

# Phi Sigma Nu Constitution

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## **Article I.**

### *Preamble*

We, the brothers of Phi Sigma Nu Fraternity, come together to enlighten all others about Native American rituals, traditions, culture, history and practices. To work together to bring unity to all types of Greek organizations so they will understand the importance of each.

## **Article II.**

### *Name*

The name of the organization shall be Phi Sigma Nu Fraternity.

## **Article III.**

### *Objective*

The main purpose of Phi Sigma Nu Fraternity is to promote unity among all Native American tribes. Phi Sigma Nu provides tribal members a family-like sense of brotherhood, a feeling of cohesion and the ability to enlighten others of tribal cultures, history, traditions, and practices. Brothers develop a sense of leadership, individuality, community, honesty, wisdom, pride, and unity. Through this organization we are creating young Native American men and alumni who provide networking and advanced opportunities after the university experience.

## **Article IV.**

### *Brothers*

**Section 1** The Fraternity's brothers shall be those persons who have completed the Fraternity's pledge process and have been duly initiated into the Fraternity. The Fraternity's brothers shall be divided into two classes, those being active brothers and inactive.

**Section 2** The active brothers shall be divided into two subclasses, those being chapter members and general members, each with distinct obligations and privileges.

- (a) The chapter members shall be those brothers of the Fraternity who are initiated into or transferred into a chapter of the Fraternity and who have met the obligations of membership in that chapter.
- (b) The general members shall be those brothers who have met the obligations of the Fraternity as outlined in this constitution and who are not participating as a member of a chapter.

**Section 3** Inactive brothers shall be those brothers who are no longer meeting the obligations of chapter membership or general membership.

- An inactive brother shall forfeit all membership privileges outlined in this constitution, except that he may wear the letters and paraphernalia of the Fraternity. He may attend the social functions of the Fraternity, provided that he pays any applicable admission fees.

**Section 4** The term *in good standing* shall designate those brothers, active or inactive, who do not have any outstanding obligations to a chapter of the Fraternity.

**Section 5** All brothers, active or inactive, shall be obligated to refuse membership with another Greek letter organization, except those of a professional or honorary nature, and to hold in the strictest of confidence all matters deemed confidential by the Fraternity.

## **Article V.**

### *Obligations and Privileges of Membership*

**Section 1** The membership obligation of a general member shall be the following:

- (a) to pay the Fraternity's Chief Dues;
  - to attend no less than one function or meeting of the Fraternity or one of its chapter per year;
- (b) to adhere to this constitution and the policies of the Fraternity;
- (c) and any other obligations specified in this constitution.

**Section 2** The membership privileges of a general member in good standing shall be the following:

- (a) to elect officers of the Chief Council, provided that he is registered and attended founders weekend;
- (b) to hold an office of the Chief Council provided he meets the eligibility requirements and is elected;
- (c) to receive a copy of the minutes of the Chief Council;
- (d) to attend the social affairs of the Fraternity;
- (e) to participate in the ceremonies of the Fraternity;
- (f) any other privileges specified in this constitution.

**Section 3** The membership obligations of an undergraduate chapter member shall be the following:

- (a) to pay the chapters dues and the Fraternity's Chief Dues;
- (b) to complete the individual community service hour requirements of the Fraternity;
- (c) to attend the chapters meetings;
- (d) to adhere to this constitution and the policies of the Fraternity;
- (e) to adhere to the rules outlined in the chapters constitution, special rules of order and standing rules;

- (f) to attend one-half of his chapters pledge process activities;
- (g) to maintain no less than a 2.0 cumulative grade point average;
- (h) to be enrolled at the College or University that the chapter was chartered; or with special provisions from each chapter;
- (i) to be considered a full-time student by the standards set by the College or University at which the chapter is chartered, unless otherwise approved by a majority vote of the Chief Council; and any other obligations specified in this constitution.

**Section 4** The membership privileges of an undergraduate chapter member in good standing shall be the following:

- (a) to vote at chapter meetings;
- (b) to hold an office within the chapter, if elected;
- (c) to elect the officers of the Chief Council, provided that he is registered and attends Founders Weekend;
- (d) to hold an office of the Chief Council provided he meets the eligibility requirements and is elected;
- (e) to attend the social affairs of the chapter and Fraternity;
- (f) to participate in the ceremonies of the Fraternity;
- (g) any other privileges specified in this constitution.

## **Article VI.**

### *Undergraduate Chapters*

**Section 1** The Fraternity's subsidiary organizations shall be called undergraduate chapters, and shall be subordinate to the Fraternity in all cases.

**Section 2** The obligations of an undergraduate chapter's affiliation with the Fraternity shall be the following:

- (a) be convening of no less than two chapter meetings per month from September to April inclusive;
- (b) the enrolled chapter membership numbering no less than four;
- (c) the payment of the chapters Chief Dues;
- (d) the approval by the Chief Council of the chapters constitution and any amendments thereof;
- (e) the adherence of the undergraduate chapter to this constitution, policies of the Fraternity and the Chief Council;
- (f) the reporting of information deemed necessary to the function of the Fraternity and the Chief Council;
- (g) the maintenance of a chapter cumulative grade point average of a 2.0 or better;
- (h) and the adherence of the policies established by the College or University at which the chapter is chartered.

**Section 3** The privileges of an undergraduate chapter's affiliation with the Fraternity shall be the following:

- (a) the use of the Fraternity's name;

- (b) the sponsorship of social functions in the name of the chapter as an affiliate of the Fraternity;
- (c) the sponsorship of pledge processes;
- (d) the administration of business in the name of the chapter as an affiliate of the Fraternity.

**Section 4** Undergraduate chapters may adopt their own special rules of order and special rules provided that those rules do not conflict with this Constitution, the chapter's constitution, the acts of the Fraternity or the Chief Council, the Fraternity's parliamentary authority or any applicable federal or state statutes.

**Section 5** Undergraduate chapter shall be named after the letters of the Greek alphabet in the order of their charter, i.e., Alpha, Beta, Gamma, etc., until the twenty fourth chapter is chartered and the twenty four letters of the Greek alphabet are exhausted; then Alpha will precede each letter, i.e., Alpha Alpha, Alpha Beta, Alpha Gamma, etc. Each succeeding letter shall like wise precede letters in alphabetical sequence as needed, i.e. Beta Alpha, Beta Beta, Beta Gamma, etc.

**Section 6** No chapter may be named after a Greek letter combination that is or was previously the name of a chapter of the Fraternity.

**Section 7** The official name of a chapter of the Fraternity shall be “ \_\_\_\_\_ Chapter of Phi Sigma Nu Fraternity,” with the appropriate Greek letter or Greek letter combination inserted in the blank.

## **Article VII.**

### *Revenue*

**Section 1** Each general member shall pay to Phi Sigma Nu Fraternity annually, and no later than December 1, his Chief Dues in the sum of forty dollars (\$40.00) which shall cover his membership for the next calendar year.

**Section 2** Each chapter shall pay to Phi Sigma Nu Fraternity, annually and no later than December 1, it's Chief Dues in the sum of forty dollars per member, which shall cover the membership of its members for the next calendar year.

**Section 3** At such time as an inactive brother submits a request to become a general member, he shall pay to Phi Sigma Nu Fraternity his Chief Dues for the current year in the sum of forty dollars, which shall cover his membership through December 31.

**Section 4** If a chapter initiates one or more members, or accepts one or more inactive brothers' transfer into the chapter, the chapter shall pay Phi Sigma Nu Fraternity, no later that 30 days following the member's or members'

initiation or transfer, that member or members' Chief Dues for the current year in the sum of forty dollars per member, which shall cover his or their membership through December 31.

**Section 5** If, during the calendar year, the Fraternity has received Chief Dues for a chapter member for a chapter member who withdraws from the chapter during the same year, then, at such time as the member applies for and is granted general membership, then the Fraternity shall consider the member's general membership paid for the remainder of the calendar year.

**Section 6** A member or a chapter's Chief Dues may not be prorated or reduced, and may not be refunded, whether in part or in whole.

**Section 7** The chapters or brothers shall pay to the Fraternity any fine imposed upon them by the Fraternity or the Chief Counsel no later than 30 days following the date of the imposition of said fine.

**Section 8** Each member of a chapter shall pay to the chapter such membership dues as are fixed by the constitution of said chapter.

**Section 9** Each member of a chapter shall pay to that chapter any fine imposed by that chapter no later than 30 days following the date of the imposition of said fine.

## **Article VIII.**

### *Finance, Accounting, and Other Sources of Revenue*

**Section 1** The fiscal year of the Fraternity and its chapters shall commence on January 1 and terminate on December 31.

**Section 2** The Chief Council shall install and maintain an efficient accounting system for the Fraternity.

**Section 3** No later than the first day of January of each fiscal year, the Chief Council shall adopt a budget for the Fraternity's administration for the fiscal year. The administrative budget shall specify the estimated revenues and sources thereof, and the purpose and amount of expenses or appropriations.

**Section 4** All disbursements shall be made by check, which shall show at the time of their disbursement date, payee and amount of payment.

**Section 5** The Chief Council shall designate the depositories of all funds of the Fraternity.

**Section 6** The Chief Council shall have the power to authorize officers to execute and sign checks and to perform other acts to carry out the purposes and objects of this Article.

**Section 7** The Chief Council may raise revenue from sources in addition to those specifically authorized in these bylaws; however, the Chief Council may

not levy assessments upon chapters or members, or commit Fraternity assets for business purposes, except as provided in this Constitution.

**Section 8** A revenue raising activity, which does not conform to ethical and sound business, practices, or which is inconsistent with the purposes of the Fraternity, or which impugns the good name of the Fraternity shall be expressly prohibited.

## **Article IX.**

### *Pledge Process*

**Section 1** The chapters of the Fraternity shall consider interested men without regard to race, national origin, age, religion, handicap, sexual orientation, or veteran status.

**Section 2** A chapter may issue a bid to an interested man who has met the following eligibility requirements:

- (a) he must not be or have been a member of another Greek letter organization, except those of honorary or professional nature;
- (b) he must be considered a full time student by the standards set by the college or university at which the chapter is chartered, unless approved by a majority vote of Chief Pledge Committee;
- (c) he must have earned at least 12 credit hours at the college or university at which the chapter is chartered, unless approved by a majority vote of the Chief Pledge Committee;
- (d) he must have a cumulative grade point average, at the college or university at which the chapter was chartered, of either at least a 2.0 or the minimum cumulative grade point average specified in the chapters constitution, which ever is greater; and
- (e) must complete the official pledge process application approved by the Chief Council.

**Section 3** The vote within a chapter to offer a bid to an interested man shall be by ballot, and shall require a three-fourths vote of the chapter's membership. The vote to offer a bid cannot be reconsidered, amended or rescinded.

**Section 4** No brother or chapter may haze a pledge or an interested man.

**Section 5** Hazing shall be defined as the act of willfully, recklessly or unintentionally endangering the physical or mental health or the safety of another person, or causing personal indignities of a highly offensive nature, or infringing on the rights of an individual.

**Section 6** The Fraternity does not consent to, condone or tolerate any act of hazing, harassment or humiliation during the pledge process, nor will the Fraternity be responsible or liable for any damages, claims or actions based upon conduct of any individual, groups or associations purporting to perform any acts in the name of the Fraternity or purported to be in any way connected with initiation into membership into the Fraternity.

**Section 7** The chapter may charge each of its pledges a pledge process fee, not greater than two hundred dollars, the total of which shall include payment of the pledges Chief Dues.

**Section 8** The chapters may not assess any fines on either individual pledges or on a pledge class.

**Section 9** A chapter may not initiate into the Fraternity pledges that have not paid their chapter pledge process fees in full.

## **Article X.**

### *Chief Convention*

**Section 1** The Fraternity's annual convention shall be called the Chief Convention, and shall convene on the second Friday in February, during the Fraternity's annual Founders' Weekend.

**Section 2** The purpose of the Chief Convention shall be to receive annual reports of officers and committees, to elect officers and for any other business that may arise.

**Section 3** The Chief Convention Committee shall send the call to convention, which shall include registration materials, to all brothers, no later than November 15.

**Section 4** Registration shall be open to the general members, the chapter members, and those inactive brothers who submit their Chief Dues in advance of, or with, their Chief Convention registration.

**Section 5** In advance of the call of the convention, the Chief Council shall approve the location, budget, general program, registration fee, refund policy and inclement weather policy for the Chief Convention.

**Section 6** The Chief Council shall approve the invitation of any guests invited for the purpose of addressing the assembly at the Chief Convention.

**Section 7** Admission to the Chief Convention shall be restricted to those members who have registered and paid the applicable registration fee for the convention.

**Section 8** The voting members of the Chief Convention shall be the incumbent elective officers, the duly elected and certified delegates from each chapter, and the duly elected and certified delegates from the general members in attendance.

**Section 9** Following the call to the Chief Convention, each chapter shall elect 2 delegates and a first, second, third, and fourth alternate, who must be members in good standing within their chapter and the Fraternity.

**Section 10** Undergraduate chapter delegates must have not earned a bachelor's degree to serve as a delegate at the Chief Convention.



**Section 11** The general members shall convene prior to the Chief Convention to elect 2 delegates and a first, second, third, and fourth alternate.

**Section 12** The manner of filling vacancies arising in a delegation shall follow that listed in the Fraternity's parliamentary authority.

## **Article XI.**

### *Officers*

**Section 1** The officers of the Fraternity shall be the Chief Council and shall be a Chief President, a Chief Vice President, a Chief Secretary, a Chief Treasurer, a Chief of Public Relations, a Chief of Pledge Process and a Chief Elder Brother.

**Section 2** The Chief Council shall have general supervision of the affairs of the Fraternity, and shall perform such other duties as specified in this Constitution. The Chief Council shall be subject to the orders of the Fraternity, and none of its acts shall conflict with action taken by the Fraternity or this Constitution.

**Section 3** Meetings of the Chief Council shall be called Gatherings of the Chiefs.

**Section 4** Unless otherwise ordered by the Chief Council in a particular case, regular Gatherings of the Chiefs shall be held quarterly from February to November, inclusively.

**Section 5** Special Gatherings of the Chiefs may be called by the Chief President, and shall be called by the Chief Council upon the written request of four members of the Chief Council.

(a) Notice of the special Gatherings of the Chiefs shall be delivered by the Chief President by first class mail no later than ten days prior to the meeting, and shall include the time, date, place and purpose of the meeting.

(b) Business during the special Gatherings of the Chiefs shall be confined to the purpose stated in the notice.

**Section 6** All Gatherings of the Chiefs shall be closed to the general public. An invitation issued to a guest for the purpose of that guest making a presentation shall be approved by a majority vote of the Chief Council, provided that all guests are excused following their presentations; however, the Chief Council may approve through a unanimous vote the presence of non-members during Gatherings of the Chiefs.

**Section 7** All Gatherings of the Chiefs shall be open to the active members, excepting that the Chief Council may go into executive session by a majority vote.

**Section 8** The Chief Council may appoint such special committees as are needed to assist the Chief Council. Special committees of the Chief Council shall report only to the Chief Council.

**Section 9** Five eighths of the elected or appointed Chief Council shall constitute a quorum at any regular or special Gathering of the Chiefs.

**Section 10** In the case that an office, except that of the Chief President, is vacated prior to the end of an officer's term, the Chief Council shall appoint a successor by a two-thirds vote, who shall serve the remainder of that officer's term. If the appointee is not present at the time of appointment, the Chief Secretary shall notify the appointee in writing no less than ten days following the Gathering of the Chiefs at which the appointment was made.

**Section 11** No member shall hold more than one office of the Fraternity as a time.

**Section 12** No officer shall hold a parallel office on the chapter level.

**Section 13** All officers shall be elected annually.

## **Article XII.**

### *Eligibility for Office*

**Section 1** Provided that a member has met the financial obligations of the Fraternity and the requirements for active membership, he may qualify for the office based on the following requirements: the Chief President, the Chief Vice President, the Chief Treasurer, the Chief of the Pledge Process must be a member who has been awarded an undergraduate degree; the Chief Secretary, the Chief of Public Relations, and the Chief Elder Brother must be a member of an undergraduate chapter academically classified as a junior or senior or a member who has been awarded an undergraduate degree.

**Section 2** The Chief President, the Chief Vice President, the Chief of Pledge Process, the Chief Secretary and the Chief Treasurer must have a minimum of two years active membership with the Fraternity.

**Section 3** Nominees for office must have met the eligibility requirements provided for in this Constitution at the time of their nomination.

## **Article XIII.**

### *Duties of Officers*

**Section 1** The duties of the Chief President shall be the following:

- (a) to open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present;
- (b) to announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program and with existing orders of the day;

- (c) to recognize members who are entitled to the floor;
- (d) to state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order;
- (e) to protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
- (f) to enforce the rules relating to debate and those relating to order and decorum within the assembly;
- (g) to expedite business in every way compatible with the rights of members;
- (h) to decide all questions of order subject to appeal unless, when in doubt, the presiding officer prefers initially to submit such question to the assembly for decision;
- (i) to respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly;
- (j) to authenticate by his signature, when necessary, all acts, orders, and proceedings of the assembly;
- (k) to declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present;
- (l) to act as the spokesperson for the Fraternity and the Chief Council in all matters deemed appropriate by such;
- (m) to provide assistance to the Presidents of the Fraternity's chapters; and,
- (n) to perform such other duties applicable to the office as prescribed by this Constitution and the parliamentary authority adopted by the Fraternity.

**Section 4** The duties of the Chief Vice President shall be the following:

- (a) in the absence of the Chief President, to serve in his stead;
- (b) in the event of the resignation, deposition, or death of the Chief President to become the Chief President for the unexpired term;
- (c) to secure an appropriate site for the regular Gatherings of the Chiefs and notify the other officers of the site by mail postmarked no later than two weeks prior to the meeting;
- (d) to provide assistance to the Vice Presidents of the Fraternity's chapters; and,
- (e) to perform such other duties applicable to the office as prescribed by this Constitution and the parliamentary authority adopted by the Fraternity.

**Section 5** The duties of the Chief Secretary shall be the following:

- (a) to keep the minutes of the Fraternity and of the Chief Council;
- (b) to keep on file all committee and officer reports of the Chief Council;
- (c) to call the roll at the designated time in the order of business;
- (d) to read aloud to the applicable assembly his draft of any minutes pending approval;
- (e) to make the minutes and records available to the members upon request;
- (f) to notify officers and committee members of their election or appointment and to have on hand at each meeting a list of all existing committees and their members;
- (g) to sign all certified copies of acts of the Fraternity, unless otherwise specified in this Constitution;

- (h) to maintain record books in which the Constitution, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting;
- (i) to send out to the officers, chapters, and general members, two weeks following each Gathering of the Chiefs, a draft of the minutes of that meeting ;
- (j) to prepare and send a draft of the minutes of the Chief Convention as prescribed in this Constitution;
- (k) to conduct the general administrative correspondence of the Fraternity and the Chief Council which is not properly conducted by other officers or committees;
- (l) to receive from other officers or brothers any correspondence of the Fraternity available to the members upon request;
- (m) to prepare, prior to each Gathering of the Chiefs , an order of business for the use of the presiding officer, showing in the exact order, under the correct heading, all matters known in advance that are due to arise and, if applicable, the times for which they are set;
- (n) in the absence of the Chief President and the Chief Vice President, to call the meeting or Gathering of the Chiefs to order and preside until the immediate election of a chair pro tem;
- (o) to provide assistance to the Secretaries of the Fraternity's chapters; and,
- (p) to perform such other duties applicable to the office as prescribed by this Constitution and the parliamentary authority adopted by the Fraternity.

**Section 6**            The duties of the Chief Treasurer shall be the following:

- (a) to bill the general members and the chapters for their Chief Dues, to receive payment of them, and to distribute receipts accordingly;
- (b) to serve as the chair of the Chief Financial Committee;
- (c) to receive from the members and chapters all funds due to the Fraternity;
- (d) to deposit directly all funds received by the Fraternity in the appropriate banking account,
- (e) to distributed the Fraternity's funds to cover the approved expenses of the Fraternity;
- (f) to keep accurate records of the income and expenses of the Fraternity and to have those records on hand at the meetings of the Fraternity and the Chief Council;
- (g) to keep a record of the property and supplies owned by the Fraternity and the names of those who have custody of that property;
- (h) to prepare and submit, or arrange for the preparation and submission of, and federal and state tax returns required of the Fraternity;
- (i) to serve as custodian of the Fraternity's financial records;
- (j) to keep the membership records of the Fraternity, including a ledger of each member's account and the Fraternity's official membership roll;
- (k) to membership cards to the brothers no later than one month following their initiation;
- (l) to send membership cards to the active members of the Fraternity;
- (m) to provide assistance to the Treasurers of the Fraternity's chapters; and,
- (n) to perform such other duties applicable to the office as prescribed by this Constitution and the parliamentary authority adopted by the Fraternity.

**Section 7**            The duties of the Chief of Public Relations shall be the following:

- (a) to serve as chair of the Chief Service Committee;

- (b) to serve as chair of the Chief Convention Committee;
- (c) to serve as custodian for the Fraternity's service records;
- (d) to serve as chair of the Chief Social Committee;
- (e) to provide assistance to the chairs of the social committees of the Fraternity's chapters;
- (f) to serve as the custodian for the emblematic materials belonging to the Fraternity;
- (g) to keep and update the Fraternity's official scrapbooks;
- (h) to serve as the Secretary pro tem in the stead of the Chief Secretary;
- (i) to prepare a narrative account of the Fraternity's activities during his term of office, which when approved shall become a permanent record of the Fraternity's history;
- (j) to provide assistance to the Historians of the Fraternity's chapters;
- (k) to arrange any advertising of the Fraternity as approved by the Chief Council;
- (l) to maintain The Official Web Site of Phi Sigma Nu Fraternity;
- (m) to secure and arrange for operation of booths to promote the Fraternity at public functions; and,
- (n) to prepare and distribute press releases regarding the activities of the chapters and the Fraternity.
- (o) to keep an open line of communication between chapters and officers;
- (p) to maintain and update any publications of the Fraternity.

**Section 8**            The duties of the Chief of Pledge Process shall be the following:

- (a) to serve as chair of the Chief Pledge Committee;
- (b) to serve as custodian of all applications for membership submitted to the chapters and the Fraternity;
- (c) to provide assistance to the Deans of Pledges of the Fraternity's chapters;
- (d) to compile the final pledge process exam, provided that he follows the guidelines of the Dean of Pledges Handbook; and,
- (e) to serve as custodian of the Fraternity's completed Pledge Process Academic Verification Forms.

**Section 9**            The duties of the Chief Elder Brother shall be the following:

- (a) to recite or lead the invocations and benedictions where such prayers are offered at the opening and closing of the Fraternity's meetings or other events;
- (b) to conduct the ceremonies of the Chief Council;
- (c) to serve as custodian of the ceremonial materials belonging to the Fraternity;
- (d) to provide assistance to the Elder Brothers of the Fraternity's chapters;
- (e) to research and present for approval the incorporation of new ceremonies and cultural activities;

**Section 10**          All officers shall be obligated to do the following:

- (a) to attend the Chief Convention of the Fraternity and all regular Gathering of the Chiefs of the Chief Council;
- (b) to notify the Chief Elder Brother of any chapter's or brother's failure to comply with this Constitution;

- (c) to prepare and deliver, in writing, to the Chief Council, such interim reports as the officer or the Chief Council see fit;
- (d) to prepare and submit a written annual report to the voting members of the Chief Convention;
- (e) to forward a copy of any reports to the Chief Secretary for inclusion in the records of the Fraternity;
- (f) to conduct the correspondence proper to the office;
- (g) to forward to the Chief Secretary a copy of any correspondence relative to the Fraternity sent by those officers or non-brothers or received by those officers from non-brothers, for inclusion in the Fraternity's records;
- (h) to maintain a duties book, which shall outline in detail the responsibilities of his particular office and which shall be surrendered to his successor; and
- (i) to surrender to his successor all property and the remainder of any supplies entrusted to him by the Fraternity no later than two weeks following the election or appointment of his successor.

### **Article XIV.** *Chief Committees*

**Section 1**        The Chief of Pledge Process shall chair a Chief Pledge Process Committee as an officio. The duties of the Committee shall be the following:

- (a) to submit resolutions, in the manner prescribed in this Constitution, regarding the Fraternity's pledge process, including by not limited to amendments to these bylaws and to the official documents of the Fraternity;
- (b) any other duties prescribed in this Constitution; and,
- (c) any other matter referred to the Committee by the Fraternity during the Chief Convention.

**Section 2**        The Chief of Communications shall chair a Chief Convention Committee as an officio. The duties of the Committee shall be the following:

- (a) to submit to the Chief Council for approval, the location of and the budget for the Chief Convention no later than six months in advance of the Chief Convention;
- (b) to work the officers of the Chief Council in preparation of the convention;
- (c) to procure the necessary physical arrangements for the convention;
- (a) to plan and submit the proposed schedule of meetings, proceedings, and special events of the convention;
- (e) to abide by the duties listed in the Fraternity's parliamentary authority regarding confirmation of credentials during the convention;
- (f) to receive and accredit the nominations of officers;
- (g) to distribute those nominations to the membership in accordance with this Constitution;
- (h) to report the nominations at the Chief Convention;
- (i) to prepare the ballot for the election of the officers of the Fraternity;
- (j) to screen all original main motions that come, or are to come, before the Chief Convention, and to distribute those motions in accordance with this Constitution;
- (k) any other duties prescribed in this Constitution; and,

- (l) any other matter referred to the Committee by the Fraternity during the Chief Convention.

**Section 3** The Chief Treasurer shall chair a Chief Finance Committee as an officio. The duties of the Committee shall be the following:

- (a) to prepare a budget for the fiscal year beginning the first day of January, for submission at the Chief Council meeting in February,
- (b) at such time as the Committee deems it appropriate, to submit resolutions, in the manner prescribed in this Constitution, regarding the Fraternity's budget and the Fraternity's financial policies, including but not limited to amendments to this Constitution and to the official documents of the Fraternity;
- (c) any other duties prescribed in this Constitution; and,
- (d) any other matter referred to the Committee by the Fraternity during the Chief Convention.

**Section 4** The Chief Elder Brother shall chair a Chief Judicial Committee as an officio. The duties of the Committee shall be the following:

- (a) to investigate the circumstances of any duly submitted complaint regarding a member's or chapter's violation of this Constitution or the official documents of the Fraternity;
- (b) to report the receipt of any such complaints to the Chief Council;
- (c) to report the Committee's findings regarding such and to make recommendations regarding the disposition of any such complaints to the Chief Council;
- (d) the chair of the Chief Judicial Committee shall hear and consider any and all waiver request submitted by individuals and/or chapters on a case by case basis.
  - i) the request must be hand-written and submitted to the Chief Elder Brother within sixty (60) days of the dispute;
  - ii) must attach supporting documentation in an effort to file for the waiver including name, address, phone number and email address if applicable.
- (e) in the course of its investigation and report, to adhere strictly to the disciplinary procedures outlined in this Constitution and the Fraternities parliamentary authority,
- (f) at such time as the Committee deems it appropriate, to submit resolutions, in the manner prescribed in this Constitution, regarding the Fraternity's budget and the Fraternity's financial policies, including but not limited to amendments to this Constitution and to the official documents of the Fraternity;
- (g) any other duties prescribed in this Constitution;
- (h) any other matter referred to the Committee by the Fraternity during the Chief Convention;

**Section 5** Committee chairs shall have the authority to appoint committee members from the active membership of the Fraternity, and committee members shall serve at the leisure of the chair of that committee, except as follows: the Deans of Pledges of the Fraternity's chapters shall serve ex officio as members of the Chief Pledge Process Committee; the Chief of Pledge Process shall serve ex officio as a member of the Chief Judicial Committee; and, the Chief President shall appoint all other members of the Chief Judicial Committee.

**Section 6** The Chief Resolutions Committee chairs shall be appointed by the Chief Council. It shall be the duty of the Committee to screen all original

main motions that come, or are to come, before the quarterly meeting, and to distribute those motions in accordance with this Constitution. The Committee shall have the following authorities:

- (a) to put resolutions in their proper form;
- (b) to eliminate duplication where similar resolutions are offered;
- (c) to originate such resolutions that would expedite the business at the annual meeting;
- (d) to amend the language of any particular resolution, provided that the content of the resolution is not changed;
- (e) to amend, with permission of the maker, any particular resolution;
- (f) to order the resolutions so that all resolutions relating to a specific subject will be offered in a logical sequence;
- (g) make recommendation regarding a resolution's amendment, adoption, or rejection and
- (h) any other duties prescribed by this Constitution.

**Section 7** The Chief President shall serve ex officio as a member of all Chief Committees. He shall not be obligated to attend the meetings of any committees and shall not be counted in the quorum.

**Section 8** All Chief Committees shall submit a written report regarding their activities, and other matters of importance, to the Chief Council, including but not limited to reporting any change in the committee's membership.

**Section 9** Chief Committee meetings may be called by the committee chair, and shall be called upon the written request of two members of the committee.

**Section 10** Quorum at any Chief Committee meeting shall be the committee members present.

## **Article XV.**

### *Insurance Indemnification*

**Section 1** The Chief Council, at its discretion, may purchase a comprehensive or limited general liability insurance policy for the protection of all chartered chapters, and the member of such chapters.

**Section 2** Chapters shall be billed for premiums by the Fraternity, prorated, based on membership, for the cost of such insurance.

**Section 3** The Chief Council shall purchase a bond on the Chief Treasurer.



## Article XVI.

### *Parliamentary Authority*

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fraternity in all cases, which they are applicable and in which they are not inconsistent with this Constitution, any special rules of order the Fraternity may adopt, and any state or federal statutes applicable to this organization.

## Article XVII.

### *Powers and Authorities*

**Section 1** All official orders of the fraternity to its subordinate organizations shall be issued in the form of official resolution. All official orders made to the fraternity from its subordinate organizations, shall be presented to the Council of Chiefs in the form of a resolution.

**Section 2** Resolutions

- a) Types of Resolutions
  - a. Resolutions issued by the Council of Chiefs shall be called "Resolution of the Order of Phi Sigma Nu"
  - b. Resolutions of subordinate organizations shall be called "Resolution of the \_\_\_\_\_ Chapter of Phi Sigma Nu";
- b) Format of Resolutions-
  - a. The first two "Whereas" sections of all official resolutions shall read as follows;
    - i. Whereas: The Phi Sigma Nu Fraternity was created by the Founding Fathers in the year of our Creator One Thousand, Nine Hundred and Ninety Six; and
    - ii. Whereas: The purpose of Phi Sigma Nu is to promote unity among all Native American Tribes, provide tribal members a family-like sense of brotherhood, a feeling of cohesion and the ability to enlighten others of tribal cultures, history, traditions, and practices; and
  - b. With the exception of Article XIV, Section 1.1(b) 1 above, the official appearance and format of the resolution shall be as prescribed by 2/3 vote of the Council of Chiefs and distributed to the Fraternity and its subordinate organizations.
- c) Reasons for resolutions-Resolutions of the Fraternity and its organizations may be approved, subject to the limitations of the Council of Chiefs by 2/3 vote of those present at the Chief's Gatherings, to;
  - a. Obligate the resources of the Fraternity.

- b. Recognize or acknowledge a deed, action, person, event, or other meaningful subject desired to be addressed by 2/3 vote of the Fraternity.
  - c. Amend the Constitution.
  - d. Mandate and govern actions and duties of subordinate chapters and organizations.
  - e. Other manners that may be deemed appropriate.
- d) Process and Limitations
- a. Only the Council of Chiefs may pass resolutions that bind, mandate or express the intent of the Fraternity as an entity.
  - b. The process for submittal of a resolution is as follows;
    - i. Individual Brothers may submit resolution to the judiciary committee to ensure consistency with the provisions of Article XIV.
    - ii. Chapters-Chapter resolutions must have concurrence of the Council of Chiefs to be considered official. Chapters must submit resolution to the judiciary committee to ensure consistency with the provisions of Article XIV. Once passed at the chapter level, the resolution may then be presented at any Chief Council meeting for concurrence.
    - iii. Resolutions from the floor may be considered only at a quarterly Chief Council meeting.
    - iv. Once resolution is received by the Council of Chiefs, it must be placed on the agenda for New Business no later than the next Chief Council meeting and distributed to all chapters so they may have notice to be present for its discussion. If not passed within two (2) meetings, the resolution is automatically vetoed.
    - v. Resolutions to be issued by the Chief's Council must first be distributed in draft form to the chapters via the Communications Chief, with notice of when the resolution will be considered.
    - vi. The Chief's Council may suspend any portion or all of the rules of the submittal process by consensus vote of those present at a Chief's Council meeting if it feels the situation warrants immediate action.
  - c. No member shall speak in debate at the annual meeting more than once on the same questions on the same day, or longer than two minutes, without permission of the convention granted by a two-thirds vote without debate
  - d. All officer and committee reports shall be printed and distributed in advance to each voting member and shall be read aloud at the convention
  - e. For reports requiring debate, a maximum of seven minutes in allotted per officer and each committee.
  - f. The debate on each resolution shall be limited to 15 minutes

- g. All resolutions received within two weeks prior to the next quarterly meeting will be addressed.

### **Section 3**

#### Appeal

- Orders and sanctions of the Council of Chiefs may be appealed by Chapters via resolution of the Chapter which is submitted to the judiciary committee to be addressed in the same manner as a complaint. For appeal resolutions from subordinate organizations, Chief concurrence is waived. For individual appeals, the process for complaints as outlined in the duties of the judiciary committee has jurisdiction.

**Article XVIII.***Amendment of Constitution*

This Constitution may be amended at any annual meeting by a three-fourths vote, provided that the amendment has been submitted in writing in the manner provided for the introduction of resolutions as prescribed in this Constitution.