

**Phi Sigma Pi National Honor Fraternity**  
**Alpha Phi Chapter Bylaws**  
Ratified March 16, 1999  
Amended December 12, 2004

**Article I: Name**

The name of this organization shall be Phi Sigma Pi, Alpha Phi Chapter, National Honor Fraternity (hereafter referred to as Alpha Phi Chapter).

**Article II: National Affiliation**

This organization is a charter member of the Phi Sigma Pi National Honor Fraternity.

**Article III: Purpose**

Alpha Phi Chapter shall be an honor fraternity for the students of Eastern Michigan University (hereafter referred to as EMU), founded upon a basis of scholarship, leadership, and fellowship. We strive to fulfill the purpose as stated in the National Constitution (Article II), while keeping in mind the individual needs of each Member of the Alpha Phi Chapter. It shall exist to meet the needs of the close fellowship and social interaction among persons of like ideal, interested in the same goals and striving for a higher social expression.

**Article IV: Membership**

Section 1: Membership Classes

A. Initiates shall meet the following criteria:

1. Initiates shall be EMU students who have completed a minimum of one semester of accredited University or College work.
2. Initiates shall have at least a 3.00 cumulative grade point average on a 4.00 scale.
3. Initiates must be able to serve at least two active semesters before applying for Alumni status, not including the initiate semester.
4. Initiates must be able to serve as an Active Member the semester immediately following Initiation. Extenuating circumstances will be reviewed by the Executive Board after a presentation in person by the Initiate in question.
5. At a regular meeting prior to Pinning, prospective members must be nominated by an Active Member to begin the Initiation process.
6. An Initiate must be nominated to remain in the Initiation Program at the next regular meeting following a point check and/or quiz.
7. An Initiate must be nominated for Active Membership by an Active Member. Voting shall be by secret ballot and should be completed at least 48 hours before Formal Induction. At least a three-fourths majority of the Active Members present at a regular meeting shall be required for confirmation.
8. Prior to Pinning, prospective members must present a copy of his/her previous semester's report card and/or progress report.

B. Active Members

1. To remain an Active Member it is necessary to fulfill the following requirements:
  - a. It is necessary for all Active Members to attend 75% of all regular, special, speaker, committee meetings, and/or programs.
  - b. Active Members must strive to maintain at least a 3.00 cumulative grade point average on a 4.00 scale.
  - c. Every Active Member must serve on at least one permanent committee per semester, with the exception of those members serving as a committee chair.
  - d. Every Active Member must pay all dues and prior financial obligations as stated in Article XV.
  - e. Active Members must participate in at least two fundraisers per semester.
  - f. Active Members must participate in at least two service projects per semester, one being the initiate service project.
  - g. Active Members must participate in the Adopt-A-Highway service project at least one time from May 1<sup>st</sup> through April 30<sup>th</sup> of the following year.
  - h. Active Members must attend at least three (3) Rush events per semester.
  - i. Active Members must attend all mandatory events defined in Article XIII.
2. Notification for excused absences must be given to the Chapter Secretary no less than 24 hours prior to the missed meeting or event. If an emergency should arise, the Member must contact the President and/or Secretary as soon as the Member realizes he/she will not be able to attend the meeting or event. Excused absences consist of those that are beyond control of the Active Member and will be at the discretion of the President and/or Secretary.
3. If a Member fails to meet any of the requirements, he/she may be brought up for disciplinary action at any time as defined in Article XIV until such time as he/she meets the requirements of active status.

C. Locally Inactive Members

1. All letters requesting Local Inactivity must be submitted to the Chapter Secretary before the beginning of the second regular meeting of the semester.
2. Letters requesting Local Inactivity must meet the following requirements in order to be presented to the Chapter:
  - a. Any outstanding balance must be paid or a Payment Plan must be submitted with the letter requesting inactivity.
  - b. National and Local dues must be submitted with the letter requesting inactivity.

3. Upon receipt of the letter and Payment Plan (if applicable), Local Inactivity shall be determined by a simple majority vote of the Active Members present at the second regular meeting of the semester.
4. Locally Inactive Members are not required to attend any activities, but are strongly encouraged to attend as many events as possible.
5. For those seeking a second consecutive semester of Local Inactivity, the following applies:
  - a. The Member will present his/her request personally to the Executive Board. The Executive Board will then determine inactivity by a simple majority vote.
  - b. The second semester of inactivity cannot precede the semester he/she plans to petition for Alumni status.
  - c. The Member has the option to appeal to the Chapter if Local Inactivity is denied.
6. Three consecutive semesters of inactivity are not permitted.

#### D. Nationally Inactive Members

1. All letters requesting National Inactivity must be submitted to the Chapter Secretary before the beginning of the second regular meeting of the semester.
2. To receive National Inactivity, one of the following must apply:
  - a. The Member is still enrolled at EMU, but his/her classes do not meet on any EMU campus.
  - b. The Member is currently on an accredited or academically recognized co-op or internship.
3. Any outstanding balance must be paid or a Payment Plan must be submitted with the letter requesting National Inactivity.
4. Upon receipt of the letter and payment plan (if applicable), National Inactivity shall be determined by a simple majority vote of the Active Members present at the second regular meeting of the semester.

#### E. Alumni Members

1. The Active Member must submit a letter to the Chapter Secretary stating his/her situation to the Chapter by the second to the last meeting of the semester. If all conditions have been fulfilled, the Chapter shall then grant that Member Alumni status.
2. All Active Members may petition for Alumni status if the following conditions are fulfilled:
  - a. Upon graduation from EMU all Active Members in good standing become Alumni Members.
  - b. The Active Member transfers or is no longer enrolled at the sheltering institution.
  - c. All outstanding balances must be paid in full, or a Payment Plan must be on file with the Treasurer.
  - d. The Active Member must file a Graduation/Transfer/Separation Form with the Chapter Secretary.
3. If an Active Member will be officially graduating during the spring or summer semester, the Member can petition for Alumni status the preceding semester.
4. The following regulations apply to Alumni Members:
  - a. Alumni Members, as defined in the National Constitution, Article IV, Section 1, can but are not required to attend all Alpha Phi Chapter activities.
  - b. Alumni Members cannot vote as stated in the National Constitution, Article IV, Section 4.
  - c. Alumni Members cannot have a little brother.

#### F. Honorary Members

1. Honorary Members shall be members, who, as stated in the National Constitution, Article IV, Section 1E, have demonstrated the highest qualities exemplified by Phi Sigma Pi through outstanding service to their community, Phi Sigma Pi, or the Alpha Phi Chapter, but are ineligible to become Active Members.
2. Honorary Members are not required to participate in the Initiation Program, but are required to participate in the Induction ceremony.
3. Honorary Members shall be elected into Phi Sigma Pi, Alpha Phi Chapter by a three-fourths secret ballot vote and shall follow the same rules and regulations as an Alumni Member.

Section 2: Membership into Alpha Phi Chapter is open to the entire EMU community without regard to race, creed, color, religion, national origin, ancestry, sex, age, disabled status, or sexual orientation.

Section 3: All persons of Alpha Phi Chapter shall be referred to collectively as Members or Brothers. Members, individually, may choose to be referred to as a Sister or Brother. All Members of Phi Sigma Pi shall be referred to as Brothers on a national level in accordance with the National Constitution.

### Article V: Officers

#### Section 1: Qualifications of Officers

- A. All officers shall be Active Members having fulfilled one complete semester of active membership, not including the initiation period, spring, or summer semesters.
- B. Candidates for President shall have previously held an office or chair position.
- C. All officers shall be familiar with the National Constitution, Chapter Bylaws, Officer Training Manual, and Officer Transition Manual.
- D. All officers must attend at least one training session each with his/her predecessor and successor.
- E. All officers shall maintain all or any records from his/her predecessors, including, but not limited to, an officer inventory document, training manual and the previous year's Form 110 for his/her office.
- F. Officer's Form 110 reports shall be submitted to the Executive Board and reported to the Chapter by the last regular meeting of each semester.

#### Section 2: The President Shall

- A. Preside and keep order at all Chapter meetings and promote the general interests of the Chapter;
- B. Be recognized as the official representative of the Chapter and maintain all correspondence with the National Office and other Collegiate Chapters;
- C. Serve as the chairperson of the Executive Board;
- D. Be responsible for advising the Chapter on all correspondence;
- E. Call special meetings of the Chapter;
- F. Prepare the agenda in consultation with the Executive Board and present the agenda at all Chapter meetings;
- G. Have summer Officer meetings to discuss Chapter business;
- H. Have an officer meeting before each regular meeting as he/she deems necessary;
- I. Attend all Chapter activities, National Convention, and Grand Chapter, if possible;
- J. Be knowledgeable of all Officer and Chair duties;
- K. Make sure that one aspect of the tripod is not overemphasized;
- L. Maintain proficiency in National and Local History;
- M. Be responsible for maintaining, bringing to meetings, and designating speakers for the Ritual;
- N. Be responsible for compiling and submitting all affiliation forms to EMU, including room reservation and room draw forms;
- O. Be responsible for collecting, compiling, and maintaining Chapter, Officer, Chair, and Member goals;
- P. Be responsible for determining the Chapter due dates of the Form 110 in conjunction with the Secretary;
- Q. Serve on the Risk Management ad-hoc committee when established;
- R. Serve as the Risk Management Advisor of the Chapter;
- S. Submit a written report each week to the Secretary;
- T. Be a voting Member of the Executive Board.

Section 3: The Vice President Shall:

- A. Preside over the Chapter meetings in the absence of the President;
- B. Be responsible for all duties of the President in the President's absence;
- C. Oversee all standing committees of the Chapter and gather committee reports;
- D. Accept all official responsibilities and obligations deemed necessary by the President;
- E. Appoint all Active Members not holding a Chair position to a standing committee;
- F. Serve as a liaison for any conflict involving a committee or its Chair;
- G. Create and maintain a Chapter calendar to be distributed to the Chapter. It should include all mandatory events, committee meetings, all other events, and any other dates relevant to the Chapter;
- H. Maintain contact with all Active and Inactive Members' parents;
- I. Attend all standing committee meetings, if possible;
- J. Serve as Ex-Officio Committee Chair if the position is vacant;
- K. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
- L. Appoint a qualified Member whose responsibility shall be to maintain, add to and update the Alpha Phi Chapter website and the Alpha Phi Chapter and Alumni E-group mail lists;
- M. Hold at least one meeting per month with all Committee Chairs;
- N. Submit a written report each week to the Secretary;
- O. Be a voting Member of the Executive Board.

Section 4: The Parliamentarian Shall:

- A. Advise the Chapter on its activities to ensure that the National Constitution, the Chapter Bylaws and the Risk Management Manual are adhered to at all functions of the Chapter in compliance with *Robert's Rules of Order*, the latest edition, when applicable;
- B. Assist the President in keeping order throughout the meeting, by ensuring all Members and Guests abide by all the rules and regulations that govern the Chapter;
- C. Protect the rights of all Members, present and absent;
- D. Know the voting requirements and standards;
- E. Know which Members have been brought up for disciplinary action and follow proper procedure;
- F. Educate the Chapter in how to use *Robert's Rules of Order*;
- G. Always have the newest edition of *Robert's Rules of Order* with him/her at all general business meetings;
- H. Instruct and advise the Chapter of appropriate attire and behavior for all Rituals;
- I. Assemble and serve as chairperson of a Risk Management ad-hoc committee when deemed necessary;
- J. Ensure the attendance and/or organization of a minimum of two (2) programs per academic year to further educate Chapter Members and Initiates on its Risk Management Policy;
- K. Have the most up-to-date Bylaws with him/her at every regular business and Executive Board meeting;
- L. Act as guard during Ritual if not a speaker;
- M. Submit a written report each week to the Secretary;
- N. Be a voting Member of the Executive Board.

Section 5: The Secretary Shall:

- A. Preserve the Constitution, Chapter Bylaws, records, and all other forms of documentation and supplies used by the Chapter;
- B. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter, enter such minutes in a

- permanent record, and send copies to the National Office;
- C. Be responsible to have the minutes available for review by the Membership of the Chapter;
- D. Preserve, supply, and submit all National and Chapter forms, documents, records, the National Constitution, Chapter Bylaws, and other documents and supplies;
- E. Be responsible for the attendance records of the chapter;
- F. 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;
- G. Preside over Chapter meetings in the absence of the President and Vice President;
- H. Collect and submit all reports necessary for completion of the National requirements;
- I. Maintain, update, and distribute Member's addresses and phone numbers year round;
- J. Distribute all fines to members;
- K. Delegate the responsibility of contacting all Members absent from a meeting if the Awards, Scholarship and Brotherhood Development Chair is absent;
- L. Be responsible for informing all Active Members in violation of the 75% rule of their status, with knowledge of the President;
- M. Be responsible for determining the Chapter due dates of the Form 110, in conjunction with the President;
- N. Be a voting Member of the Executive Board.

Section 6: The Treasurer Shall:

- A. Collect all monies due to the Chapter;
- B. Report at Chapter meetings the financial status of the Chapter accounts;
- C. Remit appropriate monies to the National Office by the specified due dates;
- D. Re-evaluate, in conjunction with the Executive Board, the budget for the next semester;
- E. Adhere to the budget approved by the Executive Board and the Chapter Members;
- F. Pay all debts and expenses authorized by the Chapter and/or Executive Board;
- G. Record all Chapter transactions and provide for the monies security until deposited;
- H. Maintain a record of receipts and expenditures, balance the account(s), announce the current balance each week, and distribute a monthly statement to the Chapter;
- I. Preside over the Chapter meetings in the absence of the President, Vice President, and Secretary;
- J. Review the books and records with the Chapter President and Faculty Advisor at least once a year;
- K. Establish payment plans with all Members owing monies as outlined in Article XV;
- L. Serve on the Fundraising Committee;
- M. Submit a written report each week to the Secretary;
- N. Be a voting Member of the Executive Board.

Section 7: The Initiate Advisor Shall:

- A. Serve as the Chairperson of the Initiation Committee;
- B. Be responsible for, with the assistance of the Initiation Committee, the planning and implementation of the Initiation Program in compliance with the National Constitution approved by the Chapter Members at a meeting prior to the first Rush night held by the Chapter;
- C. Be responsible for reviewing and updating the Chapter Initiation Program with the assistance of the Initiation Committee;
- D. Report Initiation activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
- E. Handle all problems and concerns regarding members of the Initiate Class, involving the Executive Board and/or Chapter at his/her discretion;
- F. Hold weekly meetings with the Initiates to instruct, review, and test the Initiates on the Local and National history of Phi Sigma Pi, the Fraternity songs, and all other content of the Scholar's Province and monitor their progress and answer their concerns;
- G. Work with the Parliamentarian to ensure that the Chapter and the Initiates adhere to the National Constitution Anti-Hazing Policy;
- H. Not take a Little Brother while holding this office;
- I. Reassign a Big Brother when deemed necessary;
- J. Be responsible for reserving the Kiosk for Initiation Activities;
- K. Plan the Induction Party;
- L. Submit a written report each week to the Secretary;
- M. Be a voting Member of the Executive Board;
- N. Report at least bi-weekly to the Chapter the results of each Initiate's test scores;
- O. Inform an Initiate and his/her Big Brother if and when an Initiate is placed into bad standing due to his/her test scores.

Section 8: The Chapter Historian shall:

- A. Keep an accurate and complete record of the chapter's history including, but not limited to; taking photos of events and projects including initiate events, store letters from other chapters, awards given and received by members, positions held by Members, and family trees;
- B. Hold a scrapbook/yearbook party at least once a semester. He/She must encourage each Member to contribute at least one page to the scrapbook

- C. Organize Chapter Composite Activities;
- D. Preserve the Chapter banner, The Shield of the Chapter, photo albums and scrapbooks, flag, and all chapter photos. He/She shall bring these items to any Chapter activity when deemed necessary;
- E. Instruct the Members and Initiates about National and Local history;
- F. Keep an accurate and complete history of the Initiates including, but not limited to, Initiate quizzes and Final exams, Initiate projects, and all other relevant Initiate activities;
- G. Create and submit each Initiate quiz for Executive Board approval;
- H. Place a small advertisement in the Eastern Echo congratulating the new Initiate Class, listing every new member inducted into the Fraternity;
- I. Be responsible for ordering copies of the Scholar's Province as needed;
- J. Speak at Founder's Day;
- K. Submit a written report each week to the Secretary;
- L. Be a voting member of the Executive Board;

Section 9: The Member-at-Large shall:

- A. Read and guide discussion on any correspondence he/she receives with either complaints and/or praise from any Member, from an unbiased anonymous position;
- B. Determine with the President and/or an Advisor the course of action to be taken when a personal complaint letter is received;
- C. Be the impartial representative for the Initiate Class to voice questions, comments, and concerns;
- D. Serve as an ex-officio member of the Initiation Committee;
- E. Submit a written report each week to the Secretary;
- F. Be a voting member of the Executive Board.

Section 10: Election of Officers

- A. Nominations for Officers shall be taken one week prior to the election of that office with open nominations only prior to all speeches on the day of elections;
- B. Elections shall be completed no later than the fourth to last meeting of the Winter Semester;
- C. All candidates will present a two minute speech followed by a four minute question and answer period, unless deemed unnecessary by the Chapter;
- D. Questions for elections must be submitted for approval to an Advisor one week prior to the Chapter Elections;
- E. The question and answer period will be followed by a three minute discussion by the Chapter without the candidates present, unless discussion is deemed unnecessary by the Chapter;
- F. A simple majority of the Active Members present at a regular meeting will be required to elect Officers;
- G. Each Chapter shall elect and install officers annually with the exception of the Initiate Advisor, which shall be elected on a semester basis;
- H. An Active Member may hold only one Office or Chair position at any given time.

**Article VI: Chairs**

Section 1: Qualifications

- A. All Chairs shall be Active Members;
- B. All Chairs shall be familiar with the National Constitution, Chapter Bylaws, and the Chair position's Training Manual;
- C. All chairs must attend at least one training session each with his/her predecessor and successor.
- D. All chairs shall maintain all or any records from his/her predecessors, including, but not limited to, a chair inventory document, training manual and the previous year's Form 110 for his/her chair position.

Section 2: The Service Chair shall:

- A. Plan at least one service event per month during the academic year;
- B. Plan at least 3 Adopt-A-Highway Service events from May 1<sup>st</sup> through April 30<sup>th</sup> of the following year;
- C. Be responsible for keeping open communications with past service project contacts;
- D. Ensure that the Fraternity donates at least 5% of all current year's fundraisers to one organization a year;
- E. Assist the Initiate Class in planning and implementing the Initiate Class service project;
- F. Submit a written report each week to the Secretary.

Section 3: The Fundraising Chair shall:

- A. Plan at least one fundraising event per month during the academic year;
- B. Plan and implement all fundraising events, including what is to be sold at National Convention;
- C. Be responsible for maintaining contact with previous fundraising contacts;
- D. Sign all contracts and be the contact person in regards to all fundraising events;
- E. Ensure that all proceeds from all the fundraisers planned and implemented by the Fundraising Chair go to the Chapter;
- F. Assist the Initiate Class in planning and implementing the Initiate Class fundraising project;
- G. Submit a written report each week to the Secretary.

Section 4: The Social Chair shall:

- A. Keep track of all social functions at which five Members or 20% of the Membership, whichever is greater, attends for the Form 110.
- B. Organize an event at least once a month for the Chapter to participate in;
- C. Plan and implement the Founder's Day Banquet with the Chapter Historian and Alumni Chair as close to February 14<sup>th</sup> as possible;

- D. Obtain an additional speaker for the Founder's Day Banquet;
- E. Plan Winter Formal as close to March 16<sup>th</sup> as possible. Winter Formal includes a dinner, awards, and dancing;
- F. Organize summer events;
- G. Organize at least one Inter-Chapter event per semester;
- H. Submit a written report each week to the Secretary.

Section 5: The Public Relations/Rush Chair shall:

- A. Publish a program for Winter Formal, in conjunction with the Social Chair that includes the following information:
  - 1. Winter Formal and the year;
  - 2. The location;
  - 3. Eastern Michigan University;
  - 4. Alpha Phi;
  - 5. A dedication to those who planned the occasion;
  - 6. A schedule of events for the evening;
- B. Publish a monthly newsletter for the Chapter, with the September and January editions dedicated to potential initiates. In each publication the following is to appear:
  - 1. Title-FYI;
  - 2. Subtitle-The Knowledgeable Brotherhood;
  - 3. Date;
  - 4. Volume Number;
  - 5. Archimedes;
  - 6. Shield;
  - 7. Copy- Any kind of information that reflects the values of the entire Chapter;
- C. Plan and implement Rush advertising, including, but not limited to, a mail out, posters, flyers, and information in the campus line section of the Easter Echo;
- D. Plan, organize and conduct all Rush events in compliance with the National Constitution Article IV;
- E. Prepare the Brotherhood for Rush event behavior and activities;
- F. Conduct interviews with each prospective member prior to nominations to begin the Initiation process;
- G. Work with the Initiate Advisor to transition the Rush period into the Initiation period;
- H. Plan the Pinning Party;
- I. Be responsible for creating prospective member information sheets with the approval of the Executive Board and/or Chapter;
- J. Submit a written report each week to the Secretary.

Section 6: The Awards, Scholarship, and Brotherhood Development Chair shall:

- A. Be responsible for Brother of the Month awards;
- B. Be responsible for the Chapter Service Key plaque and nomination announcement;
- C. Be responsible for awards at Formal in conjunction with the Social Chair;
- D. Update the Chapter on any and all Scholarship information;
- E. Work with the Secretary and Parliamentarian in regards to the grades of Members;
- F. Be responsible for promoting study hours and/or a study program;
- G. Be responsible for developing and maintaining any Chapter scholarships;
- H. E-mail and/or call brothers that are absent from meetings;
- I. Organize activities for the Chapter to participate in to develop fellowship and scholarship at least once a month during the academic year;
- J. Send cards to Active members for their birthdays;
- K. Organize the purchase of a sympathy card when a family member or significant other of an Active member passes away;
- L. Recognize outstanding members and initiates by rewarding them as Brother of the week and Initiate of the week using his/her discretion;
- M. Submit a written report each week to the Secretary.

Section 7: The Alumni Chair shall:

- A. Encourage Alumni and Honorary Member involvement at all functions;
- B. Award graduating Members a farewell gift;
- C. Keep Alumni and Honorary Members informed with updated information about all past and future events;
- D. Invite Alumni, Honorary Members and their guests to Founder's Day and Winter Formal with formal invitations;
- E. Be responsible for encouraging Alumni donations;
- F. Submit a written report each week to the Secretary.

Section 8: Election of Chairs:

- A. Nominations for Chairs shall be taken one week prior to the election of that Chair position with open nominations only prior to speeches for that position the day of elections;
- B. Elections shall be completed no later than the last meeting of the Winter Semester;
- C. All candidates will present a two minute speech followed by a two minute question and answer period;
- D. A simple majority of all Active Members present at a regular meeting will be required to elect Chairs;
- E. The term of office shall be one year, beginning after the Chair Installation Ceremony at the second to last regular meeting of the Winter Semester and concluding after the Chair Installation Ceremony at the second to last regular meeting

of the following Winter Semester;

F. An Active Member may only hold one Office or Chair position at any given time;

G. If a Chair remains open at the first regular meeting of the semester, the position may be filled on a semesterly basis. All other election stipulations shall still apply.

## **Article VII: Committees**

Section 1: The following permanent committees shall exist from semester to semester, with the membership appointed by the Vice President each semester unless stated otherwise herewith. All committee members shall assist the Chair in fulfilling all duties and responsibilities of the position.

A. The Initiation Committee;

B. The Fundraising Committee;

C. The Service Committee;

D. The Social Committee;

E. The Public Relations/Rush Committee;

F. The Awards, Scholarship and Brotherhood Development Committee;

G. The Alumni Committee;

Section 2: The Executive Board shall consist of the Officers, as voting Members, and all permanent Chairpersons, as non-voting Members. The Executive Board shall have the power to act on behalf of the Chapter on matters of immediate importance.

Section 3: Committee Chairs are required to schedule and hold biweekly committee meetings. Each meeting must be announced at least one week in advance for the committee members to attend. If a committee member is unable to attend the scheduled committee meetings, he/she must notify the Chair at least 24 hours in advance to be considered excused.

## **Article VIII: Advisors**

Section 1: Faculty Advisor

A. One full-time faculty or administrative staff member of EMU is to be selected to advise and counsel the Chapter.

B. The advisor shall serve in the best interest of the organization and its Members and will reasonably attempt to ensure that all business conducted by the organization meets University policies.

C. It is the advisor's responsibility to attend as many activities as possible, including Founder's Day, Formal, regular meetings, special meetings, or any other Alpha Phi Chapter events.

D. The Faculty Advisor shall serve as an Ex-Officio member of the Executive Board.

Section 2: Alumni Advisor

A. The Alumni Advisor shall be a person who is, by definition, and Alumni Member of Phi Sigma Pi, Alpha Phi Chapter.

B. The Alumni Advisor shall serve the best interests of the Chapter and its Members by counseling and advising the Chapter of previous administrations, policies, procedures, and activities of the Chapter.

C. The Alumni Advisor must attend all business meetings and as many Chapter activities as possible.

D. The Alumni Advisor shall also assist the Chapter and the Alumni Chair, when deemed necessary, to ensure the communication between the Alumni and the Chapter is not compromised.

E. In the event that an Alpha Phi alumnus is not available for this position, an Alumni Member from another Phi Sigma Pi Chapter may assume this position.

F. The Alumni Advisor shall serve as an Ex-Officio Member of the Executive Board.

Section 3: Election of Advisors

A. The candidates for an Advisor position shall appear before the Chapter at the second regular meeting of the academic year and shall present a two minute speech followed by a four minute question and answer session.

B. A simple majority vote of the Active Members present at this regular meeting shall be required to elect an Advisor.

C. The term of office for an Advisor shall be from the second regular meeting of the academic year to the second regular meeting of the following year.

## **Article IX: Meetings**

Section 1: A quorum of at least a simple majority of the Active Members in good standing shall be necessary to conduct any Old or New Business.

Section 2: There shall be a regular Chapter meeting every week after the first meeting of each semester unless deemed unnecessary.

Section 3: The President must provide an agenda at each general meeting unless it is deemed unnecessary by the Executive Board.

Section 4: "Brothers Are We" shall be sung at the beginning of each regular meeting unless deemed unnecessary by the President.

Section 5: Officer reports shall be given in the order the offices are listed in Article V. Advisor reports shall follow Officer reports in the order the positions are listed in Article VIII. Committee reports shall follow the Advisor reports in the order listed in Article VI. Special committee reports shall follow the reports given by the permanent committees. All Officers and Chairs shall stand and face the general assembly when giving their reports. All Officer and Chair reports must be given to the President prior to the Executive Board meeting in order to be placed in the next general meeting's agenda.

Section 6: All Members addressing an issue during Old and New Business shall address the Chair of the meeting.

Section 7: Any business from previous meetings shall be resolved efficiently and systematically in Old Business.

Section 8: Any new items that concern the Chapter must be raised and discussed in New Business.

Section 9: Any questions or comments regarding Officer and/or Chair reports shall be held until the discussion portion of the meeting.

Section 10: The meeting shall be closed when there has been a majority vote for adjournment.

Section 11: The following documents shall govern all conduct at regular meetings: The National Constitution, Chapter Bylaws, and *Robert's Rules of Order*, the latest edition. Although no longer a governing document, the National Operating Policies and National

Interpretive Document shall be referred to as a source for National opinion on various subjects.

Section 12: Alpha Phi Chapter shall adhere to the Code of Student Rights and Responsibilities of EMU.

Section 13: Alpha Phi Chapter shall adhere to the Family Education Rights and Privacy Act, 1974.

Section 14: The date, time, and place of all regular meetings shall be called by the President with the agreement of the Chapter at the end of the Winter Semester for the following year. The date and time of the meetings shall be decided upon depending when registration for McKenny Union Room Reservations need to be made and those decisions will be approved by a simple majority vote of the Chapter.

#### **Article X: Executive Board Meetings**

Section 1: A quorum of at least a simple majority of the Executive Board Members shall be necessary to conduct an Executive Board meeting.

Section 2: The day and time of Executive Board meetings shall be approved by the Officers and shall be established at the first regular meeting. The Executive Board shall meet biweekly prior to the regular meeting.

Section 3: All Executive Board meetings are mandatory for the Officers. If an Officer is unable to attend he/she must notify the President and/or Secretary at least 24 hours in advance. All Executive Board meetings shall be open to all Members.

Section 4: The meetings will be informal and informal minutes will be required unless an Executive Session of the Executive Board is called.

#### **Article XI: Special Voting Procedures**

Section 1: Unless specified otherwise all items of business shall require a simple majority vote of all Active Members present to be approved.

Section 2: If/when the Executive Board and/or Chapter requests a secret ballot vote, the following criteria apply:

A. The ballots shall be collected by the Parliamentarian and/or an Advisor after sufficient time has been given to vote. If the vote involves this Member personally, another Officer would be appointed by the President to take his/her place.

B. The ballots shall be counted by at least the Faculty Advisor and Alumni Advisor. If either is absent he/she shall be replaced by the Parliamentarian and the Member at Large. If the vote involves one of these Members personally, another officer would be appointed by the President to take his/her place.

C. The Parliamentarian shall be responsible for reporting the outcome and all other pertinent information to the Chair and/or Secretary. The Chair shall then report the outcome to the Chapter.

D. In case of absence of the Parliamentarian, the Member-at-Large shall assume his/her responsibilities.

#### **Article XII: Initiation Program**

Section 1: The Initiation Program, in the form of a handbook, must be approved by the Chapter at the regular meeting before the first Rush event. All Members must receive a copy of the approved Initiation Program each semester.

Section 2: The Initiation Program shall have a start and end date by the first Rush event of each semester.

Section 3: The Initiate Advisor must give the handbook, including all the details of the Initiation Program, to the Initiates the night of Pinning.

Section 4: The Initiate Advisor must give all the Initiates access to the *Scholar's Province* and a tentative Chapter calendar the night of Pinning.

Section 5: The following requirements must be included by the Initiate Advisor in the Initiation Program:

A. The Initiates must interview at least 35% of the Chapter or 15 Members, whichever is greater.

B. The Initiates must include these questions in their Interview:

1. Member's name
2. Member's major and minor
3. Member's hometown and year of high school graduation
4. Member's year in school
5. Member's Induction class and Roll Book number
6. Member's most memorable moment in Phi Sigma Pi
7. Member's preference in being called a brother or sister
8. Member's phone number and email
9. Member's birthday
10. Member's Big Brother and any Little Brothers he/she had
11. Officer/Chair positions held and three responsibilities of this position

C. A class fundraiser(s);

D. A service project to include all Members;

E. A scholarship event;

F. Painting the Kiosk;

G. Singing one of the Fraternity Songs;

H. An Initiate class gift;

I. A Brotherhood party;

J. A Big Brother gift;

K. A criteria for study hours;

L. A criteria for committee meetings;

M. A criteria for a participation log;

N. A point system for the Initiation Program;

Section 6: The Initiate history scores are not included in the Initiation point system. However, to be eligible for Induction an Initiate

must take at least three quizzes and the National Membership Exam. Each Initiate must average at least 85% on all the quizzes combined and at least 85% on the Exam alone to be considered for Active Membership.

Section 7: If the Initiate Advisor is absent for the Initiate's meeting(s), the Initiation Committee is responsible for their guidance.

Section 8: The Initiate Advisor shall assign one Initiate to a Big Brother unless the Chapter deems it otherwise;

Section 9: Each Big Brother shall:

- A. Serve as an example and source of guidance for his/her Little Brother;
- B. Make a notebook with his/her Little Brother. It must be accomplished by the dates assigned by the Initiate Advisor.
- C. Meet with his/her Little Brother at least once a week.
- D. Give, in the form of clothing, a set of letters to his/her Little Brother the night of Induction.

Section 10: The Initiate Advisor in consultation with the Public Relations/Rush Chair shall assign each Initiate an I-Friend.

Section 11: Each I-Friend shall:

- A. Be present at the Pinning Ceremony.
- B. Be an Alumni or Active Member who will not be taking a Little Brother the semester he/she is an I-Friend unless the Chapter deems it otherwise.
- C. Exchange contact information with the Initiate the night of Pinning.
- D. Contact the Initiate at least every other day during the period between the Pinning Ceremony and the Big Brother Ceremony.
- E. Serve as an example and source of guidance for his/her I-Friend.

Section 12: If deemed necessary, the Initiate Advisor and the involved Initiate shall establish a holdover program that must be approved by the Chapter.

### **Article XIII: Mandatory Events**

Section 1: Mandatory events for Active Members include: Pinning, Pinning Party, Founder's Day, Induction, Induction Party, Brotherhood Party, Committee Meetings, two Chapter fundraisers, two Chapter service projects (one being the Adopt-A-Highway), an Initiate service project, all Rush events, and regular business meetings.

Section 2: Mandatory events for Officers include all events listed in Section 1 as well as Executive Board meetings.

Section 3: Mandatory events for Chairs include all events listed in Section 1 as well as attendance at at least one Executive Board meeting per month.

Section 4: Mandatory events for initiates include: Pinning, Pinning Party, Induction, Induction Party, Brotherhood Party, and all events listed as mandatory in the Initiation Program approved by the Chapter.

Section 5: Pinning and Induction dates and times must be set before the first Rush event.

Section 6: When two planned events are in conflict and the conflict is irresolvable, the Chapter will decide which event shall stand.

Section 7: All mandatory events will have a set beginning and ending time.

Section 8: The Brotherhood Party is open only to Active Members, Inactive Members, Alumni Members, Honorary Members, Advisors, and other guests approved by the Chapter.

### **Article XIV: Disciplinary Procedures**

Section 1: Any Member who is not currently delinquent in any financial remittance or in the submission of any required forms or reports and who is not currently the subject of any disciplinary action shall be considered a Member in good standing.

Section 2: Initiates

- A. Each meeting following a point check, the Chapter shall vote on whether or not each Initiate may continue participating in the Initiation Program based on conduct unbecoming of an Initiate of Phi Sigma Pi, the requirements presented in the Initiation Program, and the History quizzes and final exam.
- B. A two-thirds vote of all Active Members present at a regular meeting shall be required to remove an Initiate from the Initiation Program or place them into holdover status.
- C. If the Chapter votes to remove an Initiate from the Initiation Program the following guidelines apply:
  1. The Initiate Advisor shall inform the Initiate and his/her Big Brother verbally within 48 hours of the vote.
  2. The Member-at-Large shall, in consultation with the Parliamentarian, write a letter of documentation that shall be sent to the Initiate stating the exact reasons for dismissal along with the proper sections of all governing documents. A copy of this letter, along with any other relevant documentation shall be kept on file by the Chapter Secretary.

Section 3: Active Members

A. If an Active Member does not fulfill any of the requirements of Active Membership as stated in Article IV, Section 1, or if an Active Member's conduct is unbecoming of a Member of Phi Sigma Pi, the Chapter shall reprimand the Active Member for the unfulfilled requirement(s) and/or misconduct using whichever of the following procedures that the Chapter determines to be the most appropriate:

1. The Member may be put on probation for a designated period of time. When the Chapter places a Member on probation, they shall restrict that Member's privileges accordingly. Additional restrictions may occur depending on the circumstances warranting the probation. The length of probation will last until the Member has proven that the situation calling for probation has been corrected to the satisfaction of the Chapter.
2. The Member may be suspended for a designated period of time. Suspension is a temporary period of time during which the Member shall be barred from all the rights and privileges of Membership. While suspended, the Member may not participate in any Chapter activities, excluding regular, special, and/or committee meetings.
3. The Member may be expelled by a two-thirds majority vote of all Active Members present at a regular meeting.

B. Any Member may begin the process of inquiry into another Member's status.

C. If a Member is placed on probation, suspended, or expelled, the following applies:

1. The Member-at-Large, in consultation with the Executive Board, shall document the misconduct of the Member and the actions taken by the Chapter to deal with the misconduct.
2. The President and the Parliamentarian shall inform the Member of the decision in a formal letter documenting both the misconduct and the terms of the probation, suspension, or expulsion.

Section 4: Officers/Chairs/Advisors

A. If an Officer, Chair, or Advisor is not fulfilling the responsibilities of his/her Office, the Executive Board shall issue an Advisory letter to the Officer, Chair, or Advisor. If the Officer, Chair, or Advisor does not comply with the terms listed in the Advisory letter Impeachment Procedures will be initiated. The Advisory letter must include: the grievance, the method of compliance, the time frame for the compliance, and the consequences for noncompliance.

B. Impeachment Procedure

1. A motion calling for impeachment shall be accepted from an Active Member.
2. This motion must be accepted by a two-thirds majority of the Active Members present at a regular meeting.
3. The Officer, Chair, or Advisor in question shall turn over all of his/her responsibilities to the Executive Board to be redistributed to an Active Member, as deemed necessary, until a decision has been reached.
4. The Advisor's responsibilities shall be suspended until a decision has been reached.
5. The Impeachment Court shall consist of eight Active Members selected at random, not including the accused.
6. The Impeachment Court shall meet within one week of the motion calling for impeachment. The Court shall try the accused Officer, Chair, or Advisor and make a recommendation to the Chapter within two weeks of the meeting.
7. After the Court has made its recommendations, Impeachment of the Officer, Chair, or Advisor shall require a two-thirds majority vote of the entire Active Membership.

Section 5: Alumni and Active Members who owe the Chapter past due monies will not be permitted to attend any events at which one must pay to participate, unless a written, signed contract stating the terms and schedule of payment is on file with the Treasurer and is being complied with.

**Article XV: Finances**

Section 1: An outstanding balance shall be defined as any monies not paid in full by the assigned due date including but not limited to prior semester balances and excluding any financial obligations already on a Payment Plan.

Section 2: Payment Plans

- A. Payment Plans shall be an opportunity for Active Members, Inactive Members, Initiates and Alumni Members to establish a written, signed contract with the Treasurer stating terms and schedule of payment of any financial obligation to be kept on file until the balance is paid in full.
- B. Payment Plans shall be negotiated between the Member or Initiate and the Treasurer. If an agreement cannot be reached, the Member or Initiate can ask to negotiate with the Executive Board.
- C. Any Payment Plan for an outstanding balance will accrue an additional \$5.00 to be added to the initial balance.
- D. If any payment due date as stated on the Payment Plan is missed, an additional \$5.00 will be added to the remaining balance.

Section 3: Each Member shall pay the Chapter dues, determined at the first regular meeting of each year. These dues shall be paid to the Treasurer or a Payment Plan shall be on file with the Treasurer no later than the second regular meeting each semester. If a Payment Plan is violated, the Member will be brought up for Disciplinary Action as stated in Article XIV, Section 2.

Section 4: By the fourth regular meeting of the semester all monetary obligations from past semesters must be paid in full or a Payment Plan shall be on file with the Treasurer. If a Payment Plan is violated, the Member will be brought up for Disciplinary Action as stated in Article XIV, Section 2.

Section 5: A minimum balance of \$300 or the minimum balance of the financial institution shall be estimated for the treasury to ensure that a viable fund will be on hand at all times to provide for any emergency allocations which may occur between inputs to the treasury.

Section 6: The accounts of Alpha Phi Chapter shall be audited at least once an academic year by the President, Treasurer, and the Faculty Advisor.

Section 7: If a check is returned by Alpha Phi's financial institution, the writer of the check is responsible for the fee charged by the financial institution.

Section 8: All accounts of Alpha Phi Chapter shall require the signatures of two (2) designated signers established by the Executive Board.

Section 9: All checks and/or withdraws from Alpha Phi Chapter Accounts shall require the signatures of at least two (2) designated signers of the account.

Section 10: Fines

- A. The fines shall be issued by the Secretary and collected by the Treasurer.
- B. All Members shall be fined if they are unexcused from the following events:
  1. Regular meeting \$2.00
  2. Executive Board meeting \$2.00
  3. Committee meeting \$2.00
  4. Pinning Ceremony \$5.00
  5. Induction Ceremony \$5.00
  6. Mandatory fundraiser \$10.00

7. Mandatory Rush event \$5.00
8. Not canceling his/her participation in a fundraising event at least 48 hours in advance or finding a replacement to work the event unless it is an emergency situation \$10.00
9. Mandatory Service Project \$10.00
10. Late Form 110 per Officer/Chair per Chapter due date \$5.00
11. Failure to pay dues or have a written, signed contract stating terms and schedule of payment plan on file with the Treasurer by the third regular meeting each semester \$5.00.

**Article XVI: Prohibitions**

Section 1: In accordance with all governing laws and policies, Federal, State, and University, each person is individually responsible for his/her actions. The Chapter shall follow all rules and regulations as put forth in the National Constitution in Article XX.

Section 2: Until such time as the Chapter develops and approves its own Risk Management Policy, the Chapter shall abide by the National Risk Management Policy.

Section 3: If an Active Member, Inactive Member, or Initiate violates the Risk Management Policy, he/she will be brought up for disciplinary action as stated in Article XIV.

**Article XVII: Amendments**

These By-laws may be amended at any regular or special meeting with a two-thirds majority vote of the Active Members present, provided that the amendments have been submitted in writing to the entire Chapter.

**Article XVIII: Suspension of By-laws**

These By-laws may be suspended at any regular or special meeting by a three-fourths majority of the Active Members present. The By-laws shall be suspended until specifically reinstated by a majority of the Active Members present.

**Article XIX: Ratification of By-laws**

These By-laws shall be declared ratified and binding when approved at any regular meeting by a majority vote of all Active Members.

**Article XX: Scope**

All former By-laws and Standards and Obligations inconsistent herewith are hereby repealed.