

**Phi Sigma Pi National Honor Fraternity**

**[Chapter Name] Chapter Bylaws**

**Ratified: //**

**Last Amended: //**

**Article I: Name, Insignia and National Affiliation**

The name of this organization shall be the [CHAPTER NAME] Chapter of Phi Sigma Pi National Honor Fraternity (hereinafter referred to as the **“[CHAPTER NAME] Chapter”** or **“Chapter”**). The [CHAPTER NAME] Chapter shall be located at the [COLLEGE/UNIVERSITY NAME] (**“Sheltering Institution”**), in [CITY, STATE]. The [CHAPTER NAME] Chapter is a chartered chapter of Phi Sigma Pi National Honor Fraternity (the **“Fraternity”**), a non-profit student organization, and shall adhere to the required policies of the Fraternity’s **National Constitution**, as same shall be amended from time to time (the **“National Constitution”**).

**Article II:** **Purpose**

**Section 1:** **Mission Statement**

As a chapter of Phi Sigma Pi National Honor Fraternity, the Chapter is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

**Section 2:** **Tripod of Ideals**

In carrying out the mission of Phi Sigma Pi, the Chapter shall strive to personify and encourage our principles through:

1. the acquisition and dissemination of knowledge through scholarship,
2. the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and
3. the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi’s ranks.

The Chapter shall constantly endeavor to make these ideals dynamic in the lives of its Members through only those aims and activities that are legal under local, state, and federal law and as permitted by the **National Constitution**, the **Chapter Operating Policies**, as amended from time to time (**“Chapter Operating Policies”**), and Sheltering Institution rules and regulations.

**Article III: Membership**

**Section 1:** **Non-Discrimination Policy**

The [CHAPTER NAME] Chapter 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 Phi Sigma Pi's programs and activities.

**Section 2: Types of Membership**

1. **Collegiate Members –** Collegiate Members are undergraduate members of the Chapter who have met the qualifications for membership to the Fraternity as set forth in the **National Constitution**.There are three classes of Collegiate Members: Active, Locally Inactive and Nationally Inactive.

**i. Active Member**

Active Members are Collegiate Members of the Chapter who have been inducted into the Fraternity by use of the *Ritual Induction Ceremony*, are in good standing with the Fraternity and complete all requirements as outlined in the **Chapter Operating Policies**. Active Members have the right to vote.

**ii.**  **Locally Inactive Member**

Locally Inactive Members are Collegiate Members of the Chapter who have requested Local Inactivity for an academic term, as set forth in the **Chapter Operating Policies**. Locally Inactive Members relinquish the right to vote during their term of inactivity.

**iii.**  **Nationally Inactive Member**

Nationally Inactive Members are Collegiate Members who have requested National Inactivity for an academic term, as set forth in the **Chapter Operating Policies** and **National Constitution**. Nationally Inactive Members relinquish the right to vote during their term of inactivity.

1. **Alumni Member –** An Alumni Member isa Collegiate Member who has withdrawn, transferred or graduated from [COLLEGE/UNIVERSITY NAME], has received Alumni Membership Status in accordance with the **National Constitution** and is in good standing with the Fraternity. An Alumni Member does not have any rights to vote.
2. **Honorary Member –** An Honorary Member isan individual who is not eligible for Collegiate Membership and has demonstrated the highest qualities of a Phi Sigma Pi Member through outstanding service to the Fraternity, campus and/or local community and has been elected as an Honorary Member in accordance with the process set forth in the **National Constitution**. An Honorary Member does not have any voting rights.

**Section 3: New Member Recruitment**

The [CHAPTER NAME] Chapter will hold Recruitment and the Initiation Program at least two (2) times each academic year in accordance with the process and procedures set forth in the **National Constitution** and **Chapter Operating Policies**.

**Section 4: Dues and Fees**

1. All Members are required to pay Local Dues according to the **Chapter Operating Policies**.
2. Members who are not Nationally Inactive are also required to pay National Dues and Fees as set by the National Council and outlined in the **National Operating Policies**.
3. Failure to pay dues according to Chapter policy may subject a Collegiate Member to disciplinary actions.

**Section 5: Transferring from Another Chapter**

A Transferring Member is a current student of [COLLEGE/UNIVERSITY NAME], who was previously inducted as a Member of another Collegiate Chapter of the Fraternity and left in good standing and has met the requirements as set forth in the **Chapter Operating Policies**. Once the requirements in the **Chapter Operating Policies** have been met, a Transferring Member shall become a Collegiate Member of the Chapter in accordance with the process set forth in the **National Constitution**.

**Section 6: Resignation**

A Collegiate Member who wishes to resign from the Fraternity must submit a request to the Chapter or the National Council per the **National Constitution** and **Chapter Operating Policies**.

**Article IV: Disciplinary Actions of the Chapter**

**Section 1: Disciplinary Process**

1. No Member who meets all requirements of an Active Member shall be denied the rights and privileges granted to Active Members in good standing. Any Member who is facing disciplinary action shall be given all applicable rights. All violations of Chapter or National policies shall be addressed by the Chapter in accordance with the **National Constitution**, **National Operating Policies** and **Chapter Operating Policies**.
2. **[ENTER ANY UNIVERSITY DISCIPLINARY ACTION FOR NON-PAYMENT AND/OR FAILURE TO ADHERE TO INTERNAL ORGANIZATION POLICY]**

**Article V: Overview of the Executive Board**

**Section 1**: **Composition of the Executive Board**

Members of the Executive Board, or Officers, of the [CHAPTER NAME] Chapter include: President, Vice President, Secretary, Treasurer, Initiate Advisor, Historian and Parliamentarian, and any additional Officers who may be nominated and elected from time to time as set forth in Section 4, below.

**Section 2:** **Eligibility of Officers**

In order to serve on the Executive Board, a Collegiate Member must be Active and in good standing at the time of election and throughout the duration of their term of office.

**Section 3: Election of Officers**

1. The election of Officers shall be conducted at a Chapter Meeting with nominations having been taken from the floor at the previous Chapter Meeting. If an office fails to garner a nomination, then nominations for that office may be taken at the Chapter Meeting at which elections are being held.
2. A simple majority of the Active Members present shall be required to elect Officers. If there are more than two (2) candidates and none receives a simple majority of votes, a run-off shall be held between the two (2) candidates with the greatest number of votes.
3. All Executive Board elections shall be conducted via secret ballot.
4. Elections shall be held at least four (4) weeks prior to the last Chapter Meeting of the [FALL/SPRING] academic term. Those elected shall be installed using *The Ritual*, as set forth in the **National Constitution**,prior to the start of their term of office.
5. The term of office shall be one (1) [CALENDAR/ACADEMIC] year.

**Section 4:** **Selection of Additional Officers**

Additional Officers may be nominated and elected by a majority of the Active Members, in their sole discretion, and shall be considered Members of the Executive Board.

**Section 5: Removal from Office**

1. A motion calling for the convening of a Trial Board shall be accepted from an Active Member for a violation of Chapter or National policy. This motion must be accepted by a two-thirds (⅔) vote of Active Members in good standing.
2. Having notified the Officer and the Chapter Advisor(s) of the time and place of the hearing, a Trial Board shall be convened to investigate the charges within two (2) weeks of the motion. The Trial Board shall consist of seven (7) Active Members in good standing, with at least one (1) Trial Board member being an Officer. All Trial Board members shall be chosen at random.
3. The Trial Board shall make a recommendation to the Chapter by the following Chapter Meeting. As part of the investigation, both the Officer being tried and the Member bringing the motion shall be granted equal time to present their sides.
4. After the Trial Board makes its recommendation to the Chapter, it shall take a three-fourths (¾) vote of Active Members in good standing to remove the Officer from their position.
5. In the event that an Officer is removed from their Executive Board position as a result of the disciplinary process, or if they choose to resign from their position, the Officer is required to immediately relinquish possession of all position-related items to the Chapter President.

**Section 6: Vacancies on the Executive Board**

1. Vacancies on the Executive Board shall be filled by nomination and election by the Active Members within two (2) Chapter Meetings after the vacancy occurs.
2. The Officer-Elect shall be installed using *The Ritual* and serve out the remainder of their predecessor’s term of office.

**Section 7: Executive Board Meetings**

1. The Executive Board shall meet at least once a week during the academic term as coordinated by the Chapter President. In the event that it is not possible to meet in person, the Executive Board may convene virtually in order to ensure the effective operation of the Chapter.
2. Special Meetings of the Executive Board may be held in the event that there is a need to convene the Executive Board prior to the next scheduled meeting. The Chapter President is responsible for collecting availability of the Officers and selecting a time that is convenient for most Officers.
3. The President shall give notice to each Officer at least 48 hours before the date and time of the meeting.
4. Quorum shall consist of a simple majority of the Officers.
5. Each Officer shall have one (1) vote.

**Article VI: Duties of Officers**

**Section 1:** **Additional Responsibilities of Officers**

1. All Officers shall perform the duties listed in the **National Constitution,** as well as any additional duties listed below.
2. All Officers should prioritize attendance at Chapter Meetings, Executive Board Meetings and Chapter Events and shall provide notice of any absence as set forth in the **Chapter Operating Policies**.
3. All Officers shall submit periodic reports as set forth in the **Chapter Operating Policies** and shall submit a final report to the Chapter Secretary by the end of the academic term.
4. Following elections, the outgoing Officer must facilitate a four (4) week transition of the forms, accounts, documents, access and similar items of their office to the incoming Officer as set forth in the **Chapter Operating Policies**.
5. **All incoming and outgoing Officers must sign an agreement confirming full awareness Chapter financial status as explained by the outgoing Treasurer.**

**Section 2: President**

The President shall:

1. Preside at all Chapter Meetings and Executive Board Meetings; .
2. Be recognized as the official representative of the Chapter;
3. Serve as the Chairperson of the Executive Board;
4. Be responsible for advising the Secretary on all Chapter correspondence;
5. Call special meetings of the Chapter;
6. Prepare the agenda in consultation with the Executive Board;
7. Be responsible for informing the Chapter about National Fraternity activities;
8. Solicit reports from all the Chapter Officers;
9. **Have access to record all monies of the Chapter and provide for the moneys’ security;**
10. Serve as the Risk Management Advisor for the Chapter;
11. Serve in the Sanction Appeal Board Pool;
12. Be a voting Member of the Executive Board.

**Section 3: Vice President**

The Vice President shall:

1. Be responsible for all duties of the President in the President’s absence;
2. Serve as the Chairperson of the Executive Council and an Ex-officio Member of the Chapter's Standing Committees;
3. Accept all official responsibilities and obligations deemed necessary by the President;
4. Appoint all non-elected positions and have removal power of all non-elected positions in the Chapter with the approval of the Executive Board;
5. Solicit reports from all the Committee Chairs;
6. Be a voting Member of the Executive Board.

**Section 4: Secretary**

The Secretary shall:

1. Keep a record of all proceedings of the Chapter, including Executive Board Meetings, and enter such minutes in a permanent record;
2. 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;
3. Be responsible for all correspondence pertaining to the Chapter and overseeing the Chapter’s official communication channels;
4. Preserve, supply and submit all National and Chapter forms, documents, records, the National Constitution, Chapter Bylaws, *The Ritual Ceremonies Book*, and other documents and supplies;
5. Oversee the submission of reports and Chapter documents to the National Office as required;
6. Be responsible for the attendance records of the Chapter;
7. Maintain the approved Chapter Roll Book requiring the signatures of all Members at the time of their Induction with all Members numbered sequentially;
8. 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;
9. Be responsible for maintaining an accurate record of Chapter membership on the official Member Roster required by the National Office;
10. Update security access to all forms, documents, accounts, etc. to reflect changes in Chapter leadership;
11. Preside over the meetings of the Chapter in the absence of the President and the Vice President;
12. Be a voting Member of the Executive Board.

**Section 5: Treasurer**

The Treasurer shall:

1. Report at the Chapter meetings the financial status of the Chapter accounts, including, but not limited to, delinquent dues;
2. Remit appropriate moneys to the National Office by the specified due date;
3. Propose, in conjunction with the Finance Committee (if any), the budget for the next fiscal year;
4. Receive and record all moneys of the Chapter and provide for the moneys’ security;
5. **Treasurer must give receipts to all Members for monies received (including dues) and provide all Members with an accounting of expenditures on a weekly or monthly basis.**
6. Adhere to the budget approved by the Executive Board and the membership of the Chapter;
7. Pay all debts and expenses;
8. Maintain a record of receipts and expenditures and balance the accounts;
9. Serve as an Ex-officio Member of the Finance Committee (if any) and all other money generating committees;
10. Preside over the meeting of the Chapter in the absence of the President, Vice President and Secretary;
11. File or cause to be filed any tax returns or other financial documents with the Fraternity, State or Federal government;
12. **Communicate with the incoming Treasurer during four-week transition period as outlined by the National Office to review Chapter’s financial standing; if Chapter’s financial standing is unknown, schedule a meeting with the National Office**
13. Be a voting Member of the Executive Board.

**Section 6: Initiate Advisor**

The Initiate Advisor shall:

1. Be responsible for reviewing and updating the Initiation Program of the Chapter as set forth in the **Chapter Operating Policies**;
2. Be responsible for maintaining and upholding the integrity of the Initiation Program of the Chapter, as set forth in the **Chapter Operating Policies**, in relation to the rules of the Sheltering Institution, and any rules established by the Fraternity;
3. Be responsible for the planning and implementation of the Initiation Program and r

reporting Initiation Program activities to the National Office as required;

1. Be responsible for ensuring that all Members have completed the Initiation Program requirements, including learning the Fraternal grip and word, prior to Induction in accordance with Fraternity standards;
2. Be a voting Member of the Executive Board.

**Section 7: Historian**

The Historian shall:

1. Keep, collect and preserve an accurate history of the Chapter;
2. Be responsible for ensuring that all promotion of the Chapter, including news items placed in local and collegiate publications, reflect the mission and ideals of the Fraternity;
3. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion;
4. Be a voting Member of the Executive Board.

**Section 8: Parliamentarian**

The Parliamentarian shall:

1. Be responsible for maintaining and upholding *Robert's Rules of Order* and overseeing the education of all Initiates and Members on the principles of parliamentary procedure;
2. Be responsible for ensuring that all National and Chapter policies are known and followed;
3. Perform such other duties as may be assigned to the Parliamentarian**;**
4. Be a voting Member of the Executive Board.

**Article VII: Chapter Committees**

**Section 1: Types of Committees**

1. **Standing Committees**

Standing Committees are primarily responsible for planning and executing Chapter Events every academic year. Standing Committees shall be composed of Active Members.

1. **Temporary Committees**

Temporary Committees may be convened by the Executive Board for a set timeframe to serve a special purpose of the Chapter. Temporary Committees cease to exist after the final report is given to the Chapter.

**Section 2: Standing Committees**

1. **[COMMITTEE NAME]**

[Committee Description]

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[Committee Description]

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[Committee Description]

1. **[COMMITTEE NAME]**

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1. **[COMMITTEE NAME]**

[Committee Description]

1. **[COMMITTEE NAME]**

[Committee Description]

**Section 3: Assigning Members to Committees**

The Vice President is responsible for assigning Members to Standing or Temporary Committees. The Members shall be assigned to the committees no later than the second (2nd) Chapter Meeting of the academic term. The number of Committee Members will depend on the committee needs according to the Committee Chair.

**Section 4: Committee Chairs**

1. **Eligibility of Committee Chairs**

In order to serve as a Committee Chair, a Collegiate Member must be Active and in good standing at the time of election and throughout the duration of their term of office.

1. **Committee Chair Elections**
   1. The election of Committee Chairs shall be conducted at a Chapter Meeting with nominations having been taken from the floor at the previous Chapter Meeting. If a position fails to garner a nomination, then nominations for that position may be taken at the Chapter Meeting at which elections are being held.
   2. A simple majority of the Active Members present shall be required to elect Committee Chairs. If there are more than two (2) candidates and none receives a simple majority, a run-off shall be held between the two (2) candidates with the greatest number of votes.
   3. All Committee Chair elections shall be conducted via secret ballot.
   4. Elections shall be held at least three (3) weeks prior to the last Chapter Meeting of the [FALL/SPRING] academic term. Those elected shall be installed using *The Ritual*prior to the start of their term of office.
   5. The term of office shall be one (1) [CALENDAR/ACADEMIC] year.

**Section 5: Vacancies of Committee Chairs**

Vacancies of Committee Chairs shall be filled by nomination and election by the Chapter within two (2) Chapter Meetings after the vacancy occurs.

**Section 6: Duties of the Committee Chairs**

1. The Chair of each committee will serve as a Member on the Executive Council, which will help to advise the Executive Board on each committee’s activities.
2. Each Committee Chair shall perform the duties as are customary to their respective committees. All Chairs are expected to meet the expectations, as set forth in the **Chapter Operating Policies**, during their term of office.
3. All Committee Chairs shall submit a report to the Chapter Vice President by the end of the academic term.
4. Following elections, the outgoing Committee Chair must facilitate a four (4) week transition of the forms, accounts, documents, access and similar items of their office to the incoming Committee Chair in accordance with the **Chapter Operating Policies**.

**Section 7: Composition of the Executive Council**

The Executive Council shall be composed of the Chapter Vice President, who serves as the Chair of the Executive Council, and the Chair of each Standing and Temporary Committee.

**Section 8: Executive Council Meetings**

1. The Executive Council shall meet at least once a week during the academic term as coordinated by the Vice President. In the event that it is not possible to meet in person, the Executive Council may convene virtually in order to ensure effective planning and execution of Chapter Events.
2. Special Meetings of the Executive Council may be held in the event that there is a need to convene the Executive Council prior to the next scheduled meeting. The Vice President is responsible for collecting availability from the Committee Chairs and selecting a time that is convenient for most Chairs.

**Article VIII: National Delegates**

**Section 1: National Delegate Selection**

A National Delegate shall be selected from Active Members, in accordance with the policies and procedures set forth in the **Chapter Operating Policies**, to represent the Chapter at the annual Grand Chapter Meeting as outlined in the **National Constitution**.

**Article IX: Chapter Advisors**

**Section 1: Eligibility of Chapter Advisors**

The Chapter Advisor shall be a full-time faculty or staff member at [COLLEGE/UNIVERSITY NAME] and meet any requirements set forth by the Sheltering Institution and the Fraternity.

**Section 2: Selection of Chapter Advisors**

The Chapter Advisor shall be appointed or elected by the Chapter in a manner approved by the [COLLEGE/UNIVERSITY NAME]. The Chapter may choose more than one (1) Chapter Advisor, at its discretion.

**Section 3: Responsibilities of Chapter Advisors**

The primary responsibility of the Chapter Advisor is to communicate and ensure adherence to the policies of [COLLEGE/UNIVERSITY NAME]. The Chapter Advisor shall fulfill any additional responsibilities of their position set forth by the Sheltering Institution and the Fraternity.

**Article X: Chapter Meetings**

**Section 1:** **Chapter Meetings**

The Chapter shall meet at least once a week during the academic term. The Chapter President shall communicate the date of the first scheduled Chapter Meeting of the following academic term at the last Chapter Meeting of the term. Chapter Meetings are conducted following *Robert’s Rules of Order, Newly Revised***.** In the event that meeting in person is not possible, a regularly scheduled Chapter Meeting may be adapted to a virtual format in order to conduct Chapter business.

**Section 2: Definition of Quorum**

Quorum shall consist of a simple majority of the Active Members in good standing.

**Section 3: Special Meetings**

A Special Meeting may be called at the discretion of the Executive Board when a matter arises requiring action prior to the next scheduled Chapter Meeting. In the event that meeting in person is not possible, a Special Meeting may be adapted to a virtual format in order to conduct Chapter business.

**Article XI: Rules and Regulations**

**Section 1: Federal, State and Local Laws**

The Chapter shall follow all federal, state and local laws.

**Section 2: Sheltering Institution Rules and Regulations**

The Chapter shall abide by all rules and regulations of [COLLEGE/UNIVERSITY NAME].

**Section 3: Policies of Phi Sigma Pi National Honor Fraternity**

The Chapter shall follow all policies as outlined in the **National Constitution, National Operating Policies,**  **National Risk Management Policy** and other documents provided by the National Office, as same shall be amended from time to time.

**Section 4: Precedence of Conflicting Policies**

Federal, state and local laws, sheltering institution rules and regulations, the **National Constitution,** and other National governing documents (in this order) take precedence over these **Chapter Bylaws.**

**Article XII: Adoption, Amendments and Dissolution**

**Section 1: Adoption**

These **Chapter Bylaws** shall become effective upon approval by the Membership of the [CHAPTER NAME] Chapter of Phi Sigma Pi Honor Fraternity and by the [COLLEGE/UNIVERSITY NAME] administration, if such approval is required in order to remain in good standing with the Sheltering Institution.

**Section 2: Amendments**

These **Chapter Bylaws** may be amended at any Chapter Meeting by a two-thirds (⅔) vote of the Chapter, provided the amendment was submitted in writing to the entire Chapter at the previous Chapter Meeting. The updated **Chapter Bylaws,** including any new amendments, shall be submitted to the [COLLEGE/UNIVERSITY NAME], if such submission is required in order to remain in good standing with the sheltering institution.

**Section 3: Dissolution**

In the event of dissolution of the [CHAPTER NAME] 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 the Grand Chapter, after the payment of all creditors, the Chapter's assets shall be distributed to the National Office as outlined in the **National Constitution**.