

**Phi Sigma Pi National Honor Fraternity**

**[Chapter Name] Chapter Operating Policies**

**Ratified: //**

**Last Amended: //**

**Purpose**

The [CHAPTER NAME] Chapter of Phi Sigma Pi National Honor Fraternity (hereinafter referred to as the **“[CHAPTER NAME] Chapter”** or **“Chapter”**) requires a set of guidelines to ensure that it conducts itself effectively and efficiently, and this written set of policies serves this purpose. Whereas the **Chapter Bylaws** as same shall be amended from time to time (**“Chapter Bylaws”**) are intended to be high level and include governance matters that are meant to be consistent over the long-term, the Operating Policies are more detailed and flexible and subject to the changing needs of the Chapter in the short term.

**Membership**

**Active Member Requirements**

Active Members of the Chapter are considered in good standing when they have met all requirements as outlined in the **National Constitution**.

Active Members must attend all Chapter Meetings and Mandatory Chapter Events, except upon providing notice of any planned or emergency absence as set forth below.

 **Attendance**

Collegiate Members should prioritize attendance at all required Chapter Meetings and Events in order to maintain good standing in the Chapter. A Collegiate Member who is unable to attend a required Chapter Meeting or Event is responsible for all communication regarding any planned or emergency absence via the official Chapter email address.

 **Planned Absence**

A planned absence is any absence that occurs as a result of an activity or event of which the Member has advance notice. In the case of a planned absence, a Collegiate Member must send an email to the official Chapter email address at least 24 hours prior to the Chapter Meeting or Event that will be missed and include the reason for the absence. When possible, supporting documentation should be provided with this notification. Communication of a planned absence at least 24 hours in advance of the Chapter Meeting or Event will qualify as an excused absence.

**Emergency Absence**

An emergency absence is any absence that occurs as a result of an unanticipated activity or event of which the Member does not have advance notice. In the case of an emergency absence, a Collegiate Member must send an email to the official Chapter email address within 24 hours following the Chapter Meeting or Event that has been missed and include the reason for the absence. When possible, supporting documentation should be provided with this notification. Communication of an emergency absence within 24 hours following the Chapter Meeting or Event will qualify as an excused absence.

 **Unexcused Absences**

An unexcused absence is any absence that results in a Member failing to attend a required Chapter Meeting or Chapter Event and also failing to communicate regarding their planned or emergency absence as outlined above. A Member with multiple unexcused absences may be subject to disciplinary action in accordance with the policies and procedures set forth herein.

**Inactivity Requests**

A Collegiate Member may request Local or National Inactivity for an academic term no later than the first Chapter Meeting of that term by sending their request in writing to the official Chapter email address.

**Officers must communicate with all Members no later than three (3) weeks prior to the member roster update due date to confirm inactivity status of Members.**

**The Chapter Secretary, or Officer managing the Chapter Admin Portal, must update the Member Roster by the first Chapter Meeting of the term with inactive members.**

**Local Inactivity**

Collegiate Members who do not meet the criteria for National Inactivity as outlined in the **National Constitution**, but are unable to meet Active Member Requirements, may be eligible for Local Inactivity. The Collegiate Member must submit a request with supporting documentation that demonstrates eligibility for Local Inactivity to the Executive Board. Examples of situations which may demonstrate eligibility for Local Inactivity include but are not limited to class schedule showing conflicts with Chapter Meetings and/or Chapter Events. Locally Inactive Collegiate Members are required to pay Local dues and National dues as outlined below. Locally Inactive Members are required to pay Local dues and National dues as outlined below.

**National Inactivity**

Collegiate Members may request National Inactivity in accordance with the requirements, policies and procedures set forth in the **National Constitution**. According to the **National Constitution**, examples of situations which may demonstrate eligibility for National Inactivity include, but are not limited to, Members 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. Nationally Inactive Members shall be exempt from paying National Dues and shall not be subject to attendance requirements of the Collegiate Chapter.

**Response to Inactivity Requests**

All inactivity requests are reviewed by the Executive Board with the decision being sent via email within one (1) week of the request, when possible, but no later than the second (2nd) Chapter Meeting of the academic term.

**Graduating Seniors**

**Chapter Officers must communicate with current Members to confirm graduation status and/or plans to graduate no later than three (3) weeks prior to the Member Roster due date. The Chapter Secretary, or Officer managing the Member Roster, must confirm graduation status by updating and/or finalizing graduated/graduating seniors in the Chapter Admin Portal no later than one (1) week prior to the Member Roster due date.**

**Alumni Members**

All Collegiate Members who are graduating may participate in the *Alumni Ritual Ceremony* during the term in which they are graduating, or at a later date, but only those Collegiate Members who are not delinquent in the remittance of dues, fees or fines to the [CHAPTER NAME] Chapter may wear Phi Sigma Pi regalia during graduation.

**Honorary Members**

Honorary Members are permitted to attend Chapter Meetings, events, and ceremonies, however, they are not required to participate in the Initiation Program or any Chapter activities. Honorary Members are not required to pay Local or National dues paid by Collegiate Members.

**Recruitment**

Identifying and attracting Potential New Members is integral to the long-term sustainability of the [CHAPTER NAME] Chapter. Recruitment is held each academic term with the goal to promote our mission and grow the Chapter. The [CHAPTER NAME] Chapter will hold Recruitment and the Initiation Program at least two (2) times each academic year per the **National Constitution**. Recruitment begins on the date of the first advertised Recruitment Event and ends with the *Ritual Pinning Ceremony*. The planning and execution of Recruitment shall meet the process and requirements set forth in the **National Constitution**.

**Recruitment Marketing**

The Chapter should utilize all available means by which to promote Recruitment on campus and via social media. All marketing materials used for promoting Recruitment must reflect the Phi Sigma Pi brand as communicated by the National Office. A Recruitment theme may be used upon approval by the Executive Board and when it does not compete with approved branding or conflict with the ideals of Phi Sigma Pi.

**Invitational Meetings**

At Invitational Meetings, Potential New Members learn about Phi Sigma Pi, our ideals, and the requirements to join.

**Recruitment Events**

Recruitment Events are where Potential New Members are introduced to the Chapter and its Members. Recruitment Events should incorporate activities demonstrating Scholarship, Leadership and Fellowship.

 **Requirements for Collegiate Members**

All Collegiate Members are expected to participate in Recruitment each academic term, including promoting Recruitment via their personal social media and by word of mouth with direction from the Recruitment Chair. Those Members who are on the Recruitment Committee may have assigned tasks as designated by the Recruitment Chair, while other Members are expected to attend Invitational Meetings and Recruitment Events to meet and interact with Potential New Members. If a Collegiate Member is unable to attend an Invitational Meeting or Recruitment Event, they should communicate with the Recruitment Chair in advance so that they can participate through purchasing food or supplies, setting up, tearing down, or other assigned tasks.

**Bid Voting**

Within 48 hours of the last Recruitment Event, the Chapter should conduct Bid Voting on all Potential New Members who are eligible to participate in the Initiation Program. This process should occur at an in person meeting when possible, but may occur via a form or at a virtual meeting.

 **Offering Bids**

Bids are offered to eligible Potential New Members by the Recruitment Chair or anyone delegated by them prior to the *Ritual Pinning Ceremony*. In addition to any process coordinated by the Recruitment Chair, a formal communication is sent via email that includes the process for accepting the bid to join Phi Sigma Pi and details related to the *Ritual Pinning Ceremony*.

**Initiation Program**

The Initiation Program begins with the *Ritual Pinning Ceremony* and ends with the *Ritual Induction Ceremony*. The timing of the *Ritual Induction Ceremony* must be communicated with Collegiate Members and Initiates at the start of the Initiation Program. A specific date and time must be provided to the Collegiate Members and Initiates at least three (3) weeks prior to the week when it will be held.

The planning and execution of the Initiation Program must meet the requirements set forth in the **National Constitution**. The Chapter must vote to approve the Initiation Program as outlined by the Initiate Advisor prior to the first (1st) Invitational Meeting of the academic term. A simple majority of the Active Members present shall be required to approve the Initiation Program as presented by the Initiate Advisor at a regularly scheduled Chapter Meeting.

 **Initiate Meetings**

The Initiate Advisor is responsible for scheduling and hosting five (5) Initiate Meetings during the Initiation Program. These meetings are to educate Initiates on the history and values of the Fraternity, assess Initiate learning in preparation for the National Exam, and foster fellowship among the Initiate Class.

 **Requirements for Initiates**

Induction into the Chapter is dependent upon each Initiate completing the Initiate requirements outlined in the **National Constitution**.

 **Opportunities for Collegiate Members**

Initiate Meetings are open to all Collegiate Members to attend, and Officers and Chairs are encouraged to attend as coordinated by the Initiate Advisor.

 **Bigs and Littles**

The purpose of assigning Bigs and Littles is to provide Initiates with a Collegiate Member or Alumni Member who will support them through the Initiation Program, as outlined in the **National Constitution**. Collegiate Members who are eligible to serve as Bigs must participate in activities designed to facilitate Big/Little Matching.

 **Big/Little Matching**

Big/Little Matching, in which a Collegiate Member is matched to one or more Initiates for the purpose of guiding them through the Initiation Program, is coordinated by the Initiate Advisor prior to the first Initiate Meeting.

 **Big/Little Reveal**

Big/Little Reveal is coordinated by the Initiate Advisor and coincides with the first Initiate Meeting of the academic term.

 **Requirements for Bigs**

Collegiate Members and Active Alumni Members who are selected to serve as Bigs are committed to serving as an example and source of guidance to their Little throughout the Initiation Program, as outlined in the **National Constitution**. Bigs are required to participate in any activity that is specifically planned with the intention of fostering fellowship between Bigs and Littles, as well as participating in Midway Review. Bigs are expected to maintain ongoing communication with the Initiate Advisor related to the progress of their Little and any issues that arise throughout the process that may impact the Initiate’s success throughout the Initiation Program or as a Member following Induction. Bigs are encouraged to speak on behalf of their Littles during the Final Vote.

**Midway Review**

The Initiate Advisor is responsible for facilitating the Midway Review process to provide feedback to each Initiate in person, including virtually, according to the **National Constitution**. The Midway Review is held approximately half way through the Initiation Program at a time when both the Initiate and their Big are able to attend, or, in the event that the Big is not available, when the Chapter President can attend. The Midway Review process should include providing positive and constructive feedback based on the *17 Characteristics of an Excellent Member*, which should be detailed and actionable, to provide an opportunity for Initiates to make improvements prior to Final Vote. Feedback should be provided to Initiates informally on an ongoing basis.

 **Final Vote**

The Final Vote that confirms Initiates for Induction into the [CHAPTER NAME] Chapter must occur at least forty-eight (48) hours prior to the scheduled *Ritual Induction Ceremony* and shall be by ballot according to the **National Constitution**. 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 to confirm an Initiate. A motion should be made to vote to confirm the entire Initiate Class, but debate on individual Initiates may occur based on the individual’s growth in the *17 Characteristics of an Excellent Member*.

**Transferring from Another Chapter**

A current student of [COLLEGE/UNIVERSITY NAME], who was previously Inducted as a Member of another Collegiate Chapter of Phi Sigma Pi and left in good standing, may submit a written request to join the [CHAPTER NAME] Chapter. The Executive Board is responsible for reviewing any written requests received from Collegiate Members who have transferred to [COLLEGE/UNIVERSITY NAME] and wish to join the [CHAPTER NAME] Chapter. A Transferring Member shall not be required to complete the Chapter’s Initiation Program, but must meet with the Executive Board prior to being inducted into the Chapter upon signing the Chapter Roll Book.Upon signing the Chapter Roll Book, the Member is a Collegiate Member of the [CHAPTER NAME] Chapter.

**Resignation**

A Collegiate Member may resign from Phi Sigma Pi by submitting a request to the Chapter, via the official Chapter email address, or to the National Council in accordance with the resignation process as set forth in the **National Constitution**.

 **Resolution of Outstanding Debts and Return of Fraternity Items**

Resigning Members are expected to take immediate action to resolve any outstanding dues, fees or fines to the Collegiate Chapter upon resignation. Resigning Members are also required to return all items bearing the name or letters of Phi Sigma Pi (e.g. Membership Pin) and those containing information confidential to Members, including the *Ceremonies and Ritual Book*, *The Scholar’s Province*, etc., to the Executive Board.

**Communication with Resigning Member**

Within 24 hours of a Member’s resignation letter being read at a Chapter Meeting, the Treasurer will email the resigning Member a complete account of the amounts owed to the Chapter and the means for remitting payment. One additional attempt to collect outstanding amounts may be made within two weeks of the resignation, which may include a phone call followed by an email.

**Chapter Officers must communicate with current Members to confirm resignation status and/or plans to resign no later than three (3) weeks prior to the Member Roster due date. The Chapter Secretary, or Officer managing the Member Roster, must confirm resignation status by updating the Chapter Admin Portal no later than one (1) week before the Member Roster due date.**

**Disciplinary Actions of the Chapter**

**Policy Violations**

Chapter Members may be disciplined for violations of federal, state or local law, or Chapter policy, including, but not limited to, non-payment of financial obligations or conduct unbecoming of a Member, in accordance with the **National Constitution**.

Conduct unbecoming of a Member includes, but is not limited to, any behavior that: causes chaos or hostility within the Chapter, causes harm to any individual or the organization as a whole, brings negative attention upon the Chapter, is contradictory to the values of Phi Sigma Pi, or constitutes a violation of Subrosa as defined below.

**Disciplinary Process**

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 Collegiate Member who is facing disciplinary action shall be given all applicable rights and is entitled to the disciplinary process as set forth herein and as required by the **National Constitution** and **National Operating Policies**. All violations of Chapter or National policies shall be addressed by the Chapter as follows:

**Initial Communication**

Upon becoming aware that a Collegiate Member’s actions are not in accordance with Chapter or National policy, a Member of the Executive Board will contact the Member to discuss expected changes to their behavior. Whenever possible, another Officer with an established rapport with the Member or the Member’s Big should be included in the conversation.

**Official Notice**

If the issue is not resolved after the initial communication, the Collegiate Member shall receive formal communication from the official Chapter email address to include the policy being violated, potential consequences and the approved disciplinary procedure. Subsequent communication, up through and including the outcome of a Chapter vote on disciplinary action, shall come from the Parliamentarian.

**Hearing Procedures**

A motion calling for the convening of a Trial Board shall be from the Parliamentarian or an Active Collegiate Member for a violation of Chapter or National Policy.

 **Communication Regarding Motion to Convene a Trial Board**

If the motion passes by a two-thirds (⅔) vote of the Active Collegiate Members in good standing, the Parliamentarian is responsible for sending an email to the Member in question from the official Chapter email address and copying in the Chapter Advisor(s) to communicate that a Trial Board has been approved. This email should request that the Member provide availability for a hearing and outline the disciplinary process and estimated timeline.

**Trial Board Selection**

Having notified the Collegiate Member and the Chapter Advisor(s) that a hearing will occur, 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. The Parliamentarian is responsible for randomly selecting Members to serve on the Trial Board using a random number generator and a numbered list of Members within 48 hours of the motion, as overseen by the Chapter President. The list of Members must not include any Members of the Executive Board. The Parliamentarian may deem a randomly selected Member ineligible to serve on the Trial Board due to a conflict of interest based on their relationship with one of the individuals involved in the matter being considered (e.g. Big of Member in question, roommate of Member who made the motion). If a Member is deemed ineligible, another Member must be randomly selected using the same method.

**Notification of Members Selected for Trial Board**

The Parliamentarian is responsible for notifying a Member who has been selected to serve on the Trial Board via email from the official Chapter email address. This should occur immediately upon selection in order to allow time for Members to recuse themselves. A Member who is selected to serve on the Trial Board may choose not to participate for any reason, but must do so via email within 24 hours of receiving the notification of their selection. If the Member is willing to serve on the Trial Board, they must respond via email to confirm within 24 hours and provide their availability for an initial meeting within five (5) calendar days.

**Convening the Trial Board**

Once all Members of the Trial Board have confirmed their participation, the Parliamentarian is responsible for scheduling a meeting, which may occur in person or virtually, but must include all selected Members and the Parliamentarian. The purpose of this meeting is to determine a time and date for the hearing, as well as an alternate time and date should the Member in question be unable to attend at the selected time. The hearing date must be at least one (1) week from the date when the Member in question will be notified. The Parliamentarian also should share with the Trial Board Members all available, and possibly confidential, information regarding the matter at hand, the responsibilities of the Trial Board, and Subrosa expectations.

**Communication Regarding Scheduled Hearing**

Upon convening the Trial Board, a date and time for the hearing must be established and communicated with the Collegiate Member and the Chapter Advisor(s). The Parliamentarian is responsible for sending an email to the Member in question from the official Chapter email address to communicate that a hearing has been scheduled and copying in the Chapter Advisor(s) . The Parliamentarian should notify the Member of their right to prepare a written statement that will be read at the hearing by the Member or the Parliamentarian, as determined by the Member in question. The Member should be instructed to forward any supporting documentation (e.g. screenshots, photos) via email to the official Chapter email address prior to the day of the hearing. The Parliamentarian also should contact the maker of the motion to convene the Trial Board to provide an opportunity for them to submit a written statement that will be read at the hearing by the Parliamentarian.

**Conducting a Trial Board Hearing**

Once all Trial Board Members and the Member in question arrive, the Parliamentarian will begin the hearing by reading the motion as it appears in the Chapter Meeting Minutes. The statement from the maker of the motion will then be read (if provided), followed by the statement from the Member in question. Both the Member being tried and the Member making the motion shall be granted equal time to present their sides. Trial Board Members may ask the Member clarifying questions and take notes as needed. If the Member has any questions, they will be answered by the Parliamentarian, who will also provide next steps before asking the Member to leave. Once the Member has left, the Trial Board Members may discuss the information provided and consider if disciplinary action is required. Disciplinary options will then be discussed. The Parliamentarian’s role is to answer questions about Chapter policy and the disciplinary process, but they shall not engage in the disciplinary review. The decision to forgo disciplinary action or to make a recommendation to the Chapter does not have to be unanimous, but should be agreed upon by a simple majority of Trial Board Members. The terms and length of any disciplinary action that is being recommended, as well as the rationale, is to be documented by the Parliamentarian and confirmed with the group before the end of the hearing.

**Consequences**

Immediately following the hearing, the Parliamentarian is responsible for communicating the Trial Board’s recommendation, including if there is to be no disciplinary action, to the Executive Board via email.

 **Probation**

A Collegiate Member may be placed on probation for violation of Chapter or National policy. If the Trial Board recommends probation for the Member in question, the Parliamentarian is responsible for announcing the recommendation and rationale to the Chapter via a motion to place the Member on probation or suspend the Member, including the terms and length of the probation. Debate and a Chapter vote should follow. A majority vote of the Executive Board shall be required to approve probation, and the terms and length of probation shall be left to the discretion of the Executive Board.

A Collegiate Member on probation relinquishes their right to vote, may not be assigned an Initiate as part of the Initiation Program and may not hold an Officer or Committee Chair position. A Collegiate Member who currently holds an Officer or Committee Chair position at the time of their probation may be required to relinquish their position as a term of their probation, at the discretion of the Executive Board.

A Collegiate Member on probation is expected to continue to fulfill regular requirements and expectations unless otherwise specified by the Executive Board. Additional requirements may be set at the discretion of the Executive Board.

A Collegiate Member who has been placed on probation may be reinstated at any subsequent Chapter Meeting by at least a two-thirds (⅔) vote of Active

 **Suspension**

If the Trial Board recommends suspension for the Member in question, the Parliamentarian is responsible for announcing the recommendation and rationale to the Chapter via a motion to suspend the Member, including the terms and length of the suspension. Debate and a Chapter vote should follow. A Collegiate Member may be suspended following a hearing with the approval of at least a two-thirds (⅔) vote of Active Members in good standing.

A Collegiate Member who is suspended shall relinquish their right to vote, may not be assigned an Initiate as part of the Initiation Program and may not hold an Officer or Committee Chair position. A Collegiate Member who currently holds an Officer or Committee Chair position at the time of their suspension shall immediately relinquish their position.

A Collegiate Member who is suspended is not expected to continue to fulfill regular requirements and expectations unless otherwise specified by the Executive Board. Additional requirements may be set at the discretion of the Executive Board.

A Collegiate Member who has been suspended may be reinstated at any subsequent Chapter Meeting by at least a two-thirds (⅔) vote of Active Members in good standing after the terms of suspension have been fulfilled.

**Expulsion**

If the Trial Board recommends expulsion for the Member in question, the Parliamentarian is responsible for announcing the recommendation and rationale to the Chapter via a motion to expel the Member, followed by debate and a Chapter vote. A Collegiate Member may be expelled following a hearing and at least a two-thirds (⅔) vote of Active Members in good standing. Any Collegiate Member who is expelled will no longer be considered part of Phi Sigma Pi, locally or nationally.

A Collegiate Member who is expelled shall immediately be relieved of all obligations to Phi Sigma Pi. If a Member owes any dues or fees at the time of their expulsion, payment is required immediately. Any items belonging to the Chapter and any items bearing the name Phi Sigma Pi (e.g., Membership Pin) and those containing information confidential to Members, including the *Ceremonies and Ritual Book, The Scholar’s Province,* etc. shall be returned to the Executive Board.

 **Communication Regarding Disciplinary Action**

The Parliamentarian is responsible for emailing the Member in question from the official Chapter email address and should include the Trial Board’s recommendation and rationale, the outcome of the Chapter vote, as well as, the terms and length of probation or suspension, as applicable. The email should be sent immediately following the Chapter Meeting where it is voted on by the Chapter. Included in the email should be a request that the Member confirm receipt and instructions for appealing the decision.

 **Process for Appeal**

A disciplined Member may choose to appeal a disciplinary decision by communicating their desire to do so via email to the official Chapter email address within 48 hours of the decision being communicated via email. The disciplinary action is upheld during the appeal process.

 **Probation and Suspension**

In the event that a Member has been placed on probation or suspended by a vote of the Chapter, the Member may appeal to the Executive Board by submitting a written statement to the official Chapter email address at least 24 hours prior to the Chapter Meeting following the disciplinary decision. The Executive Board will have one (1) week in which to convene to discuss and vote on the appeal. A three-fourths (¾) vote of the Executive Board is required to reduce the terms of suspension or reduce the disciplinary action to probation. The Parliamentarian is responsible for announcing the outcome of the appeal to the Chapter at the next Chapter Meeting.

**Expulsion**

In the event that a Member has been expelled by a vote of the Chapter, the Member may appeal to the Executive Board by submitting a written statement to the official Chapter email address at least 24 hours prior to the Chapter Meeting following the disciplinary decision. The Executive Board will have one week in which to convene to discuss and vote on the appeal. A three-fourths (¾) vote of the Executive Board is required to repeal the expulsion. If the expulsion is repealed, the Executive Board must set terms for suspension which would necessitate a debate and vote by the Chapter.

**Disciplinary Action in Accordance with [COLLEGE/UNIVERSITY NAME]**

**[ANY POLICY FOR FAILURE TO ADHERE TO INTERNAL ORGANIZATION POLICY]**

**[LINK AND/OR COPY PASTE OF UNIVERSITY’S DISCIPLINARY PROCEDURE]**

**Subrosa**

**Definition of Subrosa**

Subrosa, which means “under the rose,” is a commitment of all Phi Sigma Pi Members to protect the Fraternity’s secrets as shared in *The Ritual*. Beyond Phi Sigma Pi’s ceremonies, Subrosa constitutes an agreement between Chapter Members to conduct Chapter business with honor and integrity to maintain trust within the Chapter and protect Chapter Members and their confidential information.

 **Subrosa at Chapter Meetings**

All discussion that occurs at Chapter Meetings is considered Subrosa so that Chapter Members are free to share their viewpoints. Subrosa protects the rights of Chapter Members to make decisions, to agree or disagree, to debate, and to ultimately decide the future of the Fraternity. Only information that is included in the official Chapter Meeting Minutes may be shared with Chapter Members or others who were not in attendance.

**Executive Board**

**Officer Expectations**

In addition to the specific duties of their respective Executive Board position as set forth in the **Chapter Bylaws**, all Officers are expected to meet the following expectations during their term of office:

 **Attend Chapter Meetings and Events**

As an elected Officer of the Chapter, it is important that Executive Board Members prioritize attendance at Chapter Meetings and Events. Officers are required to provide the information for their report at the Chapter Meeting at least 72 hours prior to the start of the meeting. In the event that an Officer must be absent from a Chapter Meeting, they must notify the Chapter Secretary and President via the official Chapter email address as outlined below. An Officer who anticipates being absent during their report must coordinate with the Chapter President or another Executive Board Member to have them provide their report. When in attendance at a Chapter Event that they have not organized, it is expected that Chapter Officers be available to provide assistance when requested by the event organizer.

 **Attend Executive Board Meetings**

Officer attendance at Executive Board Meetings is important to the successful operation of the

Chapter, and it is expected that elected Officers make every effort to attend

Executive Board Meetings as scheduled. In the event that an Officer must be absent from an Executive Board Meeting, they must notify the Chapter Secretary and President via the Official Chapter email address. Excessive unexcused absences from Executive Board Meetings may result in disciplinary action as determined by the Executive Board in its sole discretion.

 **Uphold Subrosa and Protect Confidential Information**

As Members of the Executive Board, Officers are responsible for upholding Chapter policy and setting the example for other Members, including in the adherence to Subrosa. Officers should err on the side of caution when determining whether or not something falls under Subrosa and may refer to the definition of Subrosa for specific times when Subrosa applies. Some Officers may, in the course of them performing their duties, have access to confidential Member information. While this information may not fall under Subrosa, it is expected that every effort be made to protect Member confidentiality as it relates to attendance, finances, and other sensitive matters.

 **Officer Reports**

Officers are responsible for submitting a report to the Chapter Secretary prior to the last Chapter Meeting of the academic term in accordance with the **Chapter Bylaws**. The information included in this report will vary based on the Executive Board position held, but a complete report will include at minimum an overview of the academic term, key goals and accomplishments, and areas for improvement for the upcoming term. Where appropriate, this information will be used to complete end-of-term reporting with the National Office.

**Facilitate Transitions**

Officer Transitions should follow the four-week guideline as outlined by the National Office. A complete transition will include transferring access to forms, accounts, etc. to the incoming Officer prior to the end of the transition period.

 **Transition Documents**

Each Officer is responsible for maintaining a transition document that captures information related to their respective role and responsibilities. This document should be accessed online and must include the following: goals, to-do list, important dates and deadlines, and ideas for the position. The Chapter Secretary is responsible for managing access to transition documents to add the incoming Officer to the document at the time of election and to remove the outgoing Officer at the end of the transition period.

**Transition of Treasurers**

**Current Treasurer must clearly communicate Chapter financial standing to the incoming Treasurer, including (but not limited to) all debts, payment plans, explanations, and communication with National Office regarding financial status. Current Treasurer must provide access to all bank accounts and/or peer-to-peer payment services and receipts of accounting to incoming Treasurer. All incoming and outgoing Officers must sign an agreement confirming full awareness of Chapter financial status.**

**Maintain Communication with the National Office**

It is expected that all Officers communicate professionally and in a timely manner when contacted by a member of the National Staff, National Council, or an Alumni Member designated as an Advisor by the National Office.

**Executive Council**

**Chapter Committees**

Standing and Temporary Committees may be established, with Collegiate Members assigned as outlined in the **Chapter Bylaws**.

**Committee Chair Expectations**

Committee Chairs shall be elected as set forth in the **Chapter Bylaws**. In addition to the specific duties of their respective Committee Chair position, all Chairs are expected to meet the following expectations during their term of office:

**Budgeting**

Each Committee Chair is responsible for submitting a detailed budget request for the upcoming academic term by the deadline set by the Vice President.

**Event Planning**

Committee Chairs are responsible for overseeing the planning of no fewer than two (2) events per academic term, with at least one (1) event involving collaboration with another Committee. Chairs must utilize the Event Planning Form tool provided by the National Office as outlined in the **National Risk Management Policy**, as amended from time to time.

**Event Evaluations**

Committee Chairs are responsible for facilitating an evaluation of each event that they host within one (1) week of the event with the purpose of reflecting on the successes of the event and ways that the event may be improved in the future.

**Chair Reports**

Committee Chairs are responsible for submitting a report to the Vice President prior to the last Chapter Meeting of the academic term in accordance with the **Chapter Bylaws**. The information included in this report will vary based on the Committee Chair position held, but a complete report will include at minimum an overview of the academic term, key goals and accomplishments, and areas for improvement for the upcoming term. Where appropriate, this information will be used to complete end-of-term reporting with the National Office.

**Facilitate Transitions**

Upon election of Committee Chairs, each outgoing Chair is responsible for ensuring a strong transition for the incoming Chair in their respective position. Chair Transitions should follow the four-week guideline as outlined by the National Office. A complete transition will include transferring access to forms, documents, accounts, etc. to the incoming Chair prior to the end of the transition period.

 **Transition Documents**

Each Committee Chair is responsible for maintaining a transition document that captures information related to their respective role and responsibilities. This document should be able to be accessed online and must include the following: goals, to-do list, important dates and deadlines, and ideas for the position. The Chapter Secretary is responsible for managing access to transition documents to add the incoming Chair to the document at the time of election and to remove the outgoing Chair at the end of the transition period.

**National Delegates**

**Election of National Delegate**

Nominations for the National Delegate may be taken at the end of the spring academic term in the same manner as other Officer and Chair positions according to the **Chapter Bylaws**. Election of the National Delegate may occur separate from other nominations and elections as necessary to ensure reporting of the National Delegate to the National Office no later than two (2) weeks prior to the Grand Chapter Meeting in accordance with the **National Constitution**.

**National Delegate Expenses**

The Chapter shall be responsible for all expenses incurred by the National Delegate, including National Convention registration to attend Grand Chapter, travel, lodging, and meals not included in the cost of registration when the expenses have been pre-approved as part of the Chapter Budget. Funds for registration, travel, and lodging will be provided prior to National Convention, while all other expenses will be reimbursed upon presentation of appropriate receipts.

**Alternate Delegate**

Nomination and election of an Alternate Delegate may occur at the same time as the nomination and election of the National Delegate when Chapter funds can provide for the costs of National Convention registration, travel, lodging, and meals not included in the cost of registration. When Chapter funds are not available to provide for an Alternate Delegate or additional Members to attend, a Member may choose to attend at their own expense.

**Chapter Finances**

**Chapter Budget**

In accordance with the **National Constitution**, the Chapter’s fiscal year begins July 1 and ends June 30. All Chapter spending and other financial activity shall be governed by a budget. The Chapter must approve the Chapter Budget for the upcoming academic year as presented by the Chapter Treasurer by the final Chapter Meeting of the academic term. A simple majority vote is required to approve the Chapter Budget as presented.

 **Budget Requests**

The budget will include amounts designated for Chapter Events, as requested by each Committee Chair, as well as amounts for each Officer. Additional line items shall provide for National Event attendance and meeting all requirements as outlined by the **National Constitution.** Budget requests for the upcoming academic term must be submitted via the Budget Request Form no later than the second to last Chapter Meeting of the academic term. The Chapter President must approve all budget requests submitted by Officers, and the Vice President must approve all budget requests submitted by Committee Chairs. The Chapter President, in collaboration with the Executive Board, shall be responsible for submitting any general Chapter budget requests that do not fall within the purview of one of the Chapter Officers or Committee Chairs.

 **Process for Budget Request and Approval**

The Budget Request Form requires the following information, which must be included in order for the request to be considered complete: the name of the planned event, the type of items and quantity being purchased, the projected cost of each item, and a total projected cost. Whenever possible, a quote reflecting the projected costs should be included with the budget request. The Chapter Treasurer is responsible for approving all budget request submissions prior to including the approved amounts in the Chapter Budget for Chapter approval. Once approved, the budgeted amounts shall not be exceeded without prior Chapter approval through a simple majority vote or, under emergency circumstances, by a simple majority vote of the Executive Board. If expenses exceed the amount budgeted, reimbursement shall be delayed until approved by the Executive Board.

**Expenses Exceeding Budgeted Amounts**

In the event that a purchase exceeds the amount approved and the above requirements are not met, the Member who made the purchase is personally responsible for the additional amount.

**Amended Budget Requests**

Submission of the Budget Request Form is required to increase the amount approved in the Chapter Budget. Funds for additional events may also be requested via the Budget Request Form and are subject to approval by a simple majority vote of the Chapter.

**Remaining Funds**

If an event is canceled or ends up costing less than originally budgeted, remaining funds shall be held in the Chapter’s reserves (savings) for future anticipated expenses and/or portions donated to a charity of the Chapter’s choice.

**Dues and Fees**

Collection of dues and fees allows the [CHAPTER NAME] Chapter and Phi Sigma Pi National Honor Fraternity to ensure financial sustainability and provide for programming to enrich the experience of its Members.

 **Local Dues**

Collegiate Members who are Active or Locally Inactive are responsible for paying Local dues in the amount of $[AMOUNT] each academic term. The deadline for paying Local dues, shall be set by the Treasurer and announced at the first Chapter Meeting of each academic term. This due date is based on the date for submitting National dues on time.

 **National Dues**

Collegiate Members who are Active or Locally Inactive are responsible for paying National dues as outlined in the **National Operating Policies**. The deadline for paying National dues shall be set by the Treasurer at the first Chapter Meeting of each academic term based on the date for submitting National dues set by the National Office.

**Collection of Dues**

The Chapter Treasurer is responsible for the collection of Local and National dues from all Collegiate Members as outlined above. Dues payments may be provided by check or in cash with a receipt being provided by the Chapter Treasurer within 24 hours of receipt of the payment.

**Failure to Pay Dues**

Collegiate Members who fail to pay Local or National dues by the deadline set are subject to disciplinary action up to and including expulsion. **[AND IN ACCORDANCE WITH UNIVERSITY’S POLICY REGARDING FAILURE TO PAY DUES AND/OR FAILURE TO COMPLY WITH STUDENT ORGANIZATION POLICIES]**

**Communication from Chapter Treasurer**

Within 24 hours of the announced dues deadline, the Chapter Treasurer must email any Member who has failed to remit payment or communicate a need for an extension. This communication serves to remind the Member to remit payment immediately and communicates that failure to pay dues prior to the next Chapter Meeting may result in a motion to expel the Member. If dues have not been paid 24 hours prior to the next Chapter Meeting, a phone call to the Member should be made by the Treasurer, followed by an email, letting them know that a motion to expel the Member will occur at the Chapter Meeting the next day.

**Motion to Expel**

At the Chapter Meeting following the dues deadline and final notice to the Member, the Treasurer shall make a motion to expel any Member who has not paid dues and has not communicated regarding the need for an extension. Following debate on each individual Member as needed, expulsion of the Member shall be passed by at least a two-thirds (⅔) vote of Active Members in good standing.

 **Subrosa Fund**

The purpose of the [CHAPTER NAME] Subrosa Fund is to provide assistance to Members of the Chapter who may be unable to pay National or Local dues and fees during times of financial hardship. A Subrosa Fund request may be submitted by a Collegiate Member on their own behalf or on behalf of another Member at any time via email to the official Chapter email address. A request for assistance through the Subrosa Fund should include the amount being requested and the reason for the request. All information that is shared with the Executive Board as part of a Subrosa Fund request is to be held in strict confidence. The Executive Board is responsible for reviewing all Subrosa Fund requests and communicating with the requesting Member regarding their decision within two (2) weeks of receiving the request. If Subrosa Funds are approved, the Member receiving the funds will receive communication to coordinate with all details of the request being kept confidential.

**Accounts**

All cash funds of the Chapter shall be deposited in the name of the [CHAPTER NAME] Chapter in an insured financial institution or an account overseen by the Sheltering Institution. The Chapter shall maintain a minimum balance of two hundred dollars ($200.00), or greater as required by the financial institution at which the Chapter’s accounts are held. All financial accounts established by the [CHAPTER NAME] Chapter to facilitate the collection and disbursement of funds must be in the name of the Chapter and tied to the individual EIN/TIN associated with the [CHAPTER NAME] Chapter according to the IRS. The Chapter’s EIN/TIN is [EIN/TIN]. All bonds, securities and other investments acquired by the Chapter shall be held in the name of the [CHAPTER NAME] Chapter in an insured financial institution. Cash deposits shall be made within 72 hours of receipt.

 **Types of Accounts**

By majority vote, the Chapter may choose to, at any time, transfer funds from a checking account to a savings account when it makes fiscal sense to do so for the long-term financial security of the Chapter. The Chapter Treasurer is responsible for maintaining records of all transactions associated with any account held in the Chapter’s name, as well as all check books and other documentation required to access Chapter funds.

 **Access to Chapter Funds**

All accounts held in the name of the [CHAPTER NAME] Chapter must be accessible at all times by no fewer than three (3) Chapter Officers, two (2) of which must be the Chapter President and the Chapter Treasurer. To ensure financial security, the signatures of at least two (2) Officers shall be required on any financial disbursements. Only dual-signature payment instruments shall be used to draw funds against the financial accounts of the Chapter.

**Reimbursement Process**

Chapter Members may be reimbursed for the cost of materials or services purchased for the benefit of the Chapter when the cost of those materials and services has been pre-approved as part of the Chapter Budget. A Member may expect reimbursement within two (2) weeks of submitting a Reimbursement Request Form and providing an itemized receipt to the Chapter Treasurer.

 **Itemized Receipts**

An itemized receipt is a receipt that includes a detailed list of all items purchased, the date of purchase, and the method of payment. A Member must obtain a receipt at the time of purchase. It is highly recommended that Members make a copy of their receipts prior to submitting them in case any discrepancy should arise.

**Communications**

The [CHAPTER NAME] Chapter has established a variety of channels for ongoing communication amongst Members and Initiates and for use in outreach to Alumni Members, Honorary Members, Potential New Members, and additional outside entities.

 **Chapter Email**

The official Chapter email address is to be used for all communications from the Executive

Board and for submission of all Chapter forms. The official Chapter email address will be included whenever a Chapter email address is requested by the Sheltering Institution, National Office, or any outside entity. The Chapter President and Chapter Secretary have primary use of the official Chapter email address, and may send communications to Chapter Members on behalf of other Chapter Officers who will be copied on emails sent at their request. The Chapter Secretary is responsible for transitioning official Chapter email address access to the new Chapter President and Chapter Secretary upon their installation. The official Chapter email address will be exclusively used for communications relating to the Chapter and in the Member’s capacity as Officers. The official email shall not be used for any personal purposes. Any Member using the official email address for purposes outside of official Chapter business would be subject to the disciplinary processes as set forth herein.

 **Chapter Calendar**

The Chapter Calendar is the official record of all [CHAPTER NAME] Chapter meetings, events, and activities and is viewable by all Collegiate Members. The Chapter President, Vice President, and Chapter Secretary have access to add items to the Chapter Calendar.

 **Group Chat**

The Group Chat is used to facilitate conversations among Chapter Members between Chapter Meetings. All Members are expected to adhere to the applicable standards of professionalism for Chapter Meetings when posting in the Group Chat. Members should not post anything unrelated to the Chapter in the Group Chat without permission from the Chapter President. Any Member who sends inappropriate messages that constitute conduct unbecoming of a Member may be subject to the disciplinary processes as set forth herein.

 **Shared Drive**

The [CHAPTER NAME] Chapter Shared Drive has been established to organize Chapter files, forms, and other official documents and facilitate Officer and Chair transitions. Each Officer and Chair will be given access to a Shared Drive folder upon transitioning into their position. All documents and other information related to their role should be stored in the Shared Drive. The Chapter Secretary is responsible for managing access to and organizing the Shared Drive. A Chapter Officer or Committee Chair who has resigned from, been removed from, or transitioned out of their position will immediately have their security access to the shared drive revoked.

**Chapter Meetings**

**Chapter Meeting Participation**

Chapter Meetings are held to provide accountability to the Membership and to the organization's mission. Officers and Committee Chairs will provide progress reports and engage Chapter Members in making important decisions that will impact the future of the Fraternity. The meeting will follow *Robert’s Rules of Order, Newly Revised* according to the **Chapter Bylaws**. Chapter Meetings are one of the only times when all Members of the Chapter gather together. Held weekly, Chapter Meetings primarily consist of Officers and Committee Chairs providing reports on the work of their respective roles and sharing information about upcoming events. Whenever possible, time should be set aside to allow for Fellowship among Members at Chapter Meetings. In order to make Chapter Meetings as productive as possible, Chapter Members in attendance are expected to engage in Chapter Meetings when appropriate according to parliamentary procedure. If a Chapter Member is absent from a Chapter Meeting, they are expected to review the Chapter Meeting Minutes sent out by the Chapter Secretary, in order to stay up-to-date.

**Professionalism**

All Chapter Members are expected to maintain professionalism at Chapter Meetings. This includes, but is not limited to, arriving at meetings on time, paying attention throughout the duration of the meeting, and refraining from any behavior that would distract one’s self or others during Chapter Meetings. Adhering to the Code of Conduct for the Sheltering Institution and following parliamentary procedure are also expected.

**Virtual Chapter Meetings**

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.

**Chapter Events**

Chapter events include all Chapter activities that meet the criteria outlined in the **National Constitution**.

 **Mandatory Events**

Collegiate Members are expected to attend all ceremonies hosted by the Chapter, including the *Ritual Pinning Ceremony*, the *Ritual Formal Induction Ceremony*, and the *Alumni Ritual Ceremony*. Any other ceremonies contained in the Ceremonies and Ritual Book that the Chapter chooses to host also are considered mandatory, as well as Risk Management Events as required by the **National Constitution**.

 **Risk Management Events**

Risk Management Events are those events that highlight the issue of hazing and the responsibilities and liabilities of alcoholic beverages and illicit controlled substances. Risk Management Events may also include discussion of other topics related to physical, reputational, emotional, financial, and facilities risks. The objective of Risk Management Events is to educate Initiates and Chapter Members on the [CHAPTER NAME] Chapter Risk Management Policy. Risk Management Events shall take into consideration any risk management program already instituted at the Sheltering Institution and must be in compliance with all regulations set forth by the Sheltering Institution, the National Fraternity, as well as all federal, state, and local laws. The Chapter President, who serves as the Risk Management Advisor, is responsible for ensuring proper planning and execution of at least one (1) Risk Management Event per academic term.

 **Additional Mandatory Events**

The Executive Board has the discretion to make an event mandatory for all Members when deemed necessary or when required by the sheltering institution or National Office.

**Tripod Events**

Tripod Events are Chapter Events that include activities associated with one or more of the Fraternity’s Tripod: Scholarship, Leadership, and Fellowship. It is possible for a Tripod Event to include aspects of all three of these ideals. The Chapter is devoted equally to Scholarship, Leadership, and Fellowship, and the types of Chapter Events should be balanced to reflect this.

 **Scholarship Events**

Scholarship Events are events planned and hosted by the Scholarship Committee/ Scholarship Committee Chair. The objective shall be to promote lifelong learning among Chapter Members. Scholarship Events are to foster curiosity, create opportunities for learning, and encourage Members to share their knowledge with others. There should be no fewer than two (2) Scholarship Events hosted each academic year.

 **Leadership Events**

Leadership Events are events planned and hosted by the Leadership Committee/ Leadership Committee Chair. The objective of Leadership Events shall be to inspire Chapter Members to lead through service. Leadership Events are to create opportunities for Members to develop as leaders and then apply their skills to serve others. There should be no fewer than two (2) Leadership Events hosted each academic year.

 **Fellowship Events**

Fellowship Events are events planned and hosted by the Fellowship Committee/Fellowship Committee Chair. The objective of Fellowship Events shall be to cultivate lasting fraternal bonds. Fellowship Events are to foster relationships among Chapter Members and provide an environment that is welcoming and accepting of all. There should be no fewer than two (2) Fellowship Events hosted each academic year.

**Fundraising Events**

Fundraising Events are events planned and hosted by the Fundraising Committee/Fundraising Committee Chair. The objective of Fundraising Events is to raise money to supplement the income brought in by dues and fund Chapter activities, events, and/or support a charitable organization. Proceeds from Fundraising Events may be donated to HOBY or another philanthropic organization when approved by a simple majority vote of the Chapter.

**Alumni Relations Events**

Alumni Relations Events are events planned and hosted by the Alumni Relations Committee/Alumni Relations Committee Chair. The objective of Alumni Relations Events is to foster interactions between Collegiate Members and Alumni Members to maintain bonds of lifelong Brotherhood. To do so, the Chapter will maintain communication with Alumni Members throughout the academic year, including sending an Alumni Newsletter once per academic term.

**Chapter Awards**

The [CHAPTER NAME] Chapter shall recognize outstanding Member achievements each academic term. Awards may be given out at an event at the end of the academic year or at the last Chapter Meeting of the year in the absence of an event being held.

**Chapter Service Key**

The Chapter Service Key is the highest honor the Chapter can bestow upon any Active Collegiate, Alumni, or Honorary Member as outlined in the **National Constitution**. The Chapter Service Key is reserved for those Members that have consistently demonstrated dedication and service to the ideals of the Fraternity and the Chapter above and beyond that which is expected of all Members. There is no requirement to award a Chapter Service Key each term, nor is there a limit on how many Chapter Service Keys may be awarded at any time.

**Process**

To be considered for a Chapter Service Key, an Active Member in good standing may be nominated by a Collegiate Member in good standing. To preserve confidentiality, a petition may be used to obtain signatures from a three-fourths (¾) majority of all Collegiate Members. The petition must be verified by the Chapter President before the Executive Board approves the awarding of the Chapter Service Key by a three-fourths (¾) majority vote. A past Chapter Service Key recipient, another notable Member of the Chapter, or the Chapter President may be selected to present the Chapter Service Key.