

**PHI SIGMA PI NATIONAL HONOR FRATERNITY  
NATIONAL CONSTITUTION**

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## **ARTICLE I: NAME**

**Section 1.** The name of the organization shall be Phi Sigma Pi National Honor Fraternity (hereinafter referred to as Phi Sigma Pi).

**Section 2.** The name of the organization, or any part thereof, or derivative there from, may be employed in connection with the official activities of Phi Sigma Pi. Special permission for the use of such name for other purposes shall be granted only by the National Council. Any special permission granted for an extended period may be subject to review by the National Council or Grand Chapter.

**Section 3.** No abbreviations or variations of the name Phi Sigma Pi National Honor Fraternity shall be permitted with the exception of the following: Phi Sigma Pi and the representative Greek letters. The use of the term National Fraternity shall be permitted in Phi Sigma Pi communications after the use of Phi Sigma Pi initially in the document or speech.

**Section 4.** This Fraternity shall be a not-for-profit corporation organized under the laws of the Commonwealth of Pennsylvania.

## **ARTICLE II: PURPOSE**

**Section 1.** Phi Sigma Pi shall be an Honor Fraternity for students in four-year collegiate institutions and Phi Sigma Pi alumni, founded upon a basis of superior scholarship with the avowed purpose of advancing academic, professional, and social ideals. Phi Sigma Pi shall exist to meet the needs of close fellowship among students of like ideals who are interested in the same end.

**Section 2.** In carrying out the purpose of Phi Sigma Pi, the organization shall strive to personify and encourage three ideals:

- A. the acquisition and dissemination of information and knowledge through scholarship,
- B. the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and
- C. the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi's ranks.
- D. Phi Sigma Pi shall constantly endeavor to make these ideals dynamic in the lives of Phi Sigma Pi's Members.

**Section 3.** Phi Sigma Pi shall be organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations which qualify under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

## **ARTICLE III: ORGANIZATION**

**Section 1.** The governing documents of Phi Sigma Pi shall be as ordered: the National Constitution and The Ritual. All Chapter Bylaws, Chapter Operating Policies, and Articles of Incorporation (if necessary) shall conform to these National Phi Sigma Pi Documents.

**Section 2.** Phi Sigma Pi shall consist as a collaboration of five (5) components: the Grand Chapter, the National Council (including the National Council's designated representatives), the Collegiate Chapters, the Alumni Associations, and the Alumni Chapters. Each component shall have specific areas of responsibility, as described in this Constitution, and the authority necessary to advance the mission of Phi Sigma Pi.

## ARTICLE IV: MEMBERSHIP

**Section 1.** Members are those that have been inducted into any chapter of Phi Sigma Pi using The Ritual; this membership may only be terminated by expulsion or resignation from the national fraternity. Membership in Phi Sigma Pi may be further defined based on the following classifications:

**A.** Initiates shall be undergraduate students participating in the Collegiate Chapter's Initiation Program. Upon entering the Collegiate Chapter's Initiation Program, the student must have completed a minimum of one (1) semester or one (1) quarter of college work, must have two (2) semesters or four (4) quarters left as an undergraduate following the initiate semester, and must have at least a 3.00 Cumulative Grade Point Average on a 4.00 scale (where an A= 4.00). Active Members may be further designated based upon entrance into the Chapter, as follows:

**B.** Active Members in Collegiate Chapters shall be undergraduate students who have completed a Collegiate Chapter's Initiation Program and fulfilled National Requirements. Active Members shall pay to the National Headquarters, via the Collegiate Chapter, the National Dues by the appropriate due dates.

**C.** There shall be two types of Inactivity: Local and National Inactivity.

1. Nationally Inactive Members shall be Members who have been Active Members but who are not taking any classes that meet at the sheltering institution. A Member who is currently on an accredited or academically recognized co-op, internship, or study abroad program shall be eligible for National Inactivity. Nationally Inactive Members are exempt from paying National dues.

2. Locally Inactive Members are Active Members, with permission from their collegiate chapter, who do not wish to be active in Phi Sigma Pi's affairs. Further status of Inactive Members shall be left to the discretion of the Collegiate Chapter. Locally Inactive Members pay to the National Headquarters, via the Collegiate Chapter, the National Dues by the appropriate due dates.

**D.** Alumni Members shall be any former Active or Inactive Members who have left or who have graduated in good standing from the sheltering institution of a Collegiate Chapter. Current National Council Members shall only be considered as Alumni Members of Phi Sigma Pi. An Alumni Member shall be designated as an Active Alumni if the Member is a member of an Alumni Chapter or the National Alumni Association of Phi Sigma Pi.

**E.** Honorary Members shall be individuals who are ineligible to become Active Members of Phi Sigma Pi but who have demonstrated the highest qualities exemplified by Phi Sigma Pi through outstanding service to the fraternity or for their community. Honorary Members may be elected into Phi Sigma Pi by the Collegiate Chapter or the National Council, are not required to participate in an Initiation Program, and shall not obtain the status of Active Membership.

**F.** Founding Members shall be Members who have been recognized 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 do not have any additional rights above those Members who are not Founding Members.

**G.** Charter Members shall be Members inducted in the interval between the signing of the Chapter petition and the induction of the first initiate class. Charter Members do not have any additional rights above those Members who are not Charter Members.

**Section 2.** Phi Sigma Pi shall not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disabled status in admission to, access to, treatment of, or employment in Phi Sigma Pi's programs and activities.

**Section 3.** A Member of a Collegiate Chapter or Alumni Chapter shall be considered in good standing if they meet all of the following requirements:

- A. The Member is not currently delinquent in the remittance of Chapter or National dues or fees;
- B. The Member is not currently the subject of disciplinary action by the National Council or the respective Collegiate or Alumni Chapter;
- C. The Member has met the requirements for attendance and participation set forth by the respective Collegiate or Alumni Chapter.

An Alumni Member who is not associated with an Alumni Chapter shall be considered a "Member in good standing" if the Member is not currently the subject of disciplinary action by the National Council.

**Section 4.** Only Active Members shall vote or hold office in Collegiate Chapters. Only Active Alumni or Honorary Members shall vote or hold office in Alumni Chapters. Any Member of Phi Sigma Pi in good standing may be a Grand Chapter delegate or be elected to the National Council.

**Section 5.** Phi Sigma Pi Members in good standing may nominate qualified individuals to become Active or Honorary Members. Voting shall be by secret ballot and shall be completed at least forty-eight (48) hours prior to the scheduled Formal Induction at a prior called meeting with voting on the Initiates on the agenda. No less than forty-eight (48) hours notice shall be given for this meeting. At least a three-fourths (3/4) vote of the Active Members present at the meeting with quorum shall be required for confirmation.

**Section 6.** A Member in good standing may transfer from one Chapter to another Chapter. Transferring Members shall be inducted into the Chapter using *The Ritual*. Active Membership shall be conferred upon the signing of the Chapter Roll Book.

**Section 7.** An Active or Inactive Member in good standing may resign from Phi Sigma Pi. To resign, a Member must submit a hard copy of a letter stating their intent to resign to any Chapter Officer and the letter must be presented to the Chapter during the next business meeting by any Chapter Officer or the resigning member. Upon acceptance of the letter by the Chapter, the membership of the Brother seeking to resign shall be terminated. Former Members who have resigned are not eligible for re-instatement into Phi Sigma Pi without at least a two-thirds (2/3) vote of approval from the Active Members of the Collegiate Chapter and a unanimous vote of the National Council.

**Section 8.** An Active or Inactive Member of a Collegiate Chapter may be disciplined by that Chapter. Discipline shall include, but not be limited to, probation, suspension, or expulsion for non-payment of financial obligations, or for conduct unbecoming of a Member of Phi Sigma Pi. Suspension and expulsion shall require at least a two-thirds (2/3) vote of the Active Members of the Chapter. Terms and length of probation shall be left to the discretion of the Chapter. A suspended member may be reinstated at any subsequent meeting by at least a two-thirds (2/3) vote of the Active Members of the Chapter, after the terms of any disciplinary action have been completed.

**Section 9.** An Active, Inactive, Alumni or Honorary Member of Phi Sigma Pi may be disciplined by the National Council. Discipline shall include, but not be limited to, being placed on probation, suspended, or expelled for conduct unbecoming of a Member of Phi Sigma Pi by a vote of three-fourths (3/4) of the National Council. The Member may be reinstated at any subsequent meeting by a vote of three-fourths (3/4) of the National Council, after the terms of the disciplinary action have been completed.

**Section 10.**

- 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 quarter or semester. A membership drive consists of a rush period and an initiation period.

- B)** The rush period begins on the date of the first advertised rush event and ends with the pinning of the Initiates.
- C)** The initiation period begins with the pinning of the Initiates and ends with the Formal Induction of the new Members.
- 1) All events planned for or by the Initiates and approved by the Chapter during the membership drive shall be referred to as initiation events.
  - 2) At these initiation events, the expressed purpose shall be education of initiates in accordance with the chapter and national guidelines.
- 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.

**Section 11.** Each Collegiate Chapter is required to meet the following minimum rush and Initiation requirements:

**A. Rush.** Each Collegiate Chapter shall, at least,

1. Hold two separate Information Sessions at the beginning of the rush period with the purpose of demonstrating to prospective Initiates both the ideals of Phi Sigma Pi and the requirements of the rush and Initiation processes;
2. Hold two rush events for the purpose of allowing prospective Initiates to become better acquainted with the Active Members.

**B. Initiation.** Each Collegiate Chapter shall, at least,

1. Hold a minimum five-week Initiation Program with a minimum of five Initiate Meetings;
2. Require the Initiate class to complete one scholarship event, one social event, one service event, and one fundraising event. The purpose of each event should be to demonstrate one or more of the ideals of Phi Sigma Pi;
3. Assign each Initiate to one or more Active Members or active alumni of a Collegiate Chapter. The Active Members or active alumni will serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program;
4. Introduce the Initiate to the Scholar's Province, and the governing documents of the National Fraternity and the local collegiate chapter;
5. Require all Initiates to learn the Fraternity Songs;
6. Require all Initiates to learn the Fraternity and Collegiate Chapter's History;
7. Require all Initiates to pass the Phi Sigma Pi National Membership Exam by 80%

## **ARTICLE V: GRAND CHAPTER**

**Section 1.** The Grand Chapter shall consist of the National Council, all Collegiate Chapters in good standing, and all Alumni Chapters in good standing.

**Section 2.** All final legislative powers of Phi Sigma Pi shall be vested in the Grand Chapter. The Grand Chapter shall be supreme in all matters pertaining to the Grand Chapter's affairs while in session and when not

in session, carried out through the National Council, and shall have the sole right to oversee and govern all Chapters of Phi Sigma Pi.

**Section 3.** Each Collegiate Chapter and Alumni Chapter of Phi Sigma Pi is required to send at least one representative to a meeting of the Grand Chapter and shall designate one (1) official delegate and may also designate one (1) alternate delegate. The alternate delegate may, if needed, assume the rights and responsibilities of the official delegate. The payment of the registration and other fees for the attendance of the Chapter delegate shall be the responsibility of said Chapter. Grand Chapter attendance shall be open to all Phi Sigma Pi Members in good standing.

**Section 4.** Each delegate and alternate selected by a Chapter shall be a Member in good standing. In no case shall a delegate or alternate represent more than one (1) Chapter.

**Section 5.** In all sessions of the Grand Chapter, each National Officer and each Collegiate Chapter in good standing shall have one (1) vote. Alumni Chapter delegates shall have the same rights as the Collegiate Chapter delegates and National Officers, with the right to vote limited to national elections.

**Section 6.** In all national elections during Grand Chapter, each National Officer, each Collegiate Chapter in good standing and each Alumni Chapter in good standing shall have one (1) vote.

**Section 7.** The National Council shall have the authority to pay all or part of the expenses incurred by official delegates and National Officers in attending the meeting of the Grand Chapter, provided the funds in the National Treasury are sufficient to justify such action, as determined by the National Council.

## **ARTICLE VI: NATIONAL COUNCIL**

**Section 1.** The National Council shall consist of the seven (7) National Officers ordered as follows: National President, Senior Vice President, National Secretary, Vice President of Finance, Vice President of Membership Development, Vice President of Chapter Development, and Vice President of Alumni Development.

**Section 2.** The National Council shall have jurisdiction over all components of Phi Sigma Pi except the Grand Chapter, shall represent the Grand Chapter when the Grand Chapter is not in session, and shall approve all decisions in matters of National policy, public relations, legal action, and controversies which have been referred to the National Council. The National Council shall have such powers and duties as are prescribed by the laws of the Commonwealth of Pennsylvania pertaining to nonprofit organizations and fraternal associations. The National Council shall be charged with the responsibility and authority to perform the executive, legislative, and administrative work of Phi Sigma Pi. The National Council shall receive and submit petitions, induct new Chapters, grant charters, and transact such other business as the general welfare of Phi Sigma Pi requires. The National Council shall have the responsibility and authority to ensure that the actions of a Collegiate Chapter, Alumni Chapter, National Staff Member, or National Officer do not compromise the integrity and mission of Phi Sigma Pi.

**Section 3.** The National Council shall have the authority to set National Dues and Fees.

**Section 4.** The National Council shall hire an Executive Director to oversee the daily administration of the National Fraternity under the auspices of the powers and responsibilities of the National Council. The Executive Director shall be empowered to establish and maintain a professional National Staff in order to accomplish the duties required of the National Office and shall have such delegated powers that are deemed necessary to accomplish these ends.

**Section 5.** The National Council shall be the sole agent of Phi Sigma Pi to receive reports from and direct the work of the National Staff through the Executive Director.

**Section 6.** The qualifications for National Officers shall be as follows: All candidates shall have been active in Phi Sigma Pi for at least two (2) semesters or three (3) quarters, not including the semester or quarter of

induction. Candidates for National President shall have served on the National Council for at least twelve (12) months prior to election as National President.

**Section 7.** The National Officers shall serve as the officers of Phi Sigma Pi National Honor Fraternity and of the Grand Chapter of Phi Sigma Pi.

**Section 8.** Each Member of the National Council, past or present employee of Phi Sigma Pi, and Member's or employee's respective heirs, administrators, and executors shall be indemnified by Phi Sigma Pi in accordance with and to the fullest extent provided by the provisions of the Pennsylvania Nonprofit Corporation Law as the laws may from time to time be amended.

**Section 9.** The National Council may appoint individuals to an Advisory Board, one (1) of whom shall be the immediate past president. If the immediate past president is unable to serve, the National Council shall choose an immediate past National Council member, who is not currently on National Council, to serve in the past president's place. Any or all Members of the Advisory Board may be invited to attend meetings of the National Council or the Grand Chapter for the purpose of lending the Advisory Board Member's experience and service to important Phi Sigma Pi concerns.

**Section 10.** The National Headquarters of Phi Sigma Pi shall be located in a city of the United States recommended by the National Council and approved by the Grand Chapter.

**Section 11.** Any Member of the National Council may be removed from office by a three-fourths (3/4) vote of the remaining council or by a three-fourths (3/4) vote of the Grand Chapter. The Member who has been removed from office may appeal this decision.

## **ARTICLE VII: ELECTION OF THE NATIONAL COUNCIL**

**Section 1.** Members of the National Council shall be elected by a majority vote of the voting members of the Grand Chapter at the regular meeting of the Grand Chapter for a term of two (2) years.

**Section 2.** Nominations to National Council for general elections may be made by any Member in good standing and shall be held open until one-hundred and twenty (120) days prior to the Grand Chapter meeting at which general elections shall be held. At that time, nominations shall be closed and no further nominations shall be accepted.

**Section 3.** Elections of the National Council shall be conducted at a meeting of the Grand Chapter with quorum and during executive session. General and special elections for National Council shall be conducted according to the following procedure:

**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, there shall be a period during which the candidate will 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.

**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.

**D.** The Chair shall appoint Tellers of Election to collect and tally the votes. 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.

E. In the event that no candidate for a National Council position has obtained a clear majority of the votes cast, a run-off vote shall be instituted. The two (2) candidates for the National Council position receiving the highest number of votes shall be placed on a new ballot, and a new vote shall be taken. This process shall be repeated until one (1) candidate receives a majority vote.

F. A candidate for a National Council position who receives the majority vote in an election shall be considered the officer-elect immediately following the announcement of the vote.

**Section 4.** Each officer-elect shall be installed by the Officer Installation Ceremony at the National Convention Awards Banquet during the same calendar year in which they were elected, and shall hold office until the officers' successors are duly installed..

**Section 5.** Vacancies in the National Council, except in the case of the office of the National President, shall be filled by the following procedure:

- A. If the vacancy occurs at least 90 days prior to the regularly scheduled meeting of the Grand Chapter, the National Council shall fill the vacancy by temporary appointment from within the eligible Membership of Phi Sigma Pi as prescribed in ARTICLE VI, Section 6. Appointees shall be installed by the Officer Installation Ceremony immediately upon accepting the appointment, and shall serve until the vacancy is filled by election at the next regular meeting of the Grand Chapter, and the appointee's successor is duly installed.
  - i. If a general election for the vacant office is on the agenda for the next regular meeting of the Grand Chapter, the vacancy shall be filled by general election as prescribed in ARTICLE VII.
  - ii. If no general election for the vacant office is on the agenda for the next regular meeting of the Grand Chapter, a special election shall be held to fill the vacancy at the next regular meeting of the Grand Chapter. Nominations for the vacated National Council positions to be filled by special election shall be opened immediately upon the occurrence of the vacancy. Nominations shall remain open until sixty (60) days prior to the date of the Grand Chapter meeting at which the special election shall be held.
  - iii. Special elections shall follow the election procedure outlined in ARTICLE VII, Section 3. The officer-elect shall be installed by the Officer Installation Ceremony immediately following the special election whenever possible, and shall serve the remainder of the term of office, until the officer's successor is duly installed.
- B. If the vacancy occurs less than 90 days prior to the next regular meeting of the Grand Chapter and a general election for the vacant office is on the agenda, the vacancy shall be filled by general election as prescribed in ARTICLE VII.
- C. If the vacancy occurs less than 90 days prior to the next regular meeting of the Grand Chapter and no general election for the vacant office is on the agenda, the National Council shall fill the vacancy by appointment from within the eligible Membership of Phi Sigma Pi as prescribed in ARTICLE VI, Section 6. Appointees shall be installed by the Officer Installation Ceremony immediately upon accepting the appointment, and shall serve the remainder of the term, and until the appointee's successor is duly installed.

**Section 6.** Vacancies in the office of the National President shall be filled from within the membership of the current National Council, by a majority vote of the National Council. The resulting vacancy shall be filled according to the procedure outlined in ARTICLE VII, Section 5.

## **ARTICLE VIII: DUTIES OF THE NATIONAL OFFICERS**



**Section 1.** The National President shall:

- A. Preside at all meetings of the Grand Chapter and the National Council;
- B. Appoint all committee members;
- C. Sign warrants drawn upon the Treasury, contracts entered into by Phi Sigma Pi, all Charters, and all Membership Certificates;
- D. Promote the general interests of Phi Sigma Pi;
- E. Ensure that all policies are carried out;
- F. Call for and receive reports desired from the National Officers, National Committees or Chapters;
- G. Perform such other duties as ordinarily pertain to the office.

**Section 2.** The Senior Vice President shall:

- A. Temporarily serve in the absence or inability of the President;
- B. Serve as the chairperson of the Committee on Constitution & Chapter Standards (ARTICLE XII, Section 7);
- C. Advise on risk-management;
- D. Perform such other duties as may be assigned to the Senior Vice President.

**Section 3.** The National Secretary shall:

- A. Ensure the preservation of the National Constitution, Charters, Rituals, and all documents, records, and supplies of Phi Sigma Pi;
- B. Issue and sign all Charters and Membership Certificates;
- C. Ensure that accurate records of all proceedings of the Grand Chapter and National Council are maintained;
- D. Ensure that minutes of the Grand Chapter and National Council are made available to all Active Members and Alumni Members within seven (7) days of their approval;
- E. Serve as the chairperson of the Awards, Scholarship, & Emblem Committee (ARTICLE XII, Section 4);
- F. Serve on the Communication and Technology Committee.

**Section 4.** The Vice President of Finance shall:

- A. Sign warrants on the Treasury and contracts entered into by Phi Sigma Pi;
- B. Pay authorized warrants of the Grand Chapter when properly signed by the duly empowered National Council Members or designated representatives;
- C. Ensure that a complete record of receipts and expenditures shall be maintained;
- D. Prepare Phi Sigma Pi's budget in conjunction with the Executive Director;

E. Serve on the Personnel Committee, and make reports at the regular meetings of the Grand Chapter and special reports when called upon by the National President (ARTICLE XII, Section 6);

F. Serve as the chairperson for the Fund Development Committee;

G. Serve as a liaison between National Council and the Phi Sigma Pi Foundation Board of Directors.

**Section 5.** The Vice President of Membership Development shall:

A. Instruct Collegiate Chapters how to make efficient and effective use of The Ritual;

B. Propose changes to the National Guidelines on Initiation;

C. Ensure that Collegiate Chapter Initiation Programs are designed to produce committed, responsible, and Active Members;

D. Ensure that all Collegiate Chapters understand and support the National Guidelines on Initiation and Phi Sigma Pi policies;

E. Be charged with the responsibility of seeing that Initiation Programs instill the ideals of Phi Sigma Pi and develop pride and commitment through learning, participation, and responsibility;

F. Ensure that the history of Phi Sigma Pi is taught to Members.

G. Serve as the chairperson of the Membership Development Committee (ARTICLE XII, Section 8).

**Section 6.** The Vice President of Chapter Development shall:

A. Ensure organization and installation of new Collegiate Chapters;

B. Promote a professional fraternity image through reviewing National public relations efforts and standards;

C. Ensure all information pertaining to the growth and expansion of Phi Sigma Pi, is properly interpreted and disseminated;

D. Ensure the development and education of regional leadership;

E. Promote the continual education of Chapter officers and aid in the development of Chapters;

F. Promote communication and national unity among Regions and Chapters.

G. Be the chairperson of the Chapter Development Committee (ARTICLE XII, Section 10).

**Section 7.** The Vice President of Alumni Development shall:

A. Serve as the coordinating official for Alumni communications and activities;

B. Advise all Chapters on current Alumni events and encourage Alumni attendance at National Conventions and all Phi Sigma Pi functions;

C. Encourage positive and consistent communication among the Collegiate Chapters and the Collegiate Chapter's respective Alumni;

D. Serve as the Grand Chapter's official liaison with Alumni and Alumni Chapters.

E. Serve as the chairperson of the Alumni Development Committee (ARTICLE XII, Section 9);

## **ARTICLE IX: COLLEGIATE CHAPTERS**

**Section 1.** The Collegiate Chapter shall have the responsibility and authority over all Chapter Members and the administrative operations of the Collegiate Chapter, except where these operations would infringe upon the integrity of Phi Sigma Pi, the Grand Chapter, the National Council, another Collegiate Chapter, an Alumni Association, or an Alumni Chapter.

**Section 2.** The responsibilities of a Collegiate Chapter are to:

- A. Ensure the maintenance of the Chapter's viability and enthusiasm;
- B. Plan and complete scholastic, service, fund-raising, and social activities;
- C. Improve Chapter image and influence on the campus and in the local community;
- D. Properly recruit and educate new Members to ensure the future of the Chapter;
- E. Maintain regular contact with the National Office;
- F. Define the Chapter Bylaws and Chapter Operating Policies in accordance with the governing documents of Phi Sigma Pi;
- G. Correspond with and cultivate the Chapter's Alumni; and
- H. Foster knowledge in the future leaders of Phi Sigma Pi and society.

**Section 3.** Each Collegiate Chapter shall adopt Chapter Bylaws, Chapter Operating Policies (Chapter Dues and Fees, service requirements, Chapter Membership recruitment policies, etc.), and Articles of Incorporation (optional) to provide for the Chapter's own particular needs, consistent with the National Constitution and Phi Sigma Pi National Articles of Incorporation. Each Collegiate Chapter's Bylaws shall be forwarded to the National Office for approval.

**Section 4.** The Collegiate Chapters shall be named in order of establishment, with the letters of the Greek alphabet being used serially, Alpha, Beta, Gamma, and so on through the alphabet. The succeeding Collegiate Chapters shall be Alpha Alpha, Alpha Beta, and so on; then Beta Alpha, Beta Beta, and so on.

**Section 5.** If a Collegiate Chapter becomes Inactive, the Chapter's designating letter(s) shall not be used for another Collegiate Chapter at another sheltering institution.

**Section 6.** The National Council shall have the power to place on probation, suspend, or revoke a charter from a Collegiate Chapter.

**Section 7.** 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.

**Section 8.** 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 residing in the vicinity of the sheltering institution.

**Section 9.** In order for a Collegiate Chapter to remain in good standing with Phi Sigma Pi, the Chapter shall be required to adhere to the National Constitution and to promptly submit all monetary remittance, forms, and reports required by the National Office.

**Section 10.** An institution desiring to establish a new Collegiate Chapter shall submit a petition signed by all of the students who shall be Inducted as Charter Members to the National Council. The petition shall also be approved and signed by the appropriate administrative officer of the sheltering institution. The National Council shall examine the petition furnished by the proposed Chapter and investigate the sheltering institution. A three-fourths (3/4) vote of the National Council shall be required for approval of a new Collegiate Chapter.

**Section 11.** The National Council may also establish Collegiate Chapters by selecting a sheltering institution for membership and taking on the responsibility of securing Members and seeking the approval of the sheltering institution for the Collegiate Chapter.

**Section 12.** Collegiate Chapters shall recognize in some manner the Chapter's Founder's Day.

## **ARTICLE X: ALUMNI ORGANIZATIONS**

**Section 1.** The Alumni Chapter shall have the responsibility and authority over all the Alumni Chapter's Members and the administrative operations of the Alumni Chapter except where these operations would infringe upon the integrity of Phi Sigma Pi, the National Council, a Collegiate Chapter, or another Alumni Chapter.

**Section 2.** The responsibilities of an Alumni Chapter are: to serve as a service, scholastic, fund-raising, and social outlet for Phi Sigma Pi Alumni; to encourage Alumni to remain involved with Phi Sigma Pi; to serve as a resource to Collegiate Chapters; to provide advice and assistance to the Collegiate Chapters; to recruit new Alumni Chapter Members; to cultivate potential National Council Members; to maintain regular contact with the National Office; to assist the National Office where needed; and to define the Alumni Chapter's Bylaws.

**Section 3.** The National Council may Charter an Alumni Chapter when a petition in writing by at least ten (10) Alumni in a particular geographical region have expressed interest in participating in an Alumni Chapter. A three-fourths (3/4) vote of the National Council shall be required for approval of a new Alumni Chapter.

**Section 4.** Each Alumni Chapter shall adopt Bylaws to provide for the Alumni Chapter's own particular needs, consistent with the National Constitution and Articles of Incorporation of Phi Sigma Pi. Each Alumni Chapter's Bylaws shall be forwarded to the National Office for approval.

**Section 5.** Alumni Chapters shall be established by geographical region. Alumni Chapters shall be open to Alumni Members and Honorary Members in good standing who have graduated or are no longer associated with the sheltering institution in which they were inducted.

**Section 6.** Each Alumni Chapter shall be named based upon the geographical region the Chapter represents.

**Section 7.** The National Council shall have the power to place on probation, suspend, or revoke a charter from an Alumni Chapter.

**Section 8.** Each Alumni Chapter shall elect annually a President and at least two additional officers that the Alumni Chapter deems necessary. The officers' duties shall be prescribed by the Alumni Bylaws except in the case where such duties are provided in the National Constitution. All officers shall constitute the Executive Board of the Alumni Chapter.

**Section 9.** Vacancies in the Executive Board of an Alumni Chapter shall be filled by nomination and election by the Alumni Chapter. The newly installed officer shall serve out the remainder of the predecessor's term of office.

**Section 10.** In order for an Alumni Chapter to remain in good standing with Phi Sigma Pi, the Alumni Chapter shall be required to adhere to the National Constitution and to promptly submit all monetary remittance, forms, and reports required by the National Office.

**Section 11.** Alumni Associations shall have been granted by the National Council the right to be officially recognized.

**Section 12.** The purpose of Alumni Associations shall be to continue to promote the ideals of Phi Sigma Pi National Honor Fraternity.

## **ARTICLE XI: CHAPTER OFFICERS**

**Section 1.** Each Chapter shall elect and install annually at least the following officers: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian. The Initiate Advisor may be elected and installed on a semester or quarterly basis.

**Section 2.** The Chapter may elect other officers as the Chapter deems necessary.

**Section 3.** The duties of the 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.

**Section 4.** Each Chapter officer shall submit at the end of each term of office 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.

**Section 5.** 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;
- A. Call special meetings of the Chapter;
- B. Prepare the agenda in consultation with the Executive Board;
- C. Be responsible for informing the Chapter about the national activities of Phi Sigma Pi;
- D. Be a voting Member of the Executive Board.
- E. Serve as the Risk Management Advisor for the Chapter.

**Section 6.** 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.

**Section 7. 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, supply, and submit all National and Chapter Forms, documents, records, the National Constitution, Chapter Bylaws, The Ritual, other documents, and supplies;
- E. Submit to the National Office the most up to date chapter bylaws with the Form 110 every semester or quarter.
- 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.

**Section 8. 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.

**Section 9.** 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 a voting Member of the Executive Board.

**Section 10.** 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 at the Chapter's discretion.

**Section 11.** 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.

**Section 12.** Each officer shall relinquish possession of the materials for his/her 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.

**Section 13.** Vacancies in the Executive Board shall be filled by nomination and election by the Collegiate Chapter no later than the second regularly scheduled Chapter meeting after the vacancy occurs. The newly-installed officer shall serve out the remainder of the predecessor's term of office.

## **ARTICLE XII: MEETINGS**

### **Section 1. Grand Chapter:**

**A.** The regular meetings of the Grand Chapter shall occur at least once every two (2) years at the time and place designated by the National Council.

**B.** The National Council shall issue a call for such meetings to Members and to each Chapter at least one-hundred eighty (180) days before the fixed time of the meeting.

**C.** A quorum for the transaction of business shall consist of a majority of those entitled to vote in the session of the Grand Chapter.

### **Section 2. National Council:**

**A.** The National Council shall hold at least one (1) meeting each year.

**B.** Quorum for National Council meetings shall be any five (5) of the seven (7) National Officers, each of whom shall be entitled to one (1) vote at meetings of the National Council.

### **Section 3. Collegiate Chapter:**

**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 Members in good standing.

### **Section 4. Alumni Chapter:**

**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.

## **ARTICLE XIII: NATIONAL COUNCIL STANDING COMMITTEES**

**Section 1.** The Standing Committees of the National Council shall be: Awards, Scholarship, & Emblem Committee; Communications & Technology Committee; Personnel Committee; Constitution & Chapter Standards Committee; Membership Development Committee; Alumni Development Committee and Chapter Development Committee.

**Section 2.** All committee membership shall be appointed by the National President, except as otherwise stated in the National Constitution, and shall consist of a minimum of three (3) Members.

**Section 3.** The Awards, Scholarship, & Emblem Committee shall be chaired by the National Secretary. The other committee members shall include one (1) other National Officer and at least one (1) member of the National Staff. The committee shall be responsible for reviewing the Chapters' scores for the National Awards, recommending recipients of Distinguished Service Keys to the National Council, recommending candidates for National Honorary Membership status, and determining the recipients of the National Scholarship(s). The committee shall also be responsible for making recommendations to the Grand Chapter when changes are deemed necessary to the emblems, jewelry, insignia, and official songs of Phi Sigma Pi.

**Section 4.** The Communications & Technology Committee shall have as members the National Secretary, at least one (1) other National Officer, at least one (1) National Staff member, and at least one (1) Member in good



standing with Phi Sigma Pi. The committee shall be responsible for investigating and suggesting communications and technology improvements for the National Headquarters and Phi Sigma Pi Chapters. The committee shall promote the effective use of communication tools and actions to strengthen Phi Sigma Pi nationwide.

**Section 5.** The Personnel Committee shall have as members the National Vice President of Finance, the National President, at least one (1) other National Officer, and designated National Staff Member(s). The committee shall be responsible for all issues concerning the hiring and reviewing of Phi Sigma Pi employees.

**Section 6.** The Constitution & Chapter Standards Committee shall be chaired by the National Senior Vice President. The other committee members shall include one (1) other National Officer, at least one (1) member of the National Staff, and at least one (1) member with current Active Membership status with a Collegiate Chapter. The committee shall be responsible to investigate and consider improvement of the National Constitution and to make recommendations to the National Council and Grand Chapter for revision when changes are deemed advisable. The committee shall explore methods in which Chapters can be educated on Parliamentary Procedure and Phi Sigma Pi governing documents.

**Section 7.** The Fund Development Committee shall be chaired by the Vice President of Finance, and have at least one (1) other National Officer, at least one (1) National Staff member, and at least one (1) Member in good standing with Phi Sigma Pi. The committee shall aid in developing fundraising strategies and donor recognition and advise the National Council on ways to advance Phi Sigma Pi and its activities through fund-raising initiatives.

**Section 8.** The Membership Development Committee shall be chaired by the Vice President of Membership Development. The other committee members shall include at least one (1) National Staff Member and at least one (1) Member in good standing of Phi Sigma Pi. The committee shall be responsible for making recommendations to improve the National Guidelines on Initiation and promote Chapter compliance. The committee shall review the Initiation Programs of all chapters to ensure the instillation of Phi Sigma Pi ideals. The committee shall be responsible for reviewing and updating the approved Phi Sigma Pi Fraternity Ritual.

**Section 9.** The Alumni Development Committee shall be chaired by the Vice President of Alumni Development. The other committee members shall include at least one (1) National Staff Member and at least one (1) Member in good standing of Phi Sigma Pi. The committee shall be responsible for promoting Alumni Chapters and Associations, and recommending programs and activities to foster alumni involvement.

**Section 10.** The Chapter Development Committee shall be chaired by the Vice President of Chapter Development. The other committee members shall include at least one (1) National Staff Member and at least one (1) Member in good standing of Phi Sigma Pi. The committee shall be responsible for making recommendations to improve chapter strength and stability, promote participation in national service projects, aid in regional development, and ensure the knowledge of Phi Sigma Pi history.

## **ARTICLE XIV: HOUSE CORPORATIONS**

**Section 1.** No Chapter shall own or lease real property unless the Chapter has been incorporated under the laws of the state in which the property shall be located.

**Section 2.** A Chapter shall have the right to form a house corporation. The Chapter shall submit a copy of the Certificate of Incorporation to the National Office as a permanent record.

## **ARTICLE XV: NATIONAL FINANCES**

**Section 1.** National Dues

A. Active and Locally Inactive Members of Collegiate Chapters shall pay National Dues to Phi Sigma Pi each semester or quarter of the academic year, by dates established by the National Council, through

the Collegiate Chapter Treasurer. Collegiate Chapters with sheltering institutions on a trimester or quarter system have the option, if deemed necessary by the National Office, to be assessed National Dues on a more frequent basis. However, the total annual National Dues charged in these instances shall be rounded up to the nearest whole dollar. Members shall pay all or part of the National Dues for the academic period in which the Member shall be Inducted, as determined by the National Council.

**B.** Nationally Inactive Members shall be exempt from paying National Dues.

**C.** Each Chapter shall submit the appropriate form along with the respective National Dues by the dates established by the National Council.

## **Section 2. Induction Fees**

**A.** The National Induction Fee for a Member shall be payable at the time of Induction. Each Collegiate Chapter shall pay all Induction Fees to Phi Sigma Pi, through the Collegiate Chapter Treasurer, by sending the fees to the National Office by a deadline determined by the National Council. Chapters may levy an additional Induction Fee in accordance with Collegiate Chapter needs.

**B.** Each Chapter shall submit the appropriate forms along with the respective National Fees by the dates established by the National Council.

## **Section 3. Alumni Chapter Dues**

**A.** Alumni Chapters shall pay Alumni Chapter Dues to Phi Sigma Pi one (1) time per calendar year, through the Chapter Treasurer, by sending the Dues to the National Office by a deadline determined by the National Council.

**B.** Each Alumni Chapter shall submit the appropriate forms along with the respective Alumni Chapter Dues by the dates established by the National Council.

## **Section 4. Phi Sigma Pi's fiscal year shall begin July 1 and end the following June 30.**

**Section 5.** All cash funds of Phi Sigma Pi shall be deposited in the name of Phi Sigma Pi National Honor Fraternity in institutions which are insured. Checks, drafts, and other items for collection, requiring endorsement, shall be endorsed in the name of Phi Sigma Pi National Honor Fraternity by the designated signers established by the National Council. All checks issued against any of Phi Sigma Pi's accounts shall be conveyed over the signatures of two (2) designated signers on the account.

**Section 6.** All bonds, securities, and other investments acquired by Phi Sigma Pi shall be held in the name of Phi Sigma Pi National Honor Fraternity. All securities acquired by Phi Sigma Pi shall be held for the account of Phi Sigma Pi National Honor Fraternity in an institution which shall be a member of the Federal Reserve System or insured by the Securities Investor Protection Corporation. All Phi Sigma Pi investment transactions, when authorized by the National Council, shall be conveyed over the signatures of two (2) designated signers on the account.

**Section 7.** The National Council shall retain annually an independent Certified Public Accountant to review the books and accounts of the National Office and Phi Sigma Pi.

**Section 8.** The Vice President of Finance is to submit the proposed budget seven (7) days after approval by the National Council to each of the individual Chapters.

## **ARTICLE XVI: CHAPTER FINANCES**

**Section 1.** Each Chapter shall adopt the same fiscal year as Phi Sigma Pi. The financial policies of the Chapters shall be governed by a budget adopted at the beginning of each fiscal year.

**Section 2.** Each Chapter shall pay a Charter Fee, set by the National Council, before receiving the Chapter's Charter.

**Section 3.** Each Chapter shall determine the Chapter's own Dues and the date for collection.

**Section 4.** 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.

**Section 5.** 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.

**Section 6.** 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.

## **ARTICLE XVII: CHAPTER RECORDS AND REPORTS**

**Section 1.** By dates established by the National Council, each Chapter shall submit to the National Office the names and addresses of the Active Members, Inactive Members, and Honorary Members.

**Section 2.** After each Induction, by dates established by the National Council, the Chapter Secretary shall submit to the National Office the New Member Information form.

**Section 3.** The Chapter Secretary shall submit to the National Office, on or before the dates established by the National Council, the names of officers elected for the ensuing year.

**Section 4.** The Chapter Treasurer shall submit to the National Office, by dates established by the National Council, the complete financial report for the year, attested by the Chapter President and Secretary, on the appropriate form.

## **ARTICLE XVIII: DISCIPLINARY ACTIONS OF THE NATIONAL COUNCIL**

**Section 1.** All Reports, Dues, and Fees called for by the National Office shall be forwarded promptly by the due date. The National Office shall contact a delinquent Chapter as soon as possible regarding any Reports, Dues, or Fees not received by the National Office by the appropriate due date. Failure to submit Reports, Dues, or Fees by the appropriate due date shall subject the Chapter to a fine to be determined by the National Council. In addition, the delinquent Chapter shall lose all Grand Chapter voting and reimbursement privileges until all delinquent financial obligations, forms, and reports are received by the National Office. Further disciplinary action may be taken if deemed necessary by the National Council. Multiple or recurring offenses may subject the Chapter to further disciplinary action under the provisions of Section 2 below.

**Section 2.** If a Chapter acts in a manner contrary to the National Constitution, the Chapter shall be disciplined according to the severity of the offense. Chapter actions deemed as offenses include, but are not limited to, non-payment of National Dues or Fees and failure to comply with other regulations. A three-fourths (3/4) majority vote of the National Council shall be necessary for disciplinary action in such event. Disciplinary action shall include, but not be limited to, probation, suspension, or revoking a charter of the Chapter by the National Council.

**Section 3.** The Members of the National Council may suspend summarily any Chapter or Member of Phi Sigma Pi whenever such action shall be believed necessary to ensure the continued, orderly functioning of Phi Sigma Pi and/or to protect life or property. A three-fourths (3/4) majority vote of the National Council shall not

be immediately required, but shall be obtained at a formal hearing within thirty (30) days for the suspension to remain in effect.

**Section 4.** The National Office shall notify the Chapter President, Secretary, and Chapter Advisor of the disciplinary action taken against the Chapter. In the event that the action results in the suspension of the Chapter, the National Office shall advise the Chapter of the time and place when the Grand Chapter shall hear the suspension appeal. The Grand Chapter shall have the authority to overturn or amend any disciplinary decision of the National Council after such a hearing by a two-thirds (2/3) vote of the Members present at a duly convened meeting of the Grand Chapter.

**Section 5.** A Chapter that is under disciplinary action may have the disciplinary action reduced by completing part or all of the terms and conditions of the action and by appeal to the National Council. A three-fourths (3/4) vote of the National Council will reduce the action.

**Section 6.** Any Chapter which is delinquent in the Chapter's monetary remittance, forms, reports, or which is the subject of disciplinary action by the National Council, shall not be considered a Chapter in good standing.

## **ARTICLE XIX: NATIONAL AWARDS**

### **Section 1. Distinguished Service Keys**

**A.** The National Council shall be authorized to approve annually by seven (7) votes 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 by at least six (6) votes in the affirmative for each recipient the award of a Distinguished Service Key to a National Council Member who has rendered distinguished service to Phi Sigma Pi.

**C.** The Distinguished Service Keys awarded shall be purchased by appropriations from the National Treasury.

**Section 2.** 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.

**Section 3.** The National Council shall be authorized to establish additional National Awards that the National Council deems appropriate.

## **ARTICLE XX: JEWELRY, INSIGNIA, AND THE RITUAL**

### **Section 1. 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 XVIII, National Awards.

F. The National Council Pin is 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.

## **Section 2. Insignia**

A. Any mark owned by Phi Sigma Pi may be used by any Member or Chapter without expressed written permission of the Fraternity, provided that the use is not in conflict with the purposes or image of Phi Sigma Pi. At any time permission to use the mark may be revoked.

B. Each Member shall be provided with a Membership Certificate or "Shingle" bearing the Official Coat of Arms and Official Seal of Phi Sigma Pi.

## **Section 3. Ritual**

A. Only upon completion of the Membership requirements shall membership be conferred by use of the Formal Initiation Ceremony, also known as *The Ritual*.

B. The Ritual shall only be conducted in the presence or view of Phi Sigma Pi members with the exception of individuals required to aid members with special needs.

C. Phi Sigma Pi Fraternity Rituals shall only be obtained from the National Office.

# **ARTICLE XXI: PROHIBITIONS**

**Section 1.** 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, but not limited to, any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment and ridicule. 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, 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.

**Section 2.** 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 rush or initiation event that is organized for or by the rushees or initiates or requires their attendance for part or all of the time.

**Section 3.** 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.

**Section 4.**

**A.** 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.

**B.** Each Chapter shall develop a Risk Management Program, taking into consideration any risk management program already instituted at the sheltering institution, that highlights the issue of hazing, the responsibilities and liabilities of alcoholic beverages, and illicit controlled substance possession, consumption, and distribution.

1. This program must be in compliance with all regulations set forth by the sheltering institution, the National Constitution, as well as all federal, state, and local laws.

2. Each chapter shall be required to hold or attend a minimum of two (2) programs per academic year to further educate Members and Initiates on its Risk Management Policy. C. 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.

**Section 5.** No provision of the National Constitution, the National Initiation Manual or Program 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 well-being of Phi Sigma Pi.

**Section 6.** The effect of the National Constitution upon an individual Chapter may be altered to conform to any sheltering institution regulations to which the Chapter shall be subject. Any such alteration shall be incorporated as an integral part of the Chapter's Bylaws, which are subject to review and approval by the National Council. The National Council shall not approve any such alteration unless the National Council has received proof that the contested part of the National Constitution does in fact conflict with the official sheltering institution regulations to which the Chapter shall be subject.

**Section 7.** 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.

**Section 8.** No Member or component of Phi Sigma Pi shall circularize the Membership of Phi Sigma Pi or any part thereof without first obtaining the consent of the National Council. Phi Sigma Pi communications, approved Collegiate or Alumni publications, and business discussions shall not be affected by this section.

## **ARTICLE XXII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Phi Sigma Pi in all cases to which they are applicable and in which they are not inconsistent with the National Constitution and any special rules of order Phi Sigma Pi may adopt.

## **ARTICLE XXIII: DISSOLUTION**

**Section 1.** In the event of dissolution of Phi Sigma Pi National Honor Fraternity, either by operation of the law or by action of the Grand Chapter, after the payment of all creditors, Phi Sigma Pi's assets shall be distributed to a nonprofit corporation organized and operated exclusively for charitable and educational purposes which shall have as the organization's purpose those objectives most similar to those of Phi Sigma Pi, and which shall have been qualified as tax-exempt under the United States Internal Revenue Code.

### **Section 2.**

**A.** In the event of dissolution of a Chapter of Phi Sigma Pi National Honor Fraternity, either by operation of the law, action of the sheltering institution, vote of the Chapter, action of the National Council, or action of the Grand Chapter, after the payment of all creditors, the Chapter's assets shall be distributed to the National Office as a donation to the Phi Sigma Pi National Honor Fraternity for use in the Richard Cecil Todd and Claudia Pennock Todd Tripod Scholarship fund as the Chapter may specify.

**B.** Only if the Chapter voluntarily dissolves may the Chapter request that a minimum of seventy-five percent (75%) of the funds sent to the National Office be considered as a donation to the Richard Cecil Todd and Claudia Pennock Todd Tripod Scholarship and the remaining amount of the funds be placed in an interest-bearing account for the future reactivation of the Chapter. Phi Sigma Pi does not undertake the liabilities of the Chapter in the event of the Chapter's dissolution.

**Section 3.** If an Alumni Chapter dissolves, then one hundred percent (100%) of the funds will be sent to the National Office to be considered as a donation to the Richard Cecil Todd and Claudia Pennock Todd Tripod Scholarship.

## **ARTICLE XXIV: AMENDMENTS**

**Section 1.** Amendments to the National Constitution or the Ritual may be proposed by any Collegiate or Alumni Chapter in good standing, or any Member of the National Council. If an amendment is submitted by a Chapter, at least three-fourths (3/4) of the Members present and eligible to vote at a regularly scheduled Chapter meeting must be in favor of proposing the amendment to the Grand Chapter.

**Section 2.** Proposals for amendments to the National Constitution or the Ritual shall be submitted in writing to the National Headquarters at least one-hundred and twenty (120) days prior to the meeting. Chapters submitting proposals for amendments shall include a copy of the meeting minutes at which the proposal was approved. Proposed amendments submitted without these documents shall not be considered by the Grand Chapter.

**Section 3.** Proposals for amendments to the National Constitution or the Ritual, which meet the requirements outlined in Section 2, shall be distributed to the membership of Phi Sigma Pi no later than ninety (90) days prior to the regular meeting of the Grand Chapter at which they will be considered. Once the proposed amendments are distributed, they must be considered, as distributed, by the Grand Chapter.

**Section 4.** For all proposed amendments to the National Constitution or the Ritual, adoption shall require a three-fourths (3/4) vote of the Members present and eligible to vote at the Grand Chapter meeting at which the proposal is considered.

#### **ARTICLE XXV: SCOPE**

All former Constitutions and Bylaws or parts of Constitutions and Bylaws inconsistent herewith are hereby repealed.