

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

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ARTICLE I: NAME

Section 1: Official Name

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

Section 2: Permissible Usage

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: Abbreviations

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: Incorporations

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

ARTICLE II: PURPOSE

Section 1: Definition

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: Statement of Ideals

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.

Phi Sigma Pi shall constantly endeavor to make these ideals dynamic in the lives of Phi Sigma Pi's Members.

Section 3: Organization for Charitable Purposes

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: Governing Documents

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: Composition

Phi Sigma Pi shall consist as a collaboration of seven (7) components: the Grand Chapter, the National Council (including the National Council's designated representatives), the Collegiate Chapters, the Alumni Chapters, the National Alumni Association, the Alumni Associations, and the Regions. 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: Definition of Membership

Members are those individuals who have been inducted into Phi Sigma Pi by use of the Ritual Induction Ceremony. Membership may only be terminated by expulsion or resignation from the national fraternity.

Section 2: Membership Eligibility Requirement

Initiates shall be undergraduate students currently enrolled in a program of study at the sheltering institution who have been asked to enter a Collegiate Chapter's Initiation Program via the Ritual Pinning Ceremony. Upon entering the Chapter's Initiation Program the prospective member shall:

- A.** have completed a minimum of one (1) semester or one (1) quarter of college work;
- B.** have one (1) semester or 2 (2) quarters of prescribed undergraduate study remaining following the Initiation semester; and
- C.** have earned at least a 3.00 Cumulative Grade Point Average (GPA) on a 4.00 scale (where an A=4.00)

Section 3. Non-Discrimination Policy

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 4: Collegiate Members

Collegiate Members shall be undergraduate students currently enrolled in a program of study at the sheltering institution and who have successfully completed a Collegiate Chapter's Initiation Program and been Inducted into Phi Sigma Pi by use of the Ritual Induction Ceremony.

Section 5: Alumni Members

Alumni Members shall be any Collegiate Members who have left or who have graduated in good standing from the sheltering institution of a Collegiate Chapter.

Section 6: Honorary Members

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

Section 7. Nominating and Voting

Phi Sigma Pi Members in good standing may nominate qualified individuals to become Collegiate or Honorary Members. Voting shall be by ballot and shall be completed at least forty-eight (48) hours prior to the scheduled Ritual Induction Ceremony at a prior called meeting with quorum and with notice of voting on the meeting 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 Collegiate Members in good standing present and eligible to vote at the meeting with quorum shall be required for confirmation.

Section 8: Special Membership Designations

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

A. Founding Members

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

B. Charter Members

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

Section 9: Active and Inactive Collegiate Members

All Collegiate Members shall be considered Active, and thus subject to the attendance requirements and financial obligations of the Collegiate Chapter unless the Member has applied for, and been granted, one of the following:

A. National Inactivity

Collegiate Members who are currently participating in an accredited or academically recognized cooperative education program, internship, or study abroad program which does not meet or hold classes at the sheltering institution shall be eligible for National Inactivity. Nationally Inactive Collegiate Members shall be exempt from paying national dues and shall not be subject to attendance requirements of the Collegiate Chapter.

B. Local Inactivity

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.

Section 10: Active and Inactive Alumni and Honorary Members

Alumni or Honorary Members who have paid dues to an Alumni Chapter or the National Alumni Association shall be considered Active.

Section 11: Definition of Collegiate Members in Good Standing

Collegiate Members shall be considered "in good standing" provided that the Member:

- A.** is not currently delinquent in the remittance of any dues, fees, or fines; and,
- B.** is not currently the subject of any disciplinary action by the National Council or the Collegiate Chapter; and,
- C.** has met or exceeded the minimum requirements for attendance and participation in the Collegiate Chapter's events and activities.

Section 12: Definition of Alumni and Honorary Members in Good Standing

Alumni or Honorary Members shall be considered "in good standing" provided that they are not currently the subject of disciplinary action by the National Council or the Alumni Chapters.

Section 13: Transfer from one Collegiate Chapter to Another

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

Section 14: Resignation

A Collegiate Member in good standing may resign from Phi Sigma Pi. To resign, the 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.

ARTICLE V: GRAND CHAPTER

Section 1. Authority

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 2. Composition

The Grand Chapter shall be an assembly of delegates comprised of representatives of each Collegiate Chapter and Alumni Chapter, representatives of the National Alumni Association, and the National Officers. The National Officers shall serve as the officers of the Grand Chapter.

Section 3. Chapter Delegates

Each Collegiate Chapter and Alumni Chapter of Phi Sigma Pi shall be required to send one (1) Official Delegate to each meeting of the Grand Chapter. Each Collegiate Chapter and Alumni Chapter may also designate one (1) Alternate Delegate, who may assume the rights and responsibilities of the Official Delegate as necessary. Chapters shall be responsible for the Grand Chapter registration and other fees for the attendance of the Official Delegate.

Section 4. National Alumni Association (NAA) Delegates

The National Alumni Association shall be represented by two (2) Official Delegates who are Active Alumni or Honorary Members in good standing and who are designated by the current membership of the National Alumni Association. Two (2) Alternate Delegates may also be designated by the National Alumni Association. These Delegates and Alternate Delegates shall be elected by the membership of the National Alumni Association at least fourteen (14) days prior to the registration deadline for the Grand Chapter Conference at which they will serve. The National Alumni Association shall be responsible for the Grand Chapter registration for the attendance of the Official Delegates.

Section 5. NAA Delegate Elections

Nominations for National Alumni Association delegates may be made by any National Alumni Association Member in good standing and shall be held open until thirty (30) days prior to the registration deadline for the Grand Chapter Conference at which they will serve. At that time, nominations shall be closed and no further nominations shall be accepted. The election period shall be open immediately following the close of nominations. The two (2) nominees receiving the highest number of votes shall be designated as delegates; the two (2) nominees receiving the next highest number of votes shall be designated as alternates.

Section 6. Rights and Responsibilities

Each Official Delegate and Alternate Delegate shall be an Active Member in good standing. In no case shall a Delegate represent more than one Chapter or Alumni Organization. In all sessions of the Grand Chapter, each National Officer, Collegiate Chapter, Alumni Chapter, and National Alumni Association delegate in good standing shall have one (1) vote.

Section 7. Reimbursement of Travel Expenses

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

ARTICLE VI: NATIONAL COUNCIL

Section 1: Composition

The National Council shall consist of the eight (8) 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, Vice President of Alumni Development, and the Vice President of Philanthropy Development. Current National Council Members shall only be considered as Alumni Members of Phi Sigma Pi.

Section 2: General Powers and Authority

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: Authority to set Dues and Fees

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

Section 4: Executive Director

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: Oversight of National Staff

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: Qualifications

The qualifications for National Officers shall be as follows: All candidates shall be Members in good standing, who 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: Officers of Grand Chapter

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: Indemnification

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: Advisory Board

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: National Headquarters

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: Removal of National Officers

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: Term of Office

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: Nomination Procedure

A call for nominations shall be issued by the National Office at least one- hundred and fifty (150) days prior to the Grand Chapter meeting at which the general elections shall be held and nomination application materials shall be made available to all Members. 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 nomination applications or parts thereof shall be accepted.

Section 3: Election Procedure

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: Officer Installation

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

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 at which time a call for nominations shall be issued and nomination application materials shall be made available to all Members. 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. At that time, nominations shall be closed and no further nomination applications or parts thereof shall be accepted.

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: Presidential Vacancies

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: National President

The National President shall:

- A.** Preside at all meetings of the Grand Chapter and the National Council;
- B.** Serve as the chairperson and administrator of the National Development Committee;
- C.** Appoint all committee members;
- D.** Sign warrants drawn upon the Treasury, contracts entered into by Phi Sigma Pi, all Charters, and all Membership Certificates;
- E.** Promote the general interests of Phi Sigma Pi;
- F.** Ensure that all policies are carried out;
- G.** Call for and receive reports desired from the National Officers, National Committees

or Chapters;

H. Perform such other duties as ordinarily pertain to the office.

Section 2: Senior Vice President

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 XIV, Section 5](#));
- C.** Advise on risk-management;
- D.** Perform such other duties as may be assigned to the Senior Vice President.

Section 3: National Secretary

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 Collegiate Members and Alumni Members within seven (7) days of their approval;
- E.** Serve as the chairperson of the Awards, Scholarship, & Emblem Committee ([ARTICLE XIV, Section 3](#));
- F.** Serve as the national leader for communication and technology development.

Section 4: Vice President of Finance

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 appropriate fiduciary and bookkeeping control procedures, such that a complete and accurate 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 XIV, Section 4](#));
- F.** Serve as the national leader for the fund development;
- G.** Serve as a liaison between National Council and the Phi Sigma Pi Foundation Board of Directors.

Section 5: Vice President of Membership Development

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 national leader of membership development.

Section 6: Vice President of Chapter Development

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.** Serve as the national leader of chapter development.

Section 7: Vice President of Alumni Development

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 national leader of alumni development.

Section 8: Vice President of Philanthropy Development

The Vice President of Philanthropy Development shall:

- A.** Ensure all information pertaining to initiatives related to the National Philanthropy are disseminated to Collegiate and Alumni Chapters.
- B.** Assist Chapters in the area of philanthropy development
- C.** Develop and evaluate National Philanthropy related initiatives
- D.** Serve as the official liaison between the National Council and the National Philanthropy
- E.** Develop projects to educate members and chapters about the National Philanthropy
- F.** Encourage participation of Collegiate and Alumni Chapters within the National Philanthropy
- G.** Serve as the national leader on philanthropy development.

ARTICLE IX: COLLEGIATE CHAPTERS

Section 1: Powers and Authority

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. Disciplinary Actions of Collegiate Chapters

The Collegiate Chapter may discipline any of its Collegiate Members for non-payment of financial obligations or for conduct unbecoming of a Member of Phi Sigma Pi. Disciplinary actions shall include, but not be limited to, probation, suspension, or expulsion. Suspension and Expulsion shall require at least a two-thirds (2/3) vote of the Active Members in good standing of the Collegiate Chapter. Terms and length of probation shall be left to the discretion of the chapter. A Member who has been placed on probation or suspended may be reinstated at any subsequent meeting by at least a two-thirds (2/3) vote of the Active Members in good standing of the Collegiate Chapter, after the terms of any disciplinary action have been completed.

Section 3: Responsibilities

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 4. Membership Drives

- A.** Each Collegiate Chapter shall hold a minimum of two (2) membership drives per academic year, with no more than one (1) membership drive held each semester or quarter. A membership drive consists of a rush period and an initiation period.
- B.** The rush period begins on the date of the first advertised rush event and ends with the Ritual Pinning Ceremony.
- C.** The initiation period begins with the Ritual Pinning Ceremony and ends with the Ritual Induction Ceremony.
 - 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 the 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 5. Rush and Initiation Requirements

Each Collegiate Chapter shall be 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 Collegiate 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 Collegiate Members or Active Alumni Members of a Collegiate Chapter. The Collegiate Members or Active Alumni Members shall serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program;
 - 4. Introduce the Initiate to the Scholar's Province, the governing documents of the National Fraternity, and the governing documents of the Collegiate Chapter;
 - 5. Require all Initiates to learn the Fraternity Songs;
 - 6. Require all Initiates to learn the Fraternity's history and the Collegiate Chapter's history;
 - 7. Require all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam.

Section 6: Bylaws and Governing Documents

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 7: Naming Convention

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 8: Inactivity

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 9: Authority of the National Council to Discipline

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

Section 10: Chapter Advisors

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

Section 11: Alumni Advisors

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

Section 12: Definition of Good Standing

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 13: Chartering Process

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 14: Establishment

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 15: Recognition of Founder's Day

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

ARTICLE X: ALUMNI ORGANIZATIONS

Section 1: Powers and Authority

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: Responsibilities

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: Chartering Process

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: Bylaws

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: Establishment

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: Naming Convention

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

Section 7: Authority of the National Council to Discipline

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

Section 8: Alumni Chapter Officers

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 Chapter's 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. Only Active Alumni or Honorary Members shall vote or hold office in Alumni Chapters.

Section 9: Alumni Chapter Executive Board Vacancies

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: Definition of Good Standing

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: Recognition of Alumni Associations

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

Section 12: Alumni Associations Statement of Purpose

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: Terms of Office

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. Only Active Collegiate Members shall vote or hold office in Collegiate Chapters.

Section 2: Additional Officers

The Chapter may elect other officers as the Chapter deems necessary.

Section 3: Duties

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: Officer Reports

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: President

The President shall:

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

Section 6: Vice President

The Vice President shall:

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

Section 7: Secretary

The Secretary shall:

- A.** Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter and enter such minutes in a permanent record;
- B.** Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the Membership of the Chapter;
- C.** Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
- D.** Preserve, 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: Treasurer

The Treasurer shall:

- A.** Report at the Chapter meetings the financial status of the Chapter accounts, including, but not limited to, delinquent Dues;
- B.** Remit appropriate moneys to the National Office by the specified due date;
- C.** Propose, in conjunction with the Finance Committee (Fund-Raising Committee), the budget for the next fiscal year;
- D.** Receive and record all moneys of the Chapter and provide for the moneys' security;

- E.** Adhere to the budget approved by the Executive Board and the Membership of the Chapter;
- F.** Pay all debts and expenses;
- G.** Maintain a record of receipts and expenditures, and balance the accounts;
- H.** Serve as an Ex-officio Member of the Finance Committee (Fund-Raising Committee) and all other general Chapter purpose monetary generating committees;
- I.** Provide explanations to questions posed by the Financial Review Board (Group conducting the Chapter's Annual Financial Review) for the completion of the Financial Review Board's report;
- J.** Preside over the meeting of the Chapter in the absence of the President, Vice President, and Secretary;
- K.** Be a voting Member of the Executive Board.

Section 9: Initiate Advisor

The Initiate Advisor shall:

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

Section 10: Historian

The Historian shall:

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

Section 11: Parliamentarian

The Parliamentarian shall:

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

Section 12: Officer Transitions

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

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: REGIONS

Section 1: Composition

Each Chapter of Phi Sigma Pi shall be grouped into one (1) Region, as defined by the National Council.

Section 2: Regional Conferences

Each Region shall be required annually to host at least one (1) Regional Conference for the purpose of promoting the ideals of Scholarship, Leadership, and Fellowship through educational sessions and social and service events.

Section 3: Regional Committees

Each Region shall form a Regional Committee for the purpose of expanding the ideals of Phi Sigma Pi, instilling regional awareness within the Region, promoting and fostering communication and interaction between the Chapters in the Region, and developing, planning, and implementing Regional Conferences and events.

Section 4: Regional Committee Delegates

Each Chapter shall select a Regional Committee Delegate. The Regional Committee Delegate shall serve a term of one (1) academic year. The Regional Committee Delegate shall:

- A.** Attend Regional Committee planning meetings or send an alternate should he/she not be able to attend.
- B.** Assist in the development, planning, and implementation of the Regional Conference.
- C.** Provide the Chapter with a report of the Regional Conference planning progress during each regularly scheduled Chapter Meeting.
- D.** Share Chapter opinions with the Regional Committee
- E.** Actively promote Regional Conference attendance throughout the Chapter.
- F.** Attend the Regional Conference or send an alternate should he/she not be able to attend.
- G.** Any other duties as assigned by the Delegate's Chapter or by the Regional Committee
- H.** Act as a liaison for the Chapter to other chapters within the assigned region.

ARTICLE XIII: MEETINGS AND EVENTS

Section 1: Grand Chapter Meetings

- 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 Meetings

- 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 eight (8) National Officers, each of whom shall be entitled to one (1) vote at meetings of the National Council.

Section 3: Collegiate Chapter Meetings

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

Section 4: Alumni Chapter Meetings

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

Section 5: Official Events and Activities

- A. Official Phi Sigma Pi Events shall be events which meets any of the following criteria:
 - i. Any event, function, activity or meeting that is organized or sponsored by the Grand Chapter, the National Council or any Chapter
 - ii. Any event, function, activity or meeting that is advertised or for which notice is given and the advertisement or notice contains the words "Phi Sigma Pi", the Greek letters Phi Sigma Pi, or associated logos or insignia.
- B. National Events
 - i. The National Events shall be the Grand Chapter Conference and National Convention.
- C. Collegiate Chapter Events
 - i. Any event, function, activity or meeting that is organized or sponsored by any Collegiate Chapter.
 - ii. Any event, function, activity or meeting, that is advertised for or by a Collegiate Chapter, for which notice is given and the ad or notice contains the words "Phi Sigma Pi", the Greek letters Phi Sigma Pi, or associated logos or insignia.
- D. Nationally Sponsored Activities are any activity, meeting, or function at a National Event that meets any of the following criteria:
 - i. Organized, administered, sponsored or co-sponsored by Phi Sigma Pi;
 - ii. Appears on the National Event Agenda.

ARTICLE XIV: NATIONAL COUNCIL STANDING COMMITTEES

Section 1: Composition

The Standing Committees of the National Council shall be: Awards, Scholarship, & Emblem Committee; Personnel Committee; Constitution & Chapter Standards Committee; and National Development Committee.

Section 2: Appointment

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: Awards, Scholarship, and Emblem Committee

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: Personnel Committee

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 5: Constitution and Chapter Standards Committee

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 and at least one (1) member in good standing 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. The committee shall review all proposed amendments to the National Constitution for consistency in language and format compliance.

Section 6: National Development Committee

The National Development Committee shall be chaired and administrated by the National President. Committee members shall include Members in good standing who are appointed to the committee by the National President. The committee members shall participate by invitation in actions and research led by National Officers to further the national development of Phi Sigma Pi in accordance with [ARTICLE VIII: Duties of the National Officers](#). Committee member actions and recommendations shall include improving communications and technology use, National and Chapter fund development, Chapter strength and stability, Alumni development, and strengthening Membership development and Initiation programs.

ARTICLE XV: HOUSE CORPORATIONS AND CHAPTER HOUSING

Section 1: Prohibitions

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

Section 2: Incorporation

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

Section 3: Approval from National Council

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

Section 4: Insurance

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

Section 5: Reporting

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

Section 6: Display of Fraternity Marks

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

ARTICLE XVI: NATIONAL FINANCES

Section 1: 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: Fiscal Year

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

Section 5: Accounts

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: Investments

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: Annual Review (Audit)

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: Annual Presentation of Proposed Budget

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 XVII: CHAPTER FINANCES

Section 1: Fiscal Year and Budget

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: Charter Fees

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

Section 3: Dues

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

Section 4: Accounts

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

Section 5: Investments

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

Section 6: Annual Review (Audit)

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

ARTICLE XVIII: CHAPTER RECORDS AND REPORTS

Section 1: Chapter Member Contact Information

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: New Member Information Form

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: Chapter Officers

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: Chapter Financial Reporting

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 XIX: DISCIPLINARY ACTIONS OF THE NATIONAL COUNCIL

Section 1: Chapter Delinquencies

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: Offenses and Voting Requirements

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, nonpayment 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: Summary Suspension

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: Notice and Procedure

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: Authority to Discipline Members

Any Member of Phi Sigma Pi may be disciplined by the National Council for non-payment of financial obligations or for conduct unbecoming of a Member of Phi Sigma Pi. Disciplinary actions shall include, but not be limited to, probation, suspension, or expulsion. All disciplinary actions shall require at least a three-fourths (3/4) vote of the National Council. A member who has been placed on probation or suspended 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 6: Reduction of Disciplinary Actions

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 7: Definition of a Chapter Not in Good Standing

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 XX: NATIONAL AWARDS

Section 1: Distinguished Service Keys

A. The National Council shall be authorized to approve annually by eight (8) 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 seven(7) 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: Outstanding Chapter Award(s)

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

Section 3: Other National Awards

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

ARTICLE XXI: 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 XX: 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 XXII: PROHIBITIONS

Section 1: Hazing

Phi Sigma Pi National Honor Fraternity neither approves of nor shall be responsible for actions of Members which may result in injury to persons or damage to property (i.e., "hazing"). Hazing shall be defined as, but not limited to, any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment and ridicule, regardless of the person's willingness to participate. These actions and situations include, but are not limited to: paddling in any form, creation of excessive fatigue, physical and psychological shock, scavenger hunts which involve illegal activities, one-way road trips which leave an individual to find return transportation, wearing apparel at any time or location which is not appropriate, required engagement in public stunts or buffoonery, morally degrading games or humiliating activities, compulsory consumption of any alcoholic beverages or controlled substances or non-controlled substances, 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 XIX](#), 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/Illegal Substances at Chapter Events

Alcohol and/or illicit use of controlled substances shall be strictly prohibited at any Collegiate Chapter membership drive event. Any Chapter that shall be reasonably believed to have violated this section following an investigation by the National Council (or designee), shall be disciplined in accordance with [ARTICLE XIX](#), 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: Purchase of Alcohol/Illegal Substances

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

Section 4: Chapter Risk Management

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: Oversight by National Council

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 wellbeing of Phi Sigma Pi.

Section 6: Conflicts with Sheltering Institutions Regulations

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: Ownership of Real Property

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

Section 8: Distribution of Membership Lists

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 XXIII: 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 XXIV: DISSOLUTION

Section 1: National Fraternity

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: Dissolution of a Chapter

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, 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 Clauda Pennock Todd Tripod Scholarship fund. Phi Sigma Pi does not undertake the liabilities of the Chapter in the event of the Chapter's dissolution.

ARTICLE XXV: AMENDMENTS

Section 1: Proposals

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: Submission Guidelines

Proposals for amendments to the National Constitution or the Ritual shall be submitted in writing to the Constitution and Chapter Standards Committee via the National Headquarters at least one-hundred and twenty (120) days prior to the meeting of the Grand Chapter. 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: Proposal Review

The Constitution and Chapter Standards Committee shall review all submitted amendments to the National Constitution and the Ritual and make changes only for general formatting and language consistency in accordance with the current National Constitution.

Section 4: Distribution of Proposed Amendments

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 5: Approval

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 XXVI: SCOPE

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