out the duties of the Office, when pre-approved by the Vice President of Finance and the National President.

### **Fundraising**

All Members of the National Council are expected to participate in fund-raising efforts for the fraternity. Each National Officer is expected to raise a minimum of \$1,000 per term.

### **Attire**

National Council Members should wear appropriate attire when conducting business for the fraternity.

### **Personnel**

The National Council shall be directly responsible for the hiring of the Executive Director. The candidate chosen to fulfill the position shall be approved by at least a two-thirds (2/3) vote of the National Council.

The National Council will periodically review the performance of all personnel. Any comments/concerns about personnel should be addressed to the Personnel Committee Chair.

Any comments/concerns relating to the National Council should be addressed to the National President. In instances where the concern is relating to the National President, another member of the Personnel Committee shall be contacted.

### **Contact with National Staff**

National Officers should make all requests to National Staff through the Executive Director, with copies to the National President. The National President shall maintain contact with the Executive Director no less frequently than once every two (2) weeks.

### **Alcohol Policy**

National Officers may interact socially with Members who are of legal age to consume alcohol in licensed establishments.

National Officers shall refrain from consuming alcohol with Initiates or underage Members.

### **Non-Fraternization Policy**

National Officers are expected to refrain from establishing relationships and/or engaging in activities that could affect their impartiality or compromise their ability to freely accomplish their function in the best interest of Phi Sigma Pi, or which would imply Phi Sigma Pi sponsorship or sanction of any activity not directly related to its operations.

### **Travel Arrangements**

Travel plans shall be forwarded to the Executive Director thirty (30) days prior to the date of departure, unless otherwise approved by the National President. Any additional expenses accrued thereafter shall be the responsibility of the National Officer.

### **Standards of Conduct/Conflicts of Interest**

National Officers are expected to act professionally, uphold the ideology of Phi Sigma Pi, and be knowledgeable of its practices.

National Officers shall uphold Phi Sigma Pi's commitment to being a Diverse, Inclusive, and Equitable organization as we Improve Humanity with Honor.

A National Officer shall never use or attempt to use his/her position, in a manner contrary to the interest of Phi Sigma Pi, to gain or attempt to gain anything for the private benefit of the National Officer.

National Officers shall abstain from voting upon matters whenever the matter being voted upon may have significant effect upon the financial or personal interests of the National Officer.

National Officers shall refrain from serving as an official advisor or chapter officer to a Phi Sigma Pi Chapter.

Should a National Council Member be implicated in a situation where they are involved with or have acted in a significant manner contrary to the ideals of the organization, they shall be required immediately to recuse themselves from any National Council decisions regarding the matter. Should the National President be involved, the Senior Vice President or next officer not

implicated shall assume the responsibilities of the office in dealing with Council decisions regarding the matter.

### **Non-Disclosure of Confidential Information**

A National Officer shall not use confidential information acquired in connection with Phi Sigma Pi or Phi Sigma Pi related activities for personal gain or for unauthorized purposes. “Confidential information” may include, but is not limited to, information pertaining to: financial holdings, disciplinary investigations, and personnel matters.

National Officers shall hold personnel information with the utmost confidentiality. Disclosure of personnel information is a serious offense and exposes Phi Sigma Pi to potential litigation. Any such infraction warrants the bringing forth of immediate impeachment proceedings.

### **Communication Policy**

Individual National Officers shall not establish or administer any communication channel, print or digital, that could be construed as official Phi Sigma Pi communication.

National Officers may engage in discussion with Members/Initiates using technology vehicles including, but not limited to: e-mail, e-mail listservs, forums, blogs, and social networking utilities.

When addressing a Member's inquiry related to the operation of the National Fraternity, National Officers shall clarify via an explicit statement that their response contains the personal opinion of the National Officer, and does not necessarily reflect the views of the National Council as a whole. The National Officers shall also refer the Member to National Staff for further clarification.

National Officers shall utilize their official Phi Sigma Pi email accounts when conducting fraternity business.

The National President is the official representative of the National Council, and may review the content of any official communication sent on behalf of the National Council to ensure consistent messaging and coordination with any communication undertaken by the National Staff.

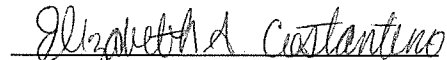
### **National Council Amendment Proposals**

As Phi Sigma Pi's board of directors, National Council is focused on the high-level strategy, oversight, and accountability of the organization. As such, an amendment proposed by any Member of the National Council should be reviewed by the broader National Council team to ensure the amendment is in alignment with the organization's mission, vision, and available resources. Each member must make all possible efforts to gain majority agreement from the National Council before proposing the amendment to the Grand Chapter before it is submitted by a Member of the National Council.

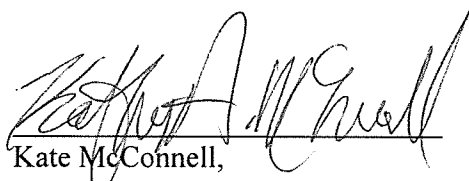
By signing below, I pledge to uphold the 2023 - 2025 National Council Standards. I understand that the National Council Standards are a guideline to govern my conduct while serving as a National Officer and I shall strive to comply with the Standards. Further, I acknowledge that a violation of the Standards may result in disciplinary action at the discretion of the National Council including, but not limited to, Censure and Impeachment.



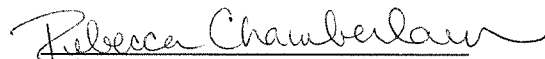
Brian Christiansen,  
National President



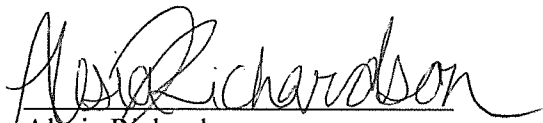
Elizabeth Costantino,  
Senior Vice President



Kate McConnell,  
National Secretary



Rebecca Chamberlain,  
Vice President of Finance



Alesia Richardson,  
Vice President of Development



Stephen Cristiano,  
Vice President of Development



Wyatt Davies,  
Vice President of Development