

National Operating Policies

Amended April 28, 2022

The National Operating Policies (“NOP”) contains the official policies of Phi Sigma Pi National Honor Fraternity established and amended only by majority vote of the Phi Sigma Pi National Council. No Chapter or Association shall establish policy, procedures or guidelines that are not consistent with the policies contained within this document, the National Constitution, or any other published National Policy. The National Council will serve as the only authority to interpret the National Operating Policies.

The National Office welcomes your comments concerning all policies of Phi Sigma Pi. Please contact us at pspoffice@phisigmapi.org or (717) 299-4710.

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COLLEGIATE CHAPTER OPERATIONS

Membership Drives

- A. Each Collegiate Chapter shall hold a minimum of two (2) membership drives per academic year, with no more than one (1) membership drive held each semester or quarter. A membership drive consists of a recruitment period and an Initiation period.
- B. The recruitment period begins on the date of the first advertised recruitment event and ends with the Ritual Pinning Ceremony.
- C. The Initiation period begins with the Ritual Pinning Ceremony and ends with the Ritual Induction Ceremony.
 - a. All events planned for or by the Initiates and approved by the Chapter during the membership drive shall be referred to as Initiation events.
 - b. At these Initiation events, the expressed purpose shall be the education of Initiates in accordance with the Chapter and National guidelines.
 - c. No Initiation period may begin without selecting the week of the Ritual Induction Ceremony, and communicating this time range to both the Collegiate Members and Initiates. A specific date and time must be provided to the Collegiate Members and Initiates at least three weeks prior to the communicated week.
- D. The National Council shall have the authority to exempt a Collegiate Chapter from the provisions of this requirement, provided exemption from this requirement shall be in the best interest of the Collegiate Chapter and Phi Sigma Pi.

Recruitment and Initiation Requirements

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

- A. Recruitment. Each Collegiate Chapter shall, at least,
 - a. Hold two separate Information Sessions at the beginning of the recruitment period with the purpose of demonstrating to prospective Initiates both the ideals of Phi Sigma Pi and the requirements of the recruitment and Initiation processes;
 - b. Hold two recruitment events for the purpose of allowing prospective Initiates to become better acquainted with the Collegiate Members.
- B. Initiation. Each Collegiate Chapter shall, at least,
 - a. Hold an Initiation Program that does not span more than one academic semester or quarter;
 - b. Hold a minimum of five Initiate Meetings;
 - c. Require the Initiate class to complete at least one event that represents the ideals of Phi Sigma Pi as outlined in Article II, Section 2;
 - d. Require each Initiate to attend at least one Collegiate Chapter Meeting at the sheltering institution;
 - e. Assign each Initiate to one or more Collegiate Members or Active Alumni Members of a Collegiate Chapter. The Collegiate Members or Active Alumni Members shall serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program;
 - f. Issue copies of, and educate the Initiate on content contained in, the Scholar's Province, the governing documents of the National Fraternity, and the governing documents of the Collegiate Chapter;
 - g. Require all Initiates to learn the Fraternity Songs;
 - h. Require all Initiates to learn the Fraternity's history and the Collegiate Chapter's history;

- i. Require all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam.
- j. Ensure each Initiate is provided feedback in person at least once on the Initiate's progress on the requirements of the Chapter Initiation Program.

Initiate Risk Management Membership Agreement

- A. All Initiates shall be required to sign the Risk Management Membership Agreement by the established due date. In the event an Initiate fails to sign the Risk Management Membership Agreement by the established due date, the National Staff will provide outreach in an effort to get the form signed.
- B. If the Initiate has not signed the Risk Management Membership Agreement one within two weeks following the due date, the Initiate will be considered to have resigned from the Chapter's Initiation Program. Any Initiate who resigns from the Initiation Program under this provision shall not be eligible to restart the Initiation Program until the following academic term semester/quarter.

Advisors

Chapter Advisors

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

Alumni Advisors

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

Special Membership Designations

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

Founding Members

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

Charter Members

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

Honorary Members

Honorary Members shall not be required to participate in any Chapter's Initiation Program and shall not obtain the status of Collegiate Membership.

Transfer from one Collegiate Chapter to Another

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

Resignation

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

If submitting by way of the National Council, the Member shall submit their letter via the National Staff. Upon review of the letter by the National Council, the Membership of the Member seeking to resign shall be terminated. Former Members who have resigned via the National Council are not eligible for reinstatement into Phi Sigma Pi without at least a two-thirds (2/3) vote of the National Council.

Chapter Finances

National Dues

- ***Collegiate National Dues:*** Semester Schools: \$72/semester (paid twice a year) Quarter Schools: \$48/quarter (paid three times a year)
- ***Induction Fees:*** All New Collegiate Members: \$105 (paid only once)
- ***Charter Fees:*** All Members who join a Collegiate Chapter during the charter semester/quarter: \$102 charter fee (paid only once, non-refundable)
- ***Insurance Fees:*** Semester Schools: \$6 per Member per semester (paid twice a year) Quarter Schools: \$4 per Member per quarter (paid three times a year)

Accounts

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

Investments

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

Annual Review (Audit)

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

CERTIFICATE OF INSURANCE REQUESTS

Official requests for a certificate of insurance with additional insured(s) must be received by the National Office at least 45 days in advance of the due date.

- Cost to process- \$250.00

Official requests for a general certificate of insurance must be received by the National Office at least 15 days in advance of the due date.

- Cost to process- None

*If you are unsure of the type of certificate of insurance required, please contact riskmanagement@phisigmapi.org for more information.

Chapter Violations

Chapter Delinquencies

If the appropriate materials required of a Chapter are not postmarked or electronically marked **on** or before the designated due dates, the items will be considered late. When a Chapter is late with dues, fees, or forms, the National Staff shall contact the Chapter.

If the delinquency is not resolved within *two weeks* following the due date, the National Staff shall send a notice of delinquency to the Chapter President and the Officer(s) pertinent to the violation (i.e., for forms, the Secretary; for monies, the Treasurer). **This notice will be accompanied by a fine of \$20.00 per outstanding form and for any outstanding monies.**

A second notice of delinquency and warning of probation will be issued *four weeks* after the due date. **This will carry a fine of \$30.00 per outstanding form and \$50.00 for any outstanding amount of monies.**

If the violation and subsequent fines are not resolved within *six (6) weeks* after the original due date, the National Council shall review the situation for consideration of additional disciplinary action against the Chapter.

Fines

The total monetary value of all fines due to the National Office shall not exceed \$500 per academic year for any Chapter.

All Chapter fines received by the National Office shall be donated directly to the Phi Sigma Pi Leadership in Action Fund, unless otherwise directed by the National Council.

Disciplinary Actions of Collegiate Chapters

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

COLLEGIATE CHAPTER OFFICERS

Duties

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

President

The President shall:

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

Vice President

The Vice President shall:

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

Secretary

The Secretary shall:

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

- J. Preside over the meetings of the Chapter in the absence of the President and the Vice President;
- K. Be a voting Member of the Executive Board.

Treasurer

The Treasurer shall:

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

Initiate Advisor

The Initiate Advisor shall:

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

Historian

The Historian shall:

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

Parliamentarian

The Parliamentarian shall:

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

Additional Officers

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

Officer Transitions

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

Officer Reports

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

ALUMNI ORGANIZATION OPERATIONS

Chartering Process

An interest group composed of at least ten (10) Alumni in a particular geographic region is required for the National Council to consider a petition to charter an Alumni Chapter.

CHAPTER HOUSING POLICIES

Incorporation

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

Prohibitions

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

Approval from National Council

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

Insurance

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

house corporation through the Phi Sigma Pi Insurance Coverage and the premium shall be paid to the National Office within that current coverage fiscal year.

If a house corporation wishes to seek outside insurance, all owned real estate property must maintain at least the following insurance on that property:

- General Liability
- Directors and Officers Liability
- Property

Specific additional housing rules and risk management policies may enable a reduction in the cost of insurance premiums. Interested Chapters should seek recommendations from the Insurance Provider with the assistance of the National Office

Reporting

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

Any Chapter that leases through a house corporation or any house corporation that owns property must submit the following documents to the National Office at the time the property is leased or purchased and each following academic term:

- Lease agreement between the Landlord and house corporation
- Proof of Landlord's liability coverage on the property
- Lease agreement(s) between the house corporation and Member(s) living on the Property
- Housing agreement between the house corporation and each Member of the Chapter
- Proof/Certificate of Insurance and Summary of Coverage
- Chapter Properties List
- Proof/Certificate of Renters Insurance as held by each Member living on the property or a declarations page from the renter's parent's homeowner's policy if covered under there
- House and Event Risk Management Policy

Display of Fraternity Marks

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

MEETINGS AND EVENTS

Collegiate Chapter Meetings

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

Alumni Chapter Meetings

- A. There shall be a meeting at least two (2) times per calendar year.
- B. A quorum for an Alumni Chapter meeting shall consist of a majority of the Alumni Chapter Members.

National Events

The National Events shall be the Grand Chapter Meeting, National Convention, Alumni Convention and Leadership Academy.

Chapter Events

Chapter Events shall be:

- A. Any event, function, activity or meeting that is organized or sponsored by any Collegiate Chapter.
- B. Any event, function, activity or meeting that is advertised for or by a Collegiate Chapter, for which notice is given and the ad or notice contains the words "Phi Sigma Pi", the Greek letters Phi Sigma Pi, or associated logos or insignia.
- C. Any event, function, activity or meeting that is organized, sponsored, or planned using National or Chapter funds.
- D. Any event a reasonable observer would associate with the Chapter.

Nationally Sponsored Activities

Nationally Sponsored Activities are any activity, meeting or function at a National Event that meets any of the following criteria:

- A. Organized, administered, sponsored or co-sponsored by Phi Sigma Pi;
- B. Appears on the National Event Agenda.

Accessibility

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

GRAND CHAPTER POLICIES

National Alumni Association (NAA) Delegates and Alternates

Nominations may be made by any NAA Member in good standing and shall be held open until thirty (30) days prior to the registration deadline for the Grand Chapter Meeting at which they will serve.

The election period for NAA Delegates and Alternates shall be open immediately following the close of nominations.

Each NAA Member shall select, in order of preference, up to four choices from the available nominees.

Elections shall be held using an instant run-off system, selecting the top four nominees, ordered by preference. The top two nominees shall serve as the NAA Delegates. The next two nominees shall serve as the NAA Alternates.

The execution of the voting process shall be determined by the National Office, and may be held via electronic voting method.

Reimbursement of Travel Expenses

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

Failure to Attend Grand Chapter

Any Chapter that does not send an Official Delegate to Grand Chapter shall be fined \$350 plus the cost of one full National Convention registration. Additionally, the Chapter will be placed on probation until the Chapter has met the requirements set forth by the National Council.

The National Convention registration fee is exclusive of yearly fine totals. This is a result of the constitutional requirement of all Chapters being responsible for Grand Chapter registration and other fees for the Official Delegate.

NATIONAL OFFICE POLICIES

National Council Election Procedures

- A. The candidate for each National Council position shall be given the opportunity to deliver a speech to the Grand Chapter. The order in which the candidates speak shall be determined by the drawing of lots. Immediately following each candidate's speech, the candidate shall be given the opportunity to answer questions posed by the Grand Chapter. During each candidate's speech and the following period of questions, no other candidates for the National Council position shall be present.
 - a. If a candidate has registered for the Grand Chapter Meeting and is not able to physically attend, they shall have the options of submitting a written speech which shall be read by a Member of the candidates choosing who is also registered for Grand Chapter, submitting a video to be played to the Grand Chapter, and/or calling into the meeting via telephone or video chat. The candidate shall be responsible for making arrangements for any of these options and for overcoming any related technological challenges. There shall be a period of questions allowed.
- B. After all of the candidates for each National Council position have been given the opportunity to speak and answer questions, the Grand Chapter shall enter a period of pro/con debate. The merits of each candidate shall be discussed in turn, in the order previously determined by the drawing of lots.
- C. Following debate, a vote shall be conducted by ballot. All ballots shall include an option to vote for 'none of the listed candidates'. These votes shall be tabulated along with all the votes for listed candidates.
- D. The Chair shall appoint Tellers of Election who are members of the Fraternity or National Staff. The Tellers of Election shall not be candidates for National Council or Delegates or Alternate Delegates of the Grand Chapter. The Tellers of Election shall report the result of each vote to the Chair. The Chair shall announce the result of each vote. Following the determination of a winner, the Tellers of Election shall report the election result of the vote to the Chair. The Chair shall announce the result of each election.
- E. For each Officer election, or set of elections where more than one candidate may be elected, each Delegate shall receive one ballot where they shall vote for up to the number of open positions by selecting their preferred candidate(s) or the option 'none of the listed candidates.' The votes shall be in unranked order and a candidate may only receive one vote per ballot.

Delegates may use as many of their available votes on 'none of the listed candidates' as they choose.

- F. Should any number of candidate(s), equal to or less than the number of positions, receive votes on a majority of the first round ballots they shall be announced as an Officer-elect. If more candidates than the number of open positions receive a majority of votes on one ballot, then the candidate(s) with the most votes shall be announced as an Officer-elect.
 - a. The candidates for a run-off vote, if allowed, shall be determined as follows:
 - i. If the election is for a single open position with more than two candidates and none of the candidates receive votes on a majority of the first round ballots, a run-off vote shall be held consisting of the two candidates who received the most votes.
 - ii. If the election is for more than one position with more candidates than open positions, and any number of those positions are not filled by enough candidates receiving votes on a majority of the first round ballots, a run-off vote shall be held. The run-off shall include a number of candidates equal to the number of open positions plus one.
 - iii. A run-off vote shall not occur in any other circumstances.
 - iv. A tie-breaking vote shall occur if needed to determine the candidates moving into the run-off vote.
 - b. Each Delegate shall receive one run-off ballot where they shall vote for up to the number of open positions by selecting their preferred candidate(s) or the option 'none of the listed candidates.' The votes shall be in unranked order and a candidate may only receive one vote per ballot. Delegates may use as many of their available votes on 'none of the listed candidates' as they choose.
 - c. Only one run-off round of voting shall occur.
- G. A tie breaking vote shall occur only if a tie breaking vote would give a candidate the majority needed to win a majority or if otherwise specified in this Section.
- H. Any position not filled under this Section shall be considered vacant after the installation of the newly elected National Council and filled by the vacancy policy in Article VII, Section 6.

National Council Standards

All National Officer candidates shall be provided with a copy of the National Council Standards and, if elected, shall adhere to all National Council Standards during their term of office.

Shared Responsibilities and Oversight

National Events

Planning of National Events, including locations, budgeting, costs, contracts, programming and any additional needs shall be managed by the National Staff. National Council has the authority to set strategy to provide National Staff further guidance on any issues pertaining to event planning.

Expansion

The National Staff shall be responsible for expansion to and provision of on-going support of Collegiate Chapters to foster long-term sustainability. This shall include selecting prospective expansion locations, conducting the colonization process and providing additional support for newly-chartered Chapters.

The National Council has the authority to set additional strategies to provide National Staff further guidance on expansion.

Forms

The National Staff may modify, combine, and eliminate any forms deemed unnecessary or redundant.

Technology

The National Staff shall be responsible for maintaining any technology needs used by the National Office. The National Council shall have the authority to make budgetary decisions related to technology needs. Product selection, purchases, and upkeep shall be at the discretion of the National Staff.

Mileage Reimbursement

The National Council and official representatives of Phi Sigma Pi, when on Fraternity business, may be reimbursed on the mileage reimbursement found in the rate schedule, which is reviewed each fiscal year as part of the budget process. Tolls will also be reimbursed if receipts are provided. Prior authorization of travel by the National Office is required before reimbursement will be considered.

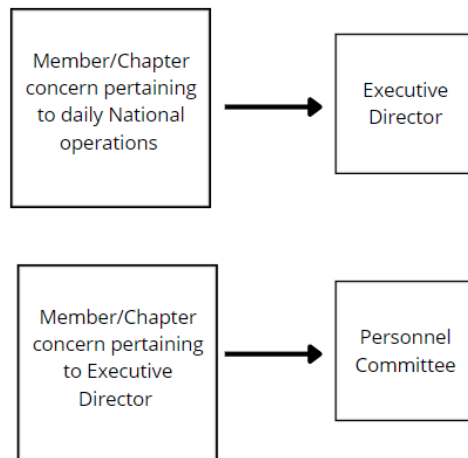
Personnel Process

Phi Sigma Pi employs a professional staff managed by the Executive Director. National Staff, through the Executive Director, work at the direction of the National Council. As a result, Members, Chapters and Associations are discouraged from publicly criticizing National Staff for policy or operational decisions.

Comments/concerns regarding the operations of the National Staff should be forwarded to the Executive Director. Those relating to personnel shall be forwarded in writing. If the concern pertains to the Executive Director, documentation should be sent to the Personnel Committee of the National Council via the National President or Vice President of Finance (constitutionally required participants on the Personnel Committee).

All comments/concerns will be addressed in an efficient manner. However, those concerns relating to personnel are confidential under the statutes of the Commonwealth of Pennsylvania and therefore, the manner in which they are addressed may not be shared.

If after contact with the Executive Director the concern still exists, the Member, Association or Chapter may directly contact the Personnel Committee of the National Council.



NATIONAL AWARDS, SCHOLARSHIPS, & JEWELRY

National Award Eligibility

- A. The National Award Eligibility Period shall be from the start of one National Awards Banquet until the start of the following National Awards Banquet.
- B. National Awards shall be given out at a National Awards Banquet and recognize Chapters' achievements during the most recent National Award Eligibility Period.
- C. A Chapter must be in good standing at the time of the National Awards Banquet in order to be eligible for a National Award.
- D. A Chapter is ineligible to receive a National Award if during any part of the National Award Eligibility Period, the Chapter:
 - a. Has been more than 30 days Delinquent as defined in Article XVIII, Section 1; or
 - b. Has been under disciplinary sanction levied by the National Council. Section
- E. To be eligible to receive a National Award, Chapters must have all National Forms, Dues, Induction Fees, outstanding debts, and other requirements as specified by the National Office reconciled before May 15 for semester schools, June 15 for quarter schools, and June 1 for Alumni Chapters.
- F. Chapters on probation or suspension for any portion of the academic year are ineligible to receive any National Awards for that academic year.

Distinguished Service Keys

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

Outstanding Chapter Award(s)

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

Other National Awards

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

National Scholarships Eligibility

- A. Scholarship applicants may apply multiple times, but may only receive each scholarship once.
- B. Applicants for Scholarships must submit the required materials by the following deadlines:
 - a. Richard Cecil Todd & Claudia Pennock Todd Tripod Scholarship—April 15
 - b. Rolla F. Wood Graduate Scholarship—April 15

- C. Completed applications shall be submitted to the National Council for review within 10 business days after the deadline.
- D. All applicants will be informed of receipt of their application.
- E. The scholarship recipients will be notified of their selection and will be publicly announced at the following National Convention Awards banquet.
- F. In addition to the eligibility requirements listed on each Scholarship application, each applicant shall be a Member of Phi Sigma Pi National Honor Fraternity in good standing with the Chapter and National Office.

Jewelry

- A. The Official Jewelry of Phi Sigma Pi shall consist of the Official Membership Pin, the Distinguished Service Key, the Chapter Service Key, the Initiate Pin and the National Council Pin. These items shall not be given or sold to a non-Member of Phi Sigma Pi with the exception of the Initiate Pin.
- B. The Initiate Pin is a purple badge with a gold band diagonal across from bottom left to top right. The Initiate Pin shall be given to the Initiate during the Formal Pinning Ceremony and collected from the Initiate at time of withdrawal from or completion of the Initiation Program at the Formal Induction Ceremony.
- C. The Official Membership Pin is a gold pin consisting of the three letters comprising the name of the Fraternity linked diagonally. The letter Phi is superimposed upon Sigma and Pi. This pin shall be given to each New Member of the Fraternity.
- D. The Chapter Service Key is a gold rectangular pin set upon a key. The rectangle consists of the coat of arms of Phi Sigma Pi. This shall be awarded without National Council approval, based on Chapter criteria, at the Chapter's expense.
- E. The Distinguished Service Key is a gold and purple rectangular pin set upon a key. The rectangle consists of the coat of arms of Phi Sigma Pi. This pin shall only be awarded as outlined in ARTICLE XIX: National Awards.
- F. The National Council Pin is a gold quatrefoil pin bearing the letters Phi Sigma Pi on a black center panel surrounded by amethysts.
- G. No official jewelry shall be worn while in the presence of alcohol except while in a formal setting. No Initiate Pin shall be worn while in the presence of alcohol.

PROHIBITIONS

Hazing

Phi Sigma Pi National Honor Fraternity neither approves of nor shall be responsible for actions of Members which may result in injury to persons or damage to property (i.e., "hazing"). Hazing shall be defined as any action or situation that recklessly or intentionally endangers the mental, physical or emotional health or safety of any individual, regardless of the person's willingness to participate. These actions and situations include, but are not limited to: paddling in any form; creation of excessive fatigue; physical and psychological shock; scavenger hunts which involve illegal activities; one-way road trips which leave an individual to find return transportation; wearing apparel at any time or location which is not appropriate; required engagement in public stunts or buffoonery; morally degrading games or humiliating activities; compulsory consumption of any alcoholic beverages or controlled substances or non-controlled substances; the destruction or removal of any public or private property; any activity that could adversely affect the mental, physical or emotional health of the individual; and any other activities which are not consistent with the regulations and policies of the sheltering institution, or behavior considered as unbecoming of a Member of Phi Sigma Pi. The National Council shall investigate any Chapter or Member accused of hazing. A Chapter or Member found guilty of hazing shall be disciplined in accordance with ARTICLE XVIII, Sections 2 and 3 of the National Constitution, if the investigation conducted by the National Council (or designee) determines that there shall be a reasonable basis that violation of this Article has occurred. Additionally, Chapters and Members are criminally and personally liable for the respective actions taken. The National Council may pursue the appropriate legal action against any Chapter or Member that hazes.

Alcohol/Illegal Substances at Chapter Events

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

Purchase of Alcohol/Illegal Substances

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

Chapter Risk Management

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

Oversight by National Council

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

Conflicts with Sheltering Institutions Regulations

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

Ownership of Real Property

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

Distribution of Membership Lists

- A. Member and Prospective Member information shall be defined to include any identifying information regarding a Member or Prospective Member of Phi Sigma Pi which is submitted to Phi Sigma Pi, including but not limited to, their name, address, telephone number and email address. This information shall be considered confidential and may only be used as defined within this section.
- B. The National Office shall have the ability to collect any information pertaining to a Member or Prospective Member that is legally permissible. The National Office shall take any reasonable steps necessary to protect any information collected. No Member or component of Phi Sigma Pi, as defined in Article III, Section 2, shall attempt to take or duplicate any of this information from the National Organization without first obtaining permission of the National Council. Any Member or component of Phi Sigma Pi who comes into possession of information inappropriately acquired from the National Organization shall not have permission to use or distribute that information.
- C. The National Office shall be allowed to use any information acquired from any Member or prospective member for any official communication from the National Office.
- D. Collegiate Chapters, Alumni Chapters and Alumni Associations may use Member information they have properly acquired, either through its own means or with permission of the National Council, for communication to their own Membership or Prospective Members.
- E. Any prospective Chapters or Associations shall be considered entities managed by the National Organization, until Chartered or approved, and permitted to use Prospective Member information for the purposes of communication related to those expansion activities.
- F. Any Member or component of Phi Sigma Pi that wishes to collect or use Member information they do not properly have permission to have, must first receive permission from those Members. A process of opting into receiving information or joining any type of community shall provide that Member or component of Phi Sigma Pi permission to use that Member information submitted upon the opt in or joining process.
- G. Any Member or component of Phi Sigma Pi may contact any other Member or component of Phi Sigma Pi using publicly-available information.
- H. No Member or component shall be considered grandfathered in and permitted to use previously acquired Member information collected by the National organization without first obtaining permission of the National Council.

SANCTIONS

The National Council may authorize an investigation (pursuant to the approved Investigation Procedures) of any Member and/or Chapter of Phi Sigma Pi National Honor Fraternity after being notified of any inappropriate behavior and/or acts. All issues between two or more Chapters or questions of discipline that cannot be resolved on a Chapter level shall be reviewed and decided by the National Council. Action may proceed regardless of possible or pending administrative, civil, or criminal proceedings arising out of the same or other events.

Complaint and Fact Finding Proceedings

The National Council shall have thirty (30) days from the receipt of the complaint and appropriate materials to authorize, by a majority vote, a fact finding investigation. If the National Council does not authorize an investigation, the National Council will submit a statement of the process to the petitioning body.

Once an investigation has been authorized, each Member and/or Chapter under investigation shall be notified of the investigation procedures and the purpose behind the investigation. The National Staff shall have sixty (60) days to file a report with the National Council, or request an extension from the National Council. The National Staff shall provide bi-weekly investigation updates to the National Council and to the Chapter/Member being investigated.

Sanction Proceedings

After the Official Investigation Report has been filed with the National Council, the National Council will determine if further action is necessary. If no further action is required, the Member or Chapter will be notified.

If the National Council determines that further disciplinary action may be necessary, the alleged Member or Chapter shall have an opportunity to represent themselves against the allegations via a written statement. In the event of a Chapter being investigated, the Chapter will appoint one of its Active Members to represent the Chapter. These proceedings will have a time limit set by the National President or next highest ranking National Officer not the subject of the complaint.

Disciplinary action that can be taken by the National Council is listed in the National Constitution. Phi Sigma Pi reserves the right to notify the proper sheltering institution authorities of the National Council's decision regarding the charge(s) against a Collegiate Member and/or Collegiate Chapter and of the sanctions deemed appropriate for that Member and/or Chapter.

Within fourteen (14) days of the National Council's rendered decision, the Senior Vice President shall send written notification to the party(s) charged. All notices shall be sent "certified mail" and "return receipt requested" as well as by email, when possible.

Notices for Members will be sent to their permanent address and/or to their current school address, if applicable. Notices for Chapters will be sent to the permanent addresses (and school addresses for Collegiate Chapters) of the Chapter President, Chapter Secretary and Chapter Advisor(s).

Sanction Appeal

If a Member or Chapter appeals a sanction, the terms of the rendered decision shall continue to be enforced. The Senior Vice President, or next highest ranking National Officer not sanctioned, shall serve as the representative of the National Council and National Office.

Sanction Appeal Board

The National Staff will provide the case history and a summary of the National Council's rendered decision to the Sanction Appeal Board within fourteen (14) days of the appeal being filed.

The Sanction Appeal Board will have thirty (30) days from receipt of the appeal from National Staff, to review the case, talk to the appealing Member/Chapter and/or National Council/Staff (optional), and make its final decision.

The Sanction Appeal Board will give prompt written notification to the appealing Member or Chapter and the National Council via the National Staff. This notification will list the reasons for its decision. If it is not unanimous, the dissenting Sanction Appeal Board representative may put their reasons for dissenting.

For the duration of any given ongoing appeal, the Sanction Appeal Board should provide weekly updates to the Executive Director to ensure a timely resolution to the appeal request.

COMMUNICATION AND BRANDING POLICY

This statement of policy is to be used as guidance in establishing and maintaining communication procedures through the National Office. In addition to the policies stated in this document, all other documents published by the National Council shall be considered the policy of the Council, and may only be altered by the National Council or another governing body, which is authorized by the Council to do so. These other documents include but are not limited to the "NOP," and the "Human Resources (Employee) Handbook."

Responsibilities

The National Staff shall be responsible for overseeing the distribution of all official communications. 'Official communications' shall include but is not limited to nationally distributed emails, publications, mailings, National website content and online social networking accounts.

The National Council shall be responsible for providing messaging direction for official communication. The Executive Director shall be involved in any messaging discussions. National Council members may be invited to use any official accounts for individual Officer communication purposes.

Emergency Communications

The following guidelines shall be used for communicating emergency related messages:

- National Events: In the event of an emergency during a National Event, any communication shall adhere to the policies outlined in the National Risk Management Policy.
- Crisis Management: In the event of an emergency outside of a National Event, any communication shall adhere to the policies outlined in the Crisis Management Plan.
- Non-Fraternal Emergencies or Requests for Involvement: Due to the potential subjective nature of deciding which non-fraternal events are suitable for the Fraternity's involvement it is recommended that Phi Sigma Pi use extreme discretion when deciding if and/or when official communication sources are used to promote aide or action. In most situations there will be local, National or international organizations who are better qualified to react to these types of situations. Phi Sigma Pi shall not try to duplicate the work of these organizations.

Electronic Media Communication

National Council may engage in discussion by various means, including, but not limited to: email, email listservs, forums, blogs, and social networking utilities ("channels"). 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. Communication sent on behalf of the entire National Council shall be reviewed and approved by all National Council members. 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.

Account Ownerships

The National Staff shall be responsible for overseeing the procurement of official accounts on online networks where possible and relevant. Good faith efforts should be made to have any existing accounts that appear to be official in name, fully transferred over to the National Office for administering and communication.

Phi Sigma Pi Staff shall not sell or release contact information to any non-Phi Sigma Pi entities without approval of the National Council. This shall include email, direct mail and online networks. This shall not apply to the sharing of Member contact information between the National Office and Chapters or Associations.

Account Management

The National Staff shall be responsible for managing any channels. National Staff may establish their own policies for this management and usage of these channels. National Staff shall be tasked with moderating these channels, as outlined in their policies, which may include content and membership review.

National Council Members may utilize these official channels with the permission of the National Council. National Council Members shall not overstep the role of the National Staff outlined in this document, which shall include moderation of Members, moderation of content, or communicating in any way that interferes with the National Staff's work with Members and Chapters. National Council Members shall allow the National Staff to address all questions that fall within the purview of the National Staff's responsibilities. If there is uncertainty National Council Members should yield to the National Staff.

Delinquency and Disciplinary Communications

Any communications regarding delinquencies or disciplinary action shall adhere to policies outlined in the Chapter Violations Sanctions section of this document and the National Constitution.

National Policy Documents

Changes to any National policy documents shall be uploaded to the Phi Sigma Pi website within ten (10) business days of approval or amending, when possible. National Staff shall be responsible for uploading or revising approved or amended documents to the national website. Once documents have been uploaded, the National President and National Secretary shall be notified. The National Secretary will be responsible for confirming the accuracy of the document within five (5) business days, when possible. Once documents have been uploaded and accuracy confirmed by the National Secretary, National Staff shall notify Chapter Presidents, and immediately past NAA delegates, within five (5) business days. If the new/updated policy would close a Collegiate Chapter, Alumni Chapter, or Alumni Association, it shall be communicated to all Active Members of that organization within fourteen (14) days.

All documents created by National Council Members for the purpose of official business shall be owned by Phi Sigma Pi. Any web based documents (e.g. Google Drive) shall reside in file structures managed by

the National Office organization. Access and ownership rights to these documents shall at least be managed by a National Staff account Member, though National Council Members may be granted access as needed. Outgoing National Council Members should have all access to internal documents transitioned to either National Staff and/or National Council within thirty (30) days of vacating their respective office.

Storage and Authority of Documents

Governing documents shall be available to all Members.

Investigation documents and materials shall be kept and archived for a minimum of five (5) years. Additional documents should be kept and archived for a minimum four (4) years. In regards to National Council Members, it shall be the responsibility of the National Council Member to transition all documents at the end of his/her term to National Staff or succeeding Officer.

Document Audit

The National Secretary will be responsible for performing an annual audit of all governing documents posted online to ensure accuracy.

Marks

Any mark owned by Phi Sigma Pi may be used by any Member, Association or Chapter without expressed written permission of the Fraternity, provided that the National Council does not find that the use conflicts with the purposes or image of Phi Sigma Pi. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the Member, Association or Chapter that the inappropriate use must cease.

Any mark owned by Phi Sigma Pi may be used by any non-Member with the expressed written permission of the National Council. Permission must be applied to the National Council via the National Staff. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the user that the inappropriate use must cease.

Expectations

It is an expectation that a Member will not use the name Phi Sigma Pi, any mark of Phi Sigma Pi, or any reference clearly meant to refer to their membership in Phi Sigma Pi, in any media context, including any type of Internet posting, in a manner that is in conflict with the ideals of the Fraternity.

Examples that are inconsistent with the ideals of Phi Sigma Pi include, but are not limited to:

- Explicit illegal drug references
- Explicit alcohol references, if underage
- Prejudiced/discriminatory speech of any kind
- Explicit reference to any other illegal behavior
- Lewd photographs or language
- Any language that libels another individual or group