

**Charter  
Certificate of Incorporation  
Of The Grand Chapter of Phi Sigma Kappa**

1. The name of the corporation is THE GRAND CHAPTER OF PHI SIGMA KAPPA.
2. Its principal office in the State of Delaware is located at 100 West 10<sup>th</sup> Street, in the City of Wilmington County of New Castle. The name and address of its resident agent is The Corporation Trust Company, 100 West 10<sup>th</sup> Street, Wilmington 99, Delaware.
3. The objects and purposes to be carried on are to promote brotherhood, to stimulate scholarship and to develop character among its members; to assist and further the education of its members by means of endowments, scholarships, or any other means of practical assistance; to inculcate, instill and promote among its members a high degree of morality, culture and fellowship; to charter chapters in colleges and universities; to charter alumni clubs; and to do all things incident to these purposes.
4. (a.) The Corporation is not for profit and shall have no authority to issue corporate stock.  
(b.) Conditions of membership and degrees of membership in the Corporation shall be stated in the Bylaws.
5. The names and places of residence of the incorporators are as follows:  
Robert B. Abbe, 68 Boardwalk, Groton Long Point, CT  
Donovan H. Bond, 322 Mulberry Street, Morgantown, WV  
Herbert L. Brown, 3730 Woodland Avenue, Drexel Hill, PA
6. The time of existence of this corporation shall be perpetual.
7. The members of the Corporation shall not be subject to any debts of the Corporation. No members of the Grand Council shall be personally liable to the Grand Chapter or its members for monetary damages for any breach of fiduciary duty by such Grand Council member. Notwithstanding the foregoing sentence, a Grand Council member shall be liable to the extent provided by applicable law (i) for breach of the Grand Council member's duty of loyalty to the Grand Chapter or its members, (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, or (iii) for any transaction from which the Grand Council member derived an improper personal benefit. No amendment to or repeal of this section 14 shall apply to or have any effect on the liability or alleged liability of any Grand Council member for or with respect to any acts or omissions of such Grand Council members occurring prior to such amendment.
8. The affairs of the Corporation shall be managed by the Council of not less than five (5) members, the number to be fixed by the Bylaws. The Corporation shall commence with a Council composed of ten (10) members to be elected by the incorporators.
9. This Corporation shall have all powers as provided by Delaware law, now or hereafter prescribed for corporations of this character.
10. The Corporation reserves the right to amend, alter or repeal any provision contained in the Certificate of Incorporation in the manner now or hereafter prescribed by the statutes of Delaware, and all rights and powers conferred on directors and members herein are granted subject to this reservation.

WE, THE UNDERSIGNED, being each of their incorporators herein before named, for the purpose of forming a corporation pursuant to the General Corporation Law of the State of Delaware, do make this certificate, hereby declaring and certifying that the facts herein stated are true, and accordingly have hereunto set our hands and seals this 21<sup>st</sup> day of January, A.D. 1959.

ROBERT B. ABBE (SEAL)  
DONOVAN H. BOND (SEAL)  
HERBERT L. BROWN (SEAL)

Endorsement:

I, George J. Schulz, Secretary of the State of Delaware, do hereby certify that the above and foregoing is a true and correct copy of Certificate of Incorporation of "The Grand Chapter of Phi Sigma Kappa" as received and filed in this office the twenty-third day of January A.D.1959, at 10 o'clock A.M.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at Dover this twenty-third day of January in the year of our Lord one thousand nine hundred and fifty-nine.

GEORGE J. SCHULTZ,  
*Secretary of State*

M.D. TOMLINSON,  
*Asst. Secretary of State*

## **CONSTITUTION PREAMBLE**

The Grand Chapter of Phi Sigma Kappa is an international collegiate social fraternity founded on March 15, 1873, Amherst, Massachusetts, by Joseph Franklin Barrett, William Penn Brooks, Frederick George Campbell, Xenos Young Clark, Jabez William Clay and Henry Hague. On August 14, 1985, the Grand Chapter was augmented and strengthened by merger with Phi Sigma Epsilon National Fraternity, founded February 20, 1910, in Emporia, Kansas by Fred M. Thompson, Raymond Victor Bottomly, Robert C. Marley, W. Roy Campbell, Orin M. Rhine, W. Ingram Forde and Humphrey Jones. The Fraternity's members affirm their faith in the wisdom and love of God, the dignity and worth of their fellowmen, the strength and beauty of true fraternity, the history and future of their country, and the traditions and programs of American higher education. The Cardinal Principles of this Fraternity are To Promote Brotherhood, To Stimulate Scholarship and To Develop Character. The Motto of this Fraternity is the Golden Rule – Do Unto Others As Your Would Have Them Do Unto You.

Phi Sigma Kappa is a lifelong brotherhood dedicated to the betterment of the individual, the university community and our world by giving its members opportunities to develop leadership skills, participate in service to others, achieve academic excellence, experience cultural diversity and practice personal integrity.

## **ARTICLE I MEMBERSHIP**

**Section 1.** Membership in the Grand Chapter of Phi Sigma Kappa shall be open only to those classes of persons described in this Article and shall be conferred only as provided in this Article.

**Section 2.** A male student, officially enrolled at a degree granting college, university, technical institute, community college or other institution of higher education may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by the local chapter of the Fraternity chartered at the institution where he is enrolled, provided he is not affiliated with any other nationally recognized collegiate social fraternity and provided he meets all financial and other requirements as set forth in the Bylaws. A male student at any such institution who meets all of the foregoing qualifications may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by a local chapter of the Fraternity chartered at an institution other than the one at which he is enrolled, provided there is no local chapter chartered at the institution where he is enrolled, and provided that his initiation would not violate the regulations or policies of the institution where the local chapter initiating him is chartered.

**Section 3.** A male graduate of, a male former student of, or a male faculty member at, a degree granting college, university, technical institution, community college or other institution of higher education may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by the local chapter of the Fraternity chartered at the institution from which he graduated, or which he attended, or where he is on the faculty, provided he is not affiliated with any other nationally recognized collegiate social fraternity, and provided he meets all financial requirements set forth in the Bylaws. A male graduate of, a male former student of, or a male faculty member at, any such institution who meets all of the foregoing qualifications may be initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by a local chapter chartered at an institution other than the one from which he graduated, or which he attended, or where he is on the faculty, provided that his initiation would not violate the regulations or policies of the institution where the local chapter initiating him is chartered.

**Section 4.** Honorary membership may be conferred upon any deserving man as provided in the Bylaws.

**Section 5.** Membership in Phi Sigma Kappa shall be designated by degrees numbered consecutively from one through six, with rights and privileges appertaining to each degree as described in the Bylaws.

**Section 6.** Membership in Phi Sigma Kappa can be dissolved only by death or expulsion, as provided in the bylaws.

**Section 7.** Subject to the qualifications in Section 2, no chapter shall discriminate in recruitment or in membership based on race, color, religion, national origin, age, disability, ethnic background, sexual orientation, veteran status, marital status, parental status, or political affiliation.

## **ARTICLE II ORGANIZATION**

**Section 1.** The legislative power of the Fraternity shall be vested in the General Convention, which is a biennial meeting of the members of the Corporation, herein to be known as the Grand Chapter.

**Section 2.** The executive power of the Fraternity shall be vested in the Council, consisting of the President and the Directors. The President shall serve for two years, as prescribed in the Bylaws, and until his successor be qualified and duly elected. The Directors shall serve for such period or periods of years as prescribed in the Bylaws, and until their successors be qualified and duly elected.

**Section 3.** Conclaves may be convened to hold leadership training seminars, formulate recommendations for the betterment of the Fraternity, and to bring together members for the interchange of ideas.

## **ARTICLE III COMMITTEES**

**Section 1.** The following General Convention committees shall be appointed by the incumbent President as soon after the delegates have convened as may be practical.

- (1) Credentials
- (2) Resolutions
- (3) Undergraduate Members to the Constitution, Bylaws, and Policy Committee

**Section 2.** The following Standing Committees shall be appointed by the incoming President immediately upon his installment in office:

- (1) Constitution, Bylaws, and Policy
- (2) Alumni
- (3) Expansion
- (4) Ritual
- (5) Leadership and Volunteer Development
- (6) Scholarship
- (7) Finance

**Section 3.** The Chancellor of the Court of Honor shall appoint a Nominating Committee six months prior to the General Convention as prescribed in the Bylaws.

**Section 4.** All members appointed by the Grand President or the Chancellor of the Court of Honor to serve on General Convention committees, or as committee chairs of the Convention must be in good standing with the Grand Chapter of Phi Sigma Kappa. The chief administrative officer will review all committee appointments and report any discrepancies to the Grand President and/or Chancellor prior to the opening of the General Convention. Any member appointed to a committee or as committee chair who is not in good standing with the Grand Chapter of Phi Sigma Kappa shall not serve on any committee or as committee chair at the General Convention.

## **ARTICLE IV FISCAL**

**Section 1.** The fiscal year of the Grand Chapter shall begin on July 1 and end on June 30 of the following year.

**Section 2.** The accounts of the Grand Chapter shall be audited annually as of June 30.

## **ARTICLE V AMENDMENTS**

**Section 1.** The Charter, Constitution and Bylaws of the Grand Chapter may be altered or amended only by action of the General Convention as provided herein. The policies of the Grand Chapter may be altered or amended and new policies adopted by action of the Council; provided, however, that the General Convention shall have the power of veto.

**Section 2.** Two-thirds (2/3) of the votes cast at a General Convention shall be necessary to amend the Charter and the Constitution.

## **BYLAWS**

### **ARTICLE I DEGREE OF MEMBERSHIP**

**Section 1.** The six degrees of membership in Phi Sigma Kappa are defined as follows:

- (a) First Degree – an undergraduate who shall have completed the Ritual of Initiation, subscribed to the Constitution and Bylaws, paid in full all financial obligations to the Grand Chapter, as set forth in Article IX of the Bylaws, and purchased one of the four official badges.
- (b) Second Degree – a member of the First Degree who is installed in any of the symbolic offices of the chapter of which he is a member.
- (c) Third Degree – a member of the First or Second Degree who graduates, or who is certified by the chapter adviser (or chapter president with concurrence of the Executive Vice President in the absence of an appointed adviser) as one who is no longer enrolled at the school, is not expected to enroll within the next year, and who would have been expected under normal circumstances to have completed undergraduate studies prior to the time of certification and whose financial obligations to the chapter and to the Grand Chapter shall have been paid in full; also any graduate, former student, faculty or honorary member who shall have completed the required Ritual of Initiation and subscribed to the Constitution and Bylaws of the Grand Chapter, and in respect of whom all financial obligations to the Grand Chapter, as set forth in Article IX of the Bylaws, shall have been paid in full.
- (d) Fourth Degree – a member of the Third or Fourth Degree who is named to any appointive office of the Grand Chapter.
- (e) Fifth Degree – a member of the Third or Fourth Degree who is elected to the Grand Council.
- (f) Sixth Degree – a member who is elected to the office of President of the Grand Chapter.

**Section 2.** Promotion in degree shall constitute advancement of jurisdiction and shall not deprive such advanced member of any rights and privileges of the lower-ranking degree.

**Section 3.** The highest degree status attained by a member shall thereafter be recognized as his mark of distinction, even though he retires or is subsequently appointed or elected to a station of lower ranking degree, or the status of his office is later changed.

**Section 4.** Members and alumni of expansion chapters and colonies shall, automatically upon becoming members of the Grand Chapter, be admitted to the appropriate degree of membership consistent with the offices or status they shall have held within their chapters or colonies.

## **ARTICLE II VOTING ON MEMBERSHIP**

**Section 1.** An undergraduate candidate for membership may, as provided in the Rituals, be initiated into the Grand Chapter only after receiving the affirmative vote of at least seventy-five percent or more present at a legally called meeting of a chapter in good standing where a legal quorum is present.

**Section 2.** An undergraduate candidate for membership through a colony may, as provided in the Rituals, become associated with the Grand Chapter at the invitation of any colony of the Fraternity in good standing only after receiving the affirmative vote of the majority of those present at a legally called meeting of the colony where a quorum is present.

**Section 3.** The Council is empowered to waive the minimum seventy-five percent vote required in Article II, Section 1, only upon written request from a chapter. In the case of a colony, the Council may authorize the association and initiation of such colony members as the chief administrative officer shall recommend, and until the colony is chartered as a chapter any candidate so initiated shall be a member-at-large of the Grand Chapter.

**Section 4.** A graduate member of the faculty or former student may, as provided in the Rituals, be initiated into the Grand Chapter as a member of the Third Degree only upon receiving the affirmative vote of at least seventy-five percent of those present at a legally called meeting of a chapter in good standing where a legal quorum is present.

**Section 5.** A candidate for honorary membership, who may or may not be an undergraduate, graduate, member of the faculty or former student at an institution where there is a chapter of Phi Sigma Kappa, may as provided in the Rituals, be initiated into the Grand Chapter as a member of the Third Degree only upon receiving the affirmative vote of at least seventy-five percent of those present at a legally called meeting of a chapter in good standing where a legal quorum is present; provided that an application is approved by that body. With the approval of the Council, a chapter may grant honorary posthumous membership to an individual without being required to pay any fees or dues for that individual.

**Section 6.** No one shall be initiated into Phi Sigma Kappa who is a member of any other nationally recognized collegiate social fraternity nor shall any member of the Grand Chapter become a member of any such fraternity.

### **Section 7.**

- (a.) An undergraduate candidate for membership may, as provided in the Rituals, be initiated into the Grand Chapter only upon meeting the following criteria:
  - (1.) The candidate must have a cumulative grade point average of 2.50 (on a 4.0 scale), or higher; or
  - (2.) The candidate's previous semester grade point average must have been a 2.5 (on a 4.0 scale), or higher; or
  - (3.) If the candidate is a first semester freshman, the candidate must have had a high school cumulative grade point average of 2.5 (on a 4.0 scale), or higher, and
  - (4.) If the host institution's minimum grade point average is higher than the minimums set forth in subparagraphs (1), (2), and (3), above, the candidate must meet the host institution's requirements.
- (b.) The candidate must permit the release of information to his chapter and otherwise provide proof that his grade point average meets the requirement of this section.
- (c.) The Council is empowered to waive any or all of the requirements of this section upon review of a written request from a chapter.

## **ARTICLE III THE GENERAL CONVENTION**

**Section 1.** The General Convention shall be held between the first day of June and the thirty-first day of December at such time and place as shall be determined by the Council. Notice thereof shall be given in the *Signet* no later than two weeks prior to the date of convening said Convention.

**Section 2.** Chapter delegates to the General Convention shall be selected by the chapter from among the active members of the First and Second Degree in good standing with the respective chapters and the Grand Chapter. Alumni Club delegates shall be selected from the recorded members of the respective clubs.

**Section 3.** The voting privilege of the undergraduate members present at the General Convention shall be apportioned as follows:

Chapter representation shall be allotted on the basis of the active membership as ascertained from the official member total provided by the end of the year chapter report filed prior to the convening of the Convention. Based on the above allotment, chapters in good standing shall have the following voting strength:

6 to 15 members	one vote
16 to 25 members	two votes
26 to 35 members	three votes
36 to 45 members	four votes
46 to 55 members	five votes
56 to 65 members	six votes
66 to 85 members	seven votes
86 or more members	eight votes

**Section 4.** The voting privilege of the alumni clubs in good standing with the Grand Chapter and represented at the General Convention will be apportioned according to their number of sustaining members as paid to the Grand Chapter no later than the June 30<sup>th</sup> preceding the General Convention as follows:

0 to 25 members	one vote
26 to 45 members	two votes
46 to 65 members	three votes
66 to 85 members	four votes
86 or more members	five votes

**Section 5.** Each member of the Fourth, Fifth or Sixth Degree in good standing with the Grand Chapter shall be entitled to one vote.

**Section 6.** Any delegate entitled to vote as a representative in more than one voting classification, may not cast more than the highest number of votes in any single classification. Any delegate whose expenses are paid to the General Convention by the Grand Chapter or the Foundation may vote only the number of votes assigned to the position for which his expenses are paid.

**Section 7.** All chapters in financial arrears to the Grand Chapter at the time of the Grand Chapter Convention shall be denied travel reimbursement for their chapter delegates.

**Section 8.** Delegates from a majority of chapters in good standing shall constitute a quorum at a General Convention.

**Section 9.** Election of all elective officers of the Grand Chapter may be by ballot and a majority of votes cast shall determine election.

**Section 10.** The Grand Council, in conjunction with the chief administrative officer, shall determine the Convention budget, and shall set travel reimbursement for all attendants, and registration fees for official delegates and guests to satisfy the needs of the Convention budget.

**Section 11.** Wherever the word "Chapter" appears in this article, it shall also include officially designated colonies.

**Section 12.** The Order of Business at the General Convention shall be determined by the President and shall include the following reports:

- (a) Of the Council by the President
- (b) Of the chief administrative officer
- (c) Of the Audit of the Grand Chapter Accounts

- (d) Of the Nominating Committee for the election and installation of the Grand Chapter's Grand President and Directors

**Section 13.** The Convention shall elect by ballot the following officers of the Grand Chapter: a President and such number of Directors as shall be necessary to fill the seats on the Grand Council of the Directors whose terms expire at such Convention and any new seats on the Grand Council which may be created by action of such Convention. If during the previous biennium a vacancy has occurred in one or more of the Director positions not expiring at the time of the Convention, the Convention will also fill the open position(s) for the remainder of the term.

**Section 14.** Nominees for the offices of the Grand Chapter, as listed in Section 13, shall consist of those presented in the report of the Nominating Committee, and other nominations which may be made, at the call of the President, from the floor of the Convention by any member present who is entitled to vote. Only those members whose names have previously been submitted to the Nominating Committee are eligible to be nominated from the floor.

**Section 15.** Robert's Rules of Order, except when inconsistent with the Charter, Constitution and Bylaws of the Grand Chapter, shall govern the conduct of the General Convention and all other meetings of the Grand Chapter Conclaves, chapters and alumni clubs.

## **ARTICLE IV COMMITTEES**

### **A. CONVENTION**

#### **Section 1.** Nominating Committee

- (a) The Chancellor of the Court of Honor shall appoint a Nominating Committee at least six months prior to the General Convention. The Nominating Committee shall consist of two undergraduate presidents, two Fourth Degree brothers (to exclude current staff), one Director whose term is not expiring, and one member of the Court of Honor. The Chancellor of the Court of Honor shall be chairman of the Nominating Committee.
- (b) The Nominating Committee, prior to the General Convention, shall call for nominations for eligible candidates for the offices of President and Directors. The Nominating Committee shall meet at the Convention and shall interview those candidates so nominated and any other candidates whom the members of the committee nominate to be considered.
- (c) The Nominating Committee will determine a slate and will present to the General Convention in writing a list consisting of one or more nominees from the Third or higher ranking Degree for President and each of the open Director positions, provided that no member who is, or within the two years immediately preceding the Convention has been, on the paid staff of the Fraternity shall be eligible for nomination.

**Section 2.** As soon after the Convention has convened as may be practicable, the President shall appoint to each of the following Convention Committees, whose duties are described herein, chapter delegates and members of the Third or higher ranking Degree, designating the chairman of each. All such appointees shall serve for the period of the Convention and such committees shall automatically be discharged upon the adjournment of said Convention.

- (a) The Credentials Committee, which shall examine the credentials of any delegate whose qualifications to serve at the Convention may be questioned. It shall decide whether the delegate is qualified and report its findings to the President.
- (b) The Resolutions Committee, which shall present to the General Convention in writing, such resolutions of respect, gratitude, commemoration or otherwise, which in its judgment should be recognized by the Convention and spread upon the records of the Grand Chapter.

## **B. STANDING**

**Section 1.** As soon as practicable after his installation, the President shall appoint the following Standing Committees, whose duties are defined herein:

- (a) Constitution, Bylaws and Policy Committee, which upon receipt of recommendations from any member in good standing for amendments to the Constitution and Bylaws and/or changes in stated policies between General Conventions, shall decide which recommendations shall be submitted to the General Convention in the case of the Constitution and Bylaws amendments and which shall be submitted to the Council in the case of policy changes. The Committee shall be comprised of three members of the Third or higher ranking degree. It shall be augmented at the time of the naming of the Convention Committees by three undergraduate delegates.
- (b) Alumni Committee, which shall seek to establish new chartered alumni clubs, encourage active participation among existing clubs and otherwise promote greater interest among all alumni in the Fraternity. The Director of Alumni shall be the chairman of this committee.
- (c) Expansion Committee, which shall explore possibilities for new chapters or colonies at colleges, universities or technical institutions where Phi Sigma Kappa is not represented, and promote the Fraternity within any group at such schools as may appear to have the qualifications desired in a chapter of Phi Sigma Kappa. The chief administrative officer shall be the chairman of this committee.
- (d) Ritual Committee, which shall witness the exemplification of the Ritual by the chapters whenever practicable and make recommendations for improvement in performance, as well as recommendations to the General Convention for desirable changes in content.
- (e) Leadership and Volunteer Development Committee, which shall assist the Fraternity's paid staff on the development of an effective leadership orientation and development school for undergraduate members and a volunteer orientation and development program for the Fraternity's volunteer staff members.
- (f) Scholarship Committee, which shall implement and administer the Scholastic Awards Program.
- (g) Finance Committee, which shall make such recommendations to the Grand Council as may be appropriate concerning the financial operations of the Grand Chapter. The Committee shall also assist the Grand Chapter in the collection of accounts receivable.

**Section 2.** The number and personnel of each of the above committees and the chairman of each shall be designated by the President, unless otherwise specified herein.

**Section 3.** The foregoing Standing Committees shall serve until the conclusion of the next General Convention; provided, however, that the President shall have the power to replace by appointment any member or members of any committee who in his judgment are not functioning in accordance with their assigned responsibilities.

**Section 4.** The President shall have the power to create other committees, which in his judgment will contribute to the progress of Phi Sigma Kappa.

## **ARTICLE V THE COUNCIL**

**Section 1.** The Council shall consist of the President and six Directors. It may also be referred to as the Grand Council, and it shall function as the board of directors of the Grand Chapter. New members of the Council shall be formally installed as provided in the Rituals as soon after their election as may be practicable.

**Section 2.** The powers and duties of the Council shall be:

- (a) To maintain the Charter, Constitution, Bylaws and Policies of the Fraternity.
- (b) To prepare, with the assistance of the chief administrative officer, and adopt an annual budget.
- (c) To act upon all requests for major expenditures.



- (d) To supervise the condition and the programs of the chapters and chartered alumni clubs.
- (e) To act upon all petitions for chapter charters, alumni club charters, and chartered alumni clubs.
- (f) To ratify the appointments by the President to appointive offices and standing committees.
- (g) To appoint and contract for a chief administrative officer from among the members of the Third or higher ranking Degree and fix his compensation and period of employment.
- (h) To fix the number of regional advisers, if any, and to appoint them from among members of the Third or higher ranking Degree.
- (i) To appoint a Chaplain and an Historian from among the members of the Third or higher ranking Degree.
- (j) To determine the location of the International Headquarters of Phi Sigma Kappa.
- (k) To fill vacancies, either in assembly or by mail vote, in its own body or any office of the Grand Chapter, except in the Court of Honor, created by resignation, disability, disqualification or death. In the case of a Director whose term does not expire at the next General Convention, the interim appointee will serve only until the office is filled in the manner prescribed in the Bylaws at the next General Convention.
- (l) To act upon matters of discipline, the suspension of a chapter or alumni club, and the revocation of a charter of a chapter or alumni club.
- (m) To promulgate, alter or revise the Policies of the Grand Chapter between General Conventions.
- (n) To select, when necessary, from among its members a President pro tempore, who will preside at its meetings or any meeting of the Grand Chapter in the event of the absence of the President or his inability to preside.
- (o) To act upon an appeal by a Council member with respect to the credentials of a Convention.
- (p) To approve all loans and refinancing of loans.
- (q) To select investment counsel and authorize the investment of funds.
- (r) To have full authority to control all the affairs of the Grand Chapter, to manage all property belonging thereto, and transact all its business.

**Section 3.** A majority of the members of the Council shall constitute a quorum and the vote of a majority of those present at any meeting shall be necessary to decide all matters before the Council.

#### **Section 4.**

- (a) No person may serve on the Council who is simultaneously an officer, director, or trustee of the Phi Sigma Kappa Foundation, Inc. or Phi Sigma Kappa Properties, Inc., or any successor to either organization.
- (b) Any such person serving on the Council at the time this section is adopted may serve the balance of his term on the Council of the Grand Chapter but may not serve any subsequent term without first resigning his position with the organizations named in subsection (a).

## **ARTICLE VI OFFICERS**

**Section 1.** The President shall be the Chief Executive Officer of the Grand Chapter and a member of the Council. He may also be referred to as the Grand President. The term of office of the President is two years. There is no limit to the number of terms which a member may serve as President.

**Section 2.** The Directors shall serve as members of the Grand Council. The term of office of a Director is four years. A Director may serve three terms, no more than two of which may be consecutive. The Directors' terms of office shall be staggered with three Directors elected at each General Convention.

**Section 3.** The regional adviser and regional counselor shall work with a chapter/colony or chapters/colonies as assigned by, and for a period to be determined by, the Grand Council.

**Section 4.** The Director of Alumni shall be the chairman of the Alumni Committee and shall act as the liaison between the Grand Chapter and the alumni body.

**Section 5.** The chief administrative officer shall be the secretary, correspondent, and business manager of the Grand Chapter. He shall engage such assistance as shall be required to operate the business of the Grand Chapter with the approval of the Council.

**Section 6.** The Editor of the *Signet* shall ensure that regular publications of the *Signet* are edited, published, and distributed to all eligible members each year.

**Section 7.** The Chaplain shall perform those duties which usually devolve upon such an official.

**Section 8.** The Historian shall perform those duties which usually devolve upon such an official.

**Section 9.** The Adviser shall represent the Grand Chapter in the chapter to which he is appointed.

**Section 10.** The Director of Fraternity Operations, who is appointed by the President upon the recommendation of the chief administrative officer, shall perform such duties as directed by the chief administrative officer.

**Section 11.** The Council shall have the power to specify the duties of the above officers and of any other officers not herein designated, such duties to be detailed and published in the Grand Chapter Policy Manual.

## **ARTICLE VII COURT OF HONOR**

**Section 1.** The Court of Honor shall be composed of all living members of the Sixth Degree, not including the current Grand President or a Sixth Degree member serving as a Director on the Grand Council.

**Section 2.** Members of the Court of Honor shall be eligible and welcome to attend all meetings of the Grand Council and shall be allowed to fully participate in the Council meeting discussion and activities. They shall participate in the Council meeting discussion and activities. They shall participate with voice but without vote (only elected Council members shall have a vote at Grand Council meetings.) The Chancellor of the Court shall be elected from its membership by the Court of Honor. As long as the Chancellor of the Court is serving in that position he will not be eligible to serve in any other elective office within the Grand Chapter. The Chancellor shall be the presiding officer of the Court of Honor.

**Section 3.** The Court of Honor shall elect its own Recorder.

**Section 4.** The Court of Honor shall hold a meeting at each Convention. The Chancellor and the Recorder shall be elected during that meeting. The Chancellor and the Recorder will serve until the next Convention. Should there be a vacancy between Conventions in either office it will be filled by a mail ballot by members of the Court of Honor.

**Section 5.** The quorum of the Court of Honor shall consist of three members.

**Section 6.** The Court of Honor, its members individually or collectively, shall serve the Fraternity in an advisory capacity as requested by the Council and its President.

**Section 7.** The Court of Honor shall sit as a court of impeachment of any officer of the Fraternity, against whom charges of acts in violation of the Constitution or Bylaws or conduct treasonable or detrimental to the best interests of Phi Sigma Kappa are preferred.

## **ARTICLE VIII CONCLAVES**

**Section 1.** Conclaves shall be convened at regular intervals in various locations, as determined by the Grand Council, and the chief administrative officer shall assign the particular Conclave to which each chapter colony and alumni club shall send delegates.

**Section 2.** The purpose of the Conclaves shall be to hold leadership training seminars, formulate recommendations for the betterment of the Fraternity, and to bring together members for the interchange of ideas.

**Section 3.** In scheduling Conclaves, efforts shall be made to accommodate geographic diversity.

**Section 4.** Volunteers who are pre-registered attendees of a conclave will pay a reduced rate of 50% of the standard registration.

## **ARTICLE IX FEES AND DUES**

**Section 1.** Every undergraduate candidate for membership shall make the following payments into the treasury of the Grand Chapter as a condition of membership.

- (a) A non-refundable association fee of seventy-nine dollars (\$79), payable prior to his association. This fee includes both an associate pin, a copy of *Hills and a Star*, and may include a packet with important documents and/or materials provided by the Grand Chapter.
- (b) A non-refundable fee of two hundred ninety dollars (\$290), payable prior to his initiation. This fee includes a standard membership badge and an official roll number based on the next available roll number of the initiating chapter. This also covers the risk management/insurance fee for that member for the remainder of the current term of insurance.
- (c) The associate and/or initiate fee may be increased by vote of the Grand Council in accordance with the fiscal year of Phi Sigma Kappa and the corresponding Consumer Price Index for each year thereafter.
- (d) Both the associate and initiate fees shall be the obligation of the individual candidate for membership. Any chapter which initiates a candidate without having collected all such payments and forwarding them to the Grand Chapter shall be jointly liable on such obligation. Said payment shall entitle the candidate, upon his initiation, to all the privileges of membership in the Grand Chapter for life and as long as he is not suspended or expelled.

**Section 2.** Each Chapter shall pay into the treasury of the Grand Chapter an undergraduate member census fee, computed and payable as follows:

- (a) fall census fees, set at fifty dollars (\$50) per member shall be assessed and billed on September 15 and shall be due to the Grand Chapter no later than October 15,
- (b) spring census fees, currently set at fifty dollars (\$50) shall be assessed and billed on February 15 and shall be due to the Grand Chapter no later than March 15.
- (c) Census count will be determined by the chapter roster on file with the Grand Chapter on the date on which it is to be assessed.
- (d) No member shall be assessed a census fee for the semester in which he initially associates with the Fraternity.
- (e) The census fee may be increased by vote of the Grand Council in accordance with, and up to a maximum of, the Fiscal Year Consumer Price Index for each year thereafter.
- (f) For the purpose of the member census fee under this section, a member is considered to be an undergraduate until he leaves school or graduates, regardless of his degree of membership.
- (g) The payments required by this section shall be the obligation of each chapter. Failure to pay on time will invoke the accounts receivable policy (Appendix Q of the Policy Manual of the Grand Chapter of Phi Sigma Kappa.)

**Section 3.** A chapter shall purchase one of the four official badges and shall pay into the treasury of the Grand Chapter for each graduate, former student, faculty or honorary member it initiates an initiation fee of fifty dollars (\$50) prior to his initiation, except in the case of a graduate who was a member of a local fraternity prior to its induction into Phi Sigma Kappa.

**Section 4.** All members regularly initiated after paying the Grand Chapter initiation fee in effect at the time of their initiation shall be entitled to receive an annual issue of the *Signet* without paying any further subscription fees so long as they remain members. The Council shall provide full subscriptions to undergraduate members. The Council may provide full subscriptions to the *Signet* to alumni members upon such terms and at such rates as the Council shall determine.

**Section 5.** The Grand Council is authorized to establish an alumni dues program. Members of the Third, Fourth, Fifth or Sixth Degrees who pay dues, or have dues paid for them by an alumni organization, will be considered Sustaining Members.

## **ARTICLE X SUSPENSION**

**Section 1.** Suspension of a member is the temporary removal of chapter privileges, including social privileges, house privileges and participation in meetings. The causes for suspension may be infraction of house rules, or chapter Bylaws, and/or conduct unbecoming a member of Phi Sigma Kappa.

**Section 2.** A member of the First or Second Degree may be suspended by the president of his chapter, the chapter, the adviser, or the Council or its representatives in this order of increasing authority.

**Section 3.** The order of suspension shall become effective immediately and shall stand effective until terminated by the power imposing the suspension or a higher authority.

**Section 4.** The financial obligations of a suspended member to the Grand Chapter shall continue during the period of suspension.

## **ARTICLE XI EXPULSION**

**Section 1.** Expulsion of a member is the permanent removal of all privileges inherent to all who are duly initiated into the Grand Chapter of Phi Sigma Kappa. The causes for expulsion may be failure to meet financial obligations to the Grand Chapter or the chapter, violation of the law or of any oath made pursuant to the Rituals, or any repeated or flagrant conduct unbecoming a member of Phi Sigma Kappa.

**Section 2.** Charges of expulsion against any member shall be made in writing to the chief administrative officer. Such charges may be brought by the affirmation or sworn statement of:

- (a) Two or more members of the Third or higher ranking Degree
- (b) A chapter president where a majority of a legal quorum of the chapter agrees to prefer charges
- (c) A chapter treasurer with respect to financial delinquency
- (d) A chapter adviser

Upon receipt of such charges, the chief administrative officer shall cause notice of the charges to be given to the accused member. If the accused fails to respond to the charges or waives a hearing, the chief administrative officer shall sustain or reject the charges and shall notify the accused and the Grand President of his decision. If the accused requests a hearing, the Grand President shall appoint three responsible members, at least one of whom shall be a member of the Third or higher ranking Degree, who shall hear the charges and the response of the accused, take such evidence as they deem suitable and recommend a disposition to the Grand President. Upon receiving such recommendation, the Grand President shall sustain or reject the charges and shall notify the accused and the chief administrative officer of his decision.

**Section 3.** All financial obligations to the Grand Chapter of a chapter in respect of the accused shall cease to accrue as of the date the charges are filed with the chief administrative officer. In the event they are withdrawn or the chief administrative officer or Grand President rejects them or they are rejected by the Court of Honor Committee on appeal, the member is reinstated retroactive to the date of the filing of the charges and the chapter treasurer shall forthwith forward to the Grand Chapter all undergraduate membership census fees in respect of the member for the entire period his case has been pending.

**Section 4.** If expulsion charges are sustained by the Grand President, the accused may have recourse of appeal. The appeal must be made in writing within 30 days after the accused is notified of the Grand President's decision, to the Chancellor of the Court of Honor, who will appoint three members from the Court of Honor to consider the charges. If no appeal is made, then upon the expiration of the period for appeal, or if an appeal is made and disapproved by the Court of Honor Committee, then immediately upon the disapproval of the appeal, the accused shall be expelled forever from the Fraternity.

## **ARTICLE XII RITUALS**

**Section 1.** Candidates shall, prior to their initiation, complete a course of training prescribed by the chapter. This course shall include the following:

- (a) A constructive orientation program looking toward making the associate a better student, fraternity man and citizen.
- (b) Instruction in the History of Phi Sigma Kappa.
- (c) Committing to memory the Creed and Cardinal Principles of Phi Sigma Kappa.
- (d) Indoctrination in the traditions and customs of the chapter and the institution. The course of associate training may include duties about the chapter house and other duties for the chapter, but shall not include any personal services for members of the chapter or visiting alumni. Extra associate duties may be imposed as discipline, but no associate shall be paddled or subjected to any form of corporal punishment or mental harassment or be placed in physical peril. Undignified conduct, either in private or public, and all practices which have been known as "Hell Week" are strictly forbidden.

**Section 2.** There shall be a Ritual for each of the following purposes:

- (a) The Conduct of Chapter Meetings
- (b) The Installation of Chapter Officers
- (c) The Ritual of Association
- (d) The Final Examination of Associate Members
- (e) The Initiation of New Members
- (f) The Instruction and Examination of New Members
- (g) The Funeral Service
- (h) The Induction of New Chapters
- (i) the Installation of Grand Chapter Officers
- (j) The Third Degree Obligation
- (k) A Public Lecture on the Principles of True Fraternity

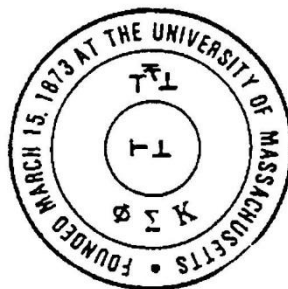
**Section 3.** All of the Rituals, except the Funeral Service and the Public Lecture, shall be strictly confidential and their use limited to the specific purposes and only under conditions as expressed therein respectively.

**Section 4.** The Rituals shall not be altered in any way except by a two-thirds (2/3) vote of a General Convention.

**Section 5.** Nothing in the Constitution/Bylaws and Policies of the Fraternity may contradict the Rituals of Phi Sigma Kappa.

## **ARTICLE XIII GRAND SEAL AND EMBLEM**

**Section 1.** The following shall be the Grand Seal and the only seal allowed to be used on all official papers of the Grand Chapter required to be under seal:



**Section 2.** The official membership emblem of the Grand Chapter, which must be ordered from the chief administrative officer, shall be a badge of the three Greek letters - - Phi, Sigma, Kappa. The letter of Phi in the badge, either in plain or gold electroplate or plain gold or crownset with fifteen (15) pearls, either whole or half, shall be superimposed upon a rose engraved and rose finished chased gold electroplate or gold letter Sigma to the left, and similarly engraved and finished chased gold electroplate or gold letter Kappa to the right; the total dimensions being seventeen (17) millimeters in length and ten and one-half (10 ½) millimeters in height.

**Section 3.** As a mark of distinction, members of the Fourth Degree may wear an emerald instead of a pearl as the center jewel of the Phi in the badge; members of the Fifth Degree may wear a ruby instead of a pearl as the center jewel of the Phi; members of the Sixth Degree may wear a badge set with diamonds instead of pearls with the center jewel of the Phi a ruby instead of a diamond.

**Section 4.** All items of ritual equipment, including the Ritual Book and members' ritual roll, shall be and forever remain the property of the Grand Chapter. In the event a chapter charter is revoked, all ritual equipment must be returned to the Grand Chapter.

#### **ARTICLE XIV COLORS, FLOWERS, FLAGS AND CREST**

**Section 1.** The official colors of Phi Sigma Kappa shall be silver and red.

**Section 2.** The official flowers of Phi Sigma Kappa shall be the red carnation and the white tea rose.

**Section 3.** The official flag of Phi Sigma Kappa, in dimension seven (7) feet by five (5) feet, shall consist of three lengthwise horizontal bars. The bottom bar, emblematic of the basis of the Fraternity, the First and Second Degree members, shall be plain red. The middle bar; emblematic of the wide field of fraternal service, the Third and Fourth Degree members, shall be silver with the Greek letters, Phi, Sigma, and Kappa in red centered therein. The top bar, emblematic of administration and meritorious service to the Grand Chapter, the Fifth and Sixth Degree members, shall be red with the original three T's, and circle emblem located within and tangent to a silver triangle at the extreme left.

**Section 4.** The official crest of the Grand Chapter of Phi Sigma Kappa shall be the crest approved by the 51<sup>st</sup> General Convention, August 15, 1987 and as pictured below:



#### **ARTICLE XV NOTICES**

**Section 1.** Unless otherwise provided for herein, notices of Conventions, Conclaves, meetings or other assemblies may be served upon members, chapters and clubs by the insertion of such notice in the *Signet*. The nonreceipt of the *Signet*, however, shall not constitute a valid excuse for failure to receive any notice contained therein.

**Section 2.** A member is required to continue to provide Headquarters with an up-to-date address, and failure to do so shall allow the Fraternity to presume that the last known address is the proper address, and mail sent to that address is presumed to be delivered and read.

## **ARTICLE XVI AMENDMENTS**

**Section 1.** Two-thirds (2/3) of the votes cast at a General Convention shall be necessary to amend these Bylaws.

**Section 2.** The General Convention shall consider and act only upon amendments presented to it for consideration at the Convention by the Constitution, Bylaws and Policy Committee.

**Section 3.** All proposals to be considered at the opening session of the Convention must be made available in writing to the delegates no later than two weeks prior to the opening of the Convention.

## **ARTICLE XVII EMERGENCY**

In the event the United States is engaged in war, declared or undeclared, or in the event of a national emergency declared by the President or Congress of the United States, or in the event of a nationwide depression, panic, catastrophe, or other condition, which is determined by the Council as affecting the effective operation of the Grand Chapter, the Council may suspend any Article, Section, or sub-section of the Constitution and Bylaws for a period not extending beyond six months from the termination of said condition or periods, and promulgate and enforce such rules and regulations, as it may deem necessary for the proper management and operation of the affairs of the Grand Chapter, Conclaves, and subordinate chapters, provided such rules and regulations shall not be contrary to the Articles of Incorporation of the Grand Chapter, amendments thereto or to the laws of the State of Delaware.

## **PERMANENT APPENDIX**

**Section 1.** Notwithstanding anything to the contrary in Sections 1, 2 and 3 of Article I of the Constitution, men who are or have been affiliated with the national fraternity Phi Sigma Epsilon shall be eligible for membership in the Grand Chapter of Phi Sigma Kappa as provided in this Permanent Appendix.

**Section 2.** Notwithstanding anything to the contrary in Article I, Section 1 of the Bylaws, members admitted to the Grand Chapter as a result of the merger of Phi Sigma Epsilon with the Grand Chapter of Phi Sigma Kappa, as approved by the two fraternities on June 1, 1985, and August 14, 1985, respectively (hereafter referred to as the "Merger"), shall be admitted to the appropriate degree of membership as provided in Article I, Section 4 of the Bylaws and further as follows: any member who shall have served at any time as an appointive or elected national officer of Phi Sigma Epsilon (other than as a member of the national board of directors thereof) shall be admitted to the Fourth Degree; any member who shall have served at any time as a member of the national board of directors of Phi Sigma Epsilon shall be admitted to the Fifth Degree; and any member who shall have served at any time as national president of Phi Sigma Epsilon shall be admitted to the Sixth Degree.

**Section 3.** Notwithstanding anything to the contrary in Article II of the Bylaws: In view of the Merger, all initiated members of Phi Sigma Epsilon who were in good standing as of August 14, 1985, and who were affiliated with a chapter of Phi Sigma Epsilon no longer existing on said date, or with an active chapter of Phi Sigma Epsilon as of August 14, 1985, (except for the chapter located at Cornell University Ithaca, New York) shall automatically become members of the Grand Chapter of Phi Sigma Kappa. All pledges (associates) of Phi Sigma Epsilon who were in good standing as of August 14, 1985, and who were affiliated with a chapter or colony of Phi Sigma Epsilon (except for the chapter located at Cornell University, Ithaca, New York), shall automatically become associates of the Grand Chapter. All undergraduates admitted to membership in the Grand Chapter pursuant to the Merger shall undergo the Initiation Ritual and other appropriate Rituals as soon after the Merger as may be practicable. All graduates, former students and faculty members so admitted to membership in the Grand Chapter shall also be permitted and encouraged to undergo or observe the Initiation Ritual and other appropriate Rituals.

**Section 4.** Notwithstanding anything to the contrary in Article V, Section 2, paragraph (e) of the Bylaws: each chapter of Phi Sigma Epsilon in active status as of August 14, 1985 (except for the chapter at Cornell University in Ithaca, New York) is hereby designated a chapter of Phi Sigma Kappa, and colony status in Phi Sigma Kappa is hereby granted to each colony of Phi Sigma Epsilon in active status as of August 14, 1985. The Executive Director shall give notice of this action to all such new chapters and colonies immediately. Each such new chapter or colony

shall provide the Executive Director, as soon after the adoption of the Permanent Appendix as may be practicable, with a list of its active undergraduate members and associates.

**Section 5.** Notwithstanding anything to the contrary in Article VI, Section 2, of the Bylaws, one of the Directors elected at the 1985 Convention shall be elected to an initial term of two years. One of the Directors elected to a four-year term at the 1985 Convention and the Director elected to a two-year term at such Convention shall be members of Phi Sigma Epsilon who shall have been admitted to membership in the Grand Chapter pursuant to the Merger, notwithstanding anything to the contrary in Article III, Section 14 of the Bylaws. At the 1985 Convention, the list of nominees presented by the Nominating Committee shall include the name of at least one member of Phi Sigma Epsilon who shall have been admitted to membership in the Grand Chapter pursuant to the Merger in respect of one of the four-year Director's terms to be filled, and at least one such member so admitted to membership in respect of the two-year Director's term to be filled.

**Section 6.** Notwithstanding anything to the contrary in Article IX of the Bylaws, any member of Phi Sigma Epsilon who shall be admitted to membership in the Grand Chapter pursuant to the Merger shall be exempt from making payments required by Section 1 of said Article. Any pledge (associate) of Phi Sigma Epsilon who shall become an associate of the Grand Chapter pursuant to the Merger shall be exempt from paying the association fee required by paragraph (a) of Section 1 of said Article, but not from making the payments required by paragraphs (b) and (c) of said Section. The provisions of Section 3 of said Article shall not apply with respect to any graduate, former student or faculty member of Phi Sigma Epsilon who may elect to undergo or observe the Initiation Ritual after being admitted to membership in the Grand Chapter pursuant to the Merger. Any initiated member of Phi Sigma Epsilon admitted to membership in the Grand Chapter as aforesaid shall be entitled and encouraged, but not required, to purchase one of the official badges of his choice.

**Section 7.** As a result of the Merger, the name "Phi Sigma Epsilon," all emblems, rituals, insignia, copyrights and trademarks owned by or associated with Phi Sigma Epsilon national fraternity and all tangible personal property of said Phi Sigma Epsilon national fraternity (including without limitation all charters, ritual books and ritual equipment) shall become the exclusive property of the Grand Chapter of Phi Sigma Kappa and may not be used by an individual, corporation or association whatsoever without the expressed permission of the Grand Chapter.

**Section 8.** Pictured below are the various crests of Phi Sigma Kappa Fraternity and Phi Sigma Epsilon Fraternity prior to the Merger on August 14, 1985, and used prior to the official crest of Phi Sigma Kappa Fraternity adopted August 15, 1987. The Merger agreement provides for all crests to be the sole property of the Grand Chapter of Phi Sigma Kappa. All chapters are encouraged and should continue to display the various Phi Sigma Kappa and Phi Sigma Epsilon crests as a part of each individual chapter history.



*This document was last updated in accordance with the rules and regulations as stated within during the 64<sup>th</sup> General Convention of the Grand Chapter, in a business session held August 3, 2013.*

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Michael E. Carey  
Executive Vice President and Secretary





## **PHI SIGMA KAPPA PI DEUTERON BYLAWS**

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### **ARTICLE I TITLE OF THE FRATERNITY**

SECTION 1. The name of the fraternity shall be Phi Sigma Kappa, Pi Deuteron Chapter at The Ohio State University.

### **ARTICLE II ASSOCIATION RE- QUIREMENTS**

SECTION 1. The requirements for a candidate to be granted associate membership shall be as follows:

- A. A minimum GPA of 2.7 for the previous semester
- B. Male, undergraduate student carrying full-time status as defined by The Ohio State University
- C. Meet all requirements set forth by The Ohio State University Interfraternity Council (IFC) and the Grand Chapter of Phi Sigma Kappa.
- D. Be offered a Bid of Association by the chapter.
  - i. A Bid of Association shall be extended to a candidate upon a simple majority vote of the Recruitment Committee.

SECTION 2. The process for an associate to disassociate with the chapter is as follows:

- A. The disassociating member must submit written notice of his intent to disassociate to both the chapter Secretary and Inductor.
- B. The Secretary must provide instructions on proper disassociation to the member within 72 hours of receiving the written notice.
- C. All materials, apparel, and other items provided to the member by Phi Sigma Kappa and its representatives must be returned to the Inductor, with the exception of privately purchased items, within fourteen (14) days of submitting his notice of disassociation.
- D. The disassociating member must fulfill all financial obligations to the chapter and to the Grand Chapter within fourteen (14) days of submitting his notice of disassociation.
- E. Failure to properly disassociate will result in a financial penalty of \$25 compounded four (4) times of equal length per academic
- F. All requirements of the chapter must be met by the disassociating member until he properly completes the disassociation process.

### **ARTICLE IV INITIA- TION REQUIREMENTS**

SECTION 1. In order for an associate member to be initiated into the chapter and the Grand Chapter, he must meet the follow requirements:

- A. Meet all financial obligations of the chapter and Grand Chapter.

- B. Complete the Phi Sigma Kappa “Passages” program and pass the final exam with a score of at least eighty percent (80%).

## **ARTICLE V ACTIVE MEMBERSHIP**

### **SECTION 1. Active members must meet the following requirements to remain in good standing:**

- A. Participate in all mandatory events of the chapter unless granted an excused absence by the Executive Board
  - i. Mandatory events include all chapter meetings, rituals, events that a member signs up for, certain university and Interfraternity Council events, recruitment, service, philanthropy, and alumni relations events that are specified on the chapter calendar at the beginning of an academic term or at least four (4) weeks in advance.
  - ii. Excused absences shall be granted for members who are participating in university sanctioned, mandatory academic events, have a death in the family, are observing a religious holiday, are too ill or injured to participate in an event, or other circumstances deemed worthy by a vote of the Executive Board.
  - iii. In order to obtain an excused absence, a member must submit written notice to the Secretary no later than twenty-four hours after the conclusion of the mandatory event and have the request approved by the Executive Board.
  - iv. Members are allowed no more than one (1) unexcused absence per academic term.
  - v. Should a member receive a second unexcused absence in an academic term the brother shall be required to pay \$10 to the chapter. For each subsequent unexcused absence, the fine will increase in \$5 increments. The fines collected will be deposited into the fundraising budget and allocated as deemed necessary by the Treasurer.
- B. Receive a GPA of no less than a 2.7 for each semester.
  - i. A member that falls below a 2.7 GPA for a semester shall be required to meet with the Judicial Board.
- C. Not be delinquent in any funds owed to the chapter.
- D. Maintain involvement in at least one (1) other university recognized group.
  - i. This involvement may not be monetarily compensated
- E. Complete at least 15 hours of community service per academic term with these hours meeting the following requirements:
  - i. A portion of the hours must come from at least two (2) chapter service events per academic term
  - ii. A maximum of three (3) community service hours may be completed over winter or summer breaks that may count towards the following semester.
  - iii. Members that associate after the first week of an academic term shall be required to complete a number of service hours that is equal to the number of weeks left in that academic term.
  - iv. A member that fails to complete his community service hours shall be referred to the Judicial Board to give an explanation of why he failed to complete them. If the explanation is deemed insufficient, the member

will not be allowed to attend any socials except in the capacity of sober brother until his outstanding hours have been completed.

SECTION 2. Active members in good standing shall be eligible to receive all the benefits of the chapter, including, but not limited to, voting, athletics, and socials.

SECTION 3. Members who fail to fulfill the obligations of active members in good standing shall be placed on restricted standing and will be subject to the following requirements:

- A. If placed on restricted standing for any reason other than financial delinquency, the member shall be subject to individual restrictions and obligations placed on him at the discretion of the Judicial Board.
- B. If placed on restricted standing due to financial delinquency, the member shall be subject to the following:
  - i. Formulate a plan of payment for his outstanding obligations with the approval of the Treasurer. This plan shall be a typed contractual agreement that is signed and dated by the treasurer, president, and financially delinquent member and must be completed within one (1) week of being placed in restricted standing.
  - ii. If, at any time during the academic term, the delinquent member repays his financial obligations in full he shall immediately be returned to good standing.
  - iii. After two weeks of financial delinquency without any sufficient attempts to return to good standing the delinquent member shall automatically be placed in suspended standing.
  - iv. The Treasurer may, at any time, expel a member for being delinquent in payments to the chapter if he feels it is in the best interest of the chapter to do so.

SECTION 4: Members who fail to fulfill the requirements placed on them in restricted standing shall immediately be placed in suspended standing and be subject to the following:

- A. Neither voice nor vote at chapter meetings.
- B. Be required to attend all chapter meetings and shall not be permitted one (1) unexcused absence.
- C. Pay all past debt owed to the chapter from previous semesters and the current semester.
- D. A member in suspended standing who has met all of the obligations mentioned above shall be returned to good standing after completion of the academic term.

## **ARTICLE VI MEETINGS**

SECTION 1. The schedule for chapter meetings shall be as follows:

- A. Chapter meetings shall be held weekly during the regular academic year, unless cancelled by the Executive Board.
- B. Special meetings may be called by the President or by 2/3 of the general body, provided that the request is submitted in writing to the Executive Board a minimum of seven days in advance.
- C. Emergency meetings may be called by the Executive Board provided 24 hours notification is given to members.

SECTION 2. Chapter meetings shall be conducted as follows:

- A. Quorum, defined as a simple majority of the eligible voting members of the chapter, shall be required in order to conduct chapter business.
- B. The President shall preside over all chapter meetings. In the absence of the president, the Vice President shall preside over the meeting.
- C. Every meeting shall be conducted under the Ritual for the Conduct of Chapter Meetings unless deemed an informal meeting by the Executive Board.
  - i. No more than three (3) informal meetings shall be permitted per academic term.
- D. All chapter meetings, formal and informal, shall be conducted according to Robert's Rules of Order.
- E. Voting in chapter meetings shall be conducted as follows:
  - i. All initiated members in good standing who have completed the Ritual for the Instruction and Examination of New Members shall have one vote at chapter meetings with the exception of the president who shall only vote in the event of a tie.
  - ii. Voting may be done by roll call, show of hands, standing, secret ballot, or unanimous consent unless otherwise specified in the Ritual for the Conduct of Chapter Meetings, Robert's Rules of Order, or these bylaws.
  - iii. New business may be voted on the day that it is presented, with the exception of changes or amendments to these bylaws.
  - iv. A  $\frac{3}{4}$  vote of quorum is required to reverse a previous decision.

## **ARTICLE VII ELECTED OFFICES**

SECTION 1. The offices of President, Vice President, Secretary, Treasurer, Sentinel, and Inductor shall be the six elected offices of the chapter and shall be known as the Executive Board of the chapter.

SECTION 2. The term for each elected office shall be one calendar year.

SECTION 3. Elected officers shall not be permitted to hold any other position within the chapter during their term of office unless otherwise specified in these bylaws, or on special committees.

SECTION 4. Members wishing to run for any of the six elected offices shall be subject to the following requirements:

- A. The candidate must be an initiated member of Phi Sigma Kappa
- B. The candidate must be an active member in good standing.
- C. The candidate must have a cumulative GPA of no less than 3.0.
  - i. The chapter advisor, with the assistance of the current Sentinel, shall be responsible for determining whether a candidate for elected office meets these qualifications.
- D. The chapter advisor may grant an exception for candidates who do not meet the GPA requirement so long as they have at least 2.7 cumulative GPA and fulfill all other requirements.
- E. If the house is not filled, the executive (excluding the President and Vice President) board will fill the house based on reverse totem pole order

SECTION 5. The duties of the PRESIDENT shall be as follows:

- A. Be the official spokesman of the chapter.
- B. Preside over all meetings, including Executive Board meetings, and be responsible for preparing the agenda and observing parliamentary procedures.

- C. Be responsible to all Grand Chapter officers and to the International Headquarters staff for the proper conduct of the chapter.
- D. Be familiar with the Constitution, Bylaws, and Policy Manual of the Grand Chapter and the Bylaws of the chapter.
- E. Develop relationships with the chapter liaison at International Headquarters, the chapter advisor, regional advisor, regional counselor, Greek advisor, IFC President, and key alumni leaders.
- F. Set goals with the executive board for the chapter.
- G. Motivate the chapter to achieve goals.
- H. Communicate ideas, goals, and objectives to the chapter.
- I. Maintain adherence to and understanding of all policies and standards of the Grand Chapter, university, and National Interfraternity Conference.
- J. Handle all administrative affairs.
- K. Handle charges for expulsion of members.
- L. Write an update report once per month during the summer as coordinated by the Secretary and submit it to the Secretary.
- M. Provide a smooth transition for his successor and all new officers.
- O. Must live in the house.

SECTION 6. The duties of the VICE PRESIDENT shall be as follows:

- A. Be fully aware of the President's duties and responsibilities and perform them in his absence.
- B. Serve as an ex officio member of all chapter committees and has direct supervision over all committee chairmen unless otherwise specified in the bylaws.
- C. Evaluate chapter committee and chairman performance.
- D. Be familiar with the Constitution, Bylaws, and Policy Manual of the Grand Chapter and the Bylaws of the chapter.
- E. Write an update report once per month during the summer as coordinated by the Secretary and submit it to the Secretary.
- F. Provide a smooth transition for his successor.
- G. Must live in the house.

SECTION 7. The duties of the SECRETARY shall be as follows:

- A. Take minutes at all meetings.
- B. Keep an accurate record of all minutes on file.
- C. Keep an up-to-date record of attendance at all chapter and Executive Board meetings.
- D. Accept written reports during the summer from each officer and chairman once per month and draft an update email to be sent to all active members.
- E. Be responsible for all Grand Chapter forms and other miscellaneous communications with the Grand Chapter.
- F. Keep the chapter bylaws updated.
- G. Be responsible for all chapter correspondence, both written and oral.
- H. Take a formal group photograph of the fraternity each semester along with taking a formal group photograph of each associate class.
- I. Photograph all mandatory events that are not chapter meetings.

- J. Complete the Opening School Report and Closing School Report on the Phi Sigma Kappa Officer Portal.
- K. Formally meet with the chapter advisor at least twice per academic term.
- L. Provide a smooth transition for his successor.

SECTION 8. The duties of the TREASURER shall be as follows:

- A. Collect or supervise the collection of all fees and dues owed to the chapter.
- B. Make all payments on behalf of the chapter on a timely basis and keep a record of all payments made.
- C. Prepare semester and yearly budgets to be presented to the chapter.
  - i. Semester budgets must be presented at the first meeting of the chapter in an academic term and approved by a  $\frac{3}{4}$  vote of quorum.
- D. Present an annual financial report to the chapter at the end of his term.
- E. Serve as an ex-officio member of the Fundraising Committee and has direct supervision over the committee chairman.
- F. Be responsible for all Grand Chapter financial forms.
- G. Assess fines with Executive Board approval.
- H. Formally meet with the financial advisor at least twice per academic term.
- I. Write an update report once per month during the summer as coordinated by the Secretary and submit it to the Secretary.
- J. Provide a smooth transition for his successor.

SECTION 9. The duties of the SENTINEL shall be as follows:

- A. Be responsible for safeguarding the chapter portal and acting as sergeant-at-arms during all rituals.
- B. See that none of the secrets and rituals of Phi Sigma Kappa are ever placed in danger of being revealed to strangers.
- C. Keep ritual equipment in proper condition at all time.
- D. Be responsible for the complete and proper execution of Phi Sigma Kappa rituals.
- E. Be responsible for the maintenance of chapter archives including chapter supplies and historical records. He shall also see that all plaques, trophies, the chapter charter, composites, and all achievements are kept in good condition and are all properly and securely displayed.
- F. Be in charge of the Phi Sigma Kappa flag and should see that it is properly displayed.
- G. Be responsible for the proper teaching of Phi Sigma Kappa's rituals and secrets to new initiates.
- H. Serve as ritual expert at all formal meetings.
- I. Serve as the chapter's risk management chairman in the absence of the appointed chairman.
- J. Serve as the chairman of the Judicial Board.
- K. Promote safety and awareness of safety hazards.
- L. Consult with the Brotherhood and Social Chairmen to ensure proper risk management is in place at their events.
- M. Maintain and update the "In Case of Emergency" information.
- N. Formally meet with the chapter advisor at least twice per academic term.
- O. Write an update report once per month during the summer as coordinated by the Secretary and submit it to the Secretary.

- P. Provide a smooth transition for his successor.

SECTION 10. The duties of the INDUCTOR shall be as follows:

- A. Be responsible for transferring new members into active brothers who are fully educated in the principles and traditions of Phi Sigma Kappa.
- B. Prepare candidates for initiation into Phi Sigma Kappa and see that candidates properly fulfill all duties and obligations required for initiation.
- C. Implement the "Big Brother" program.
- D. Be the liaison between the active chapter and the associate members.
- E. Monitor and report to the chapter regarding the progress of associate members.
- F. Assist in the planning and execution of the association and initiation rituals.
- G. Formally meet with the chapter advisor at least twice per academic term.
- H. Write an update report once per month during the summer as coordinated by the Secretary and submit it to the Secretary.
- I. Provide a smooth transition for his successor.

SECTION 11. The duties of the CHAIRMAN OF JUDICIAL BOARD shall be as follows:

- A. Will not be a member of the Executive Board, but will report to the President or all of the Executive Board at their meetings.
- B. Serve as overseer of Judicial Board.
- C. Determine times for all Judicial Board hearings.
- D. Maintain an updated catalog of all previous cases.
- E. Provide a smooth transition for his successor.

SECTION 12. In order to remove an elected officer from his position, one of the following processes must be followed:

- A. Impeachment
  - i. Any elected officer may be sent to the Judicial Board by a petition of a majority of the signatures of active members in good standing.
  - ii. If impeached by the Judicial Board, conviction shall require a  $\frac{3}{4}$  vote of quorum. Roll call vote is mandatory.
  - iii. In the event that the Sentinel is sent to Judicial Board for impeachment, the President shall serve as Judicial Board chairman for that hearing.
- B. Vote of No Confidence
  - i. An active member must draft a petition of no confidence explicitly specifying the reasons for the motion and have the motion signed by a majority of all active brothers in good standing.
  - ii. If the petition is legitimate, the chapter will then hold a discussion on the accusations levied against the elected officer. Pursuant to Robert's Rules of Order, a vote must then be taken on whether to proceed with the Motion of No Confidence.
  - iii. Should the vote succeed, an election for the position must be held within seven (7) days of the motion and the incumbent may run to remain in his position.

SECTION 12. In the event that an elected officer is resigns or is removed from his office for any reason, a special election must be held within seven (7) days and the newly elected member will serve the remainder of the term.

SECTION 13. The Executive Board, composed of the six elected officers, shall be conducted as follows:

- A. Hold weekly meetings during the academic years to discuss chapter business.
- B. Act on behalf of the chapter during the semester.
- C. Allow members to have an audience with the Executive Board if they submit their request in writing to the President

SECTION 14. In addition to the Executive Board, the following four chairs will be elected positions:

- A. Recruitment Chair
- B. Philanthropy Chair
- C. Social Chair

## **ARTICLE VIII OFFICER ELECTIONS**

SECTION 1. The schedule for officer elections shall be as follows:

- A. Elections must be held on or before the fourth to last meeting of the fall academic term.
- B. Nominations for elected offices shall begin two (2) meetings before the election shall close two (2) hours prior to the start of the chapter meeting at which the elections shall take place.
  - i. Nominations must be emailed to the Secretary.
- C. Installation of new officers shall be held at the final meeting of the fall academic term with the time between the election and installation being used for transition and formal officer education.

SECTION 2. Voting shall be done as follows:

- A. Voting is done by secret ballot unless a candidate is running unopposed, in which case unanimous consent shall be permitted.
- B. Votes shall be tabulated by both the retiring President, unless he is running for reelection, and the chapter advisor. In the event that one or both of them is unable to tabulate the vote, the next highest ritual officer not withholding a nomination shall tabulate the vote. In the event that all ritual officers are holding nominations, the active member with the lowest ritual number shall tabulate the vote.
- C. The candidate who receives a majority vote of quorum shall be declared the winner.
  - i. In the event that a majority is not reached, a run-off vote of the top two candidates shall be conducted.

## **ARTICLE IX AP- POINTED OFFICES**

SECTION 1. The following chairs shall be appointed by the Executive Board and are required:

- A. Scholarship Chair
- B. Brotherhood Chair
- D. Community Service Chair
- E. Athletics Chair
- F. Fundraising Chair



SECTION 2. Duties and requirements for appointed officers are as follows:

- A. All appointed officers must submit weekly reports at chapter meetings
- B. All appointed officers must be prepared to field questions at chapter meetings.
- C. All appointed officers shall submit a proposed budget to the Treasurer each academic term. If there chapter's disbursements for a fiscal year exceed its receipts, the total deficit is divided by the number of active members, including graduating seniors.
- D. All appointed officers must be in good standing.

SECTION 3. The Executive Board shall be permitted to add, remove, or alter chair positions as they feel necessary.

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SECTION 4. A member shall hold only one (1) appointed office at a time unless approved by the Executive Board.

SECTION 5. The duties of the RECRUITMENT CHAIR shall be as follows:

- A. Serve as the chairman of the Recruitment Committee which shall be composed and conducted as follows:
  - i. Consist of four appointed members in addition to the Recruitment Chairman and the Vice-President.
  - ii. Meet weekly and be responsible for planning recruitment events, contacting potential new members, extending bids upon majority vote, and attending all recruitment events.
  - iii. After voting on bids, the committee will present the names of approved potential new members to the chapter prior to extending bids. If the chapter objects to a potential new member, the committee must reevaluate and potentially re-vote on extending a bid to the person in question.
  - iv. Non-appointed recruitment committee members may vote on bids upon attending three (3) recruitment events and three (3) recruitment committee meetings.
- B. Be responsible for ensuring all events pertaining to recruitment abide by all recruitment rules as defined by the The Ohio State University and the Interfraternity Council. He shall also be responsible for making sure members of the chapter are aware of these rules.
- C. Be aware of all Interfraternity Council recruitment activities and keep members informed of these.
- D. Submit a calendar of events to the Executive Board at least two weeks prior to the beginning of the recruitment process.
- E. Keep in contact with potential new members and be responsible for presenting them with their bid upon approval by the committee.
- F. Formally meet with the chapter advisor at least twice per academic term.

SECTION 6. The duties of the SCHOLARSHIP CHAIR shall be as follows:

- A. Maintain an accurate and in-depth record of academic resources for the chapter.
- B. Be responsible for programs to enhance scholarship, including, but not limited to, study tables and tutoring.
- C. Assist the Judicial Board with members who are on academic probation.
- D. Formally meet with the chapter advisor at least twice per academic term.

SECTION 7. The duties of the BROTHERHOOD CHAIR shall be as follows:

- A. Foster an attitude of fraternal brotherhood within the entire chapter.
- B. Organize an entire chapter retreat to occur during his term.

SECTION 8. The duties of the PHILANTHROPY CHAIR shall be as follows:

- A. Organize the chapter's philanthropic events.
- B. Ensure the chapter meets the philanthropic requirements set forth by the Grand Chapter.
- C. Be aware of when other Greek organizations are holding philanthropy events and inform the chapter.

SECTION 9. The duties of the COMMUNITY SERVICE CHAIR shall be as follows:

- A. Organize community service events for the chapter.
- B. Keep an accurate record of all members' community service hours.
- C. Provide members with opportunities for community service both inside and outside the chapter.

SECTION 10. The duties of the ATHLETICS CHAIR shall be as follows:

- A. Coordinate all intramural athletic teams and Greek athletic events the chapter participates in.
- B. Report team schedules, upcoming events, and results to the chapter.

SECTION 11. The duties of the SOCIAL CHAIR shall be as follows:

- A. Plan and execute all chapter socials and sorority mixer events.
- B. Consult with the Sentinel for guidance on adhering to all risk-management policies of the Grand Chapter and the Interfraternity Council when organizing social activities.

SECTION 12. The duties of the FUNDRAISING CHAIR shall be as follows:

- A. Organize fundraising events for the chapter.
- B. Reside as the co-chair, along with the Treasurer, over the fundraising committee.

SECTION 13. The duties of the ALUMNI RELATIONS CHAIR shall be as follows:

- A. Be the liaison between the alumni of Phi Sigma Kappa and the active chapter.
- B. Handle all alumni relations.
- C. Send newsletters and information to alumni to keep them informed.
- D. Formally meet with the chapter advisor at least twice per academic term.

## **ARTICLE X JUDICIAL BOARD**

SECTION 1. The Judicial Board be composed as follows:

- A. The Judicial Board Chairman shall serve as the Head of the Judicial Board.

- B. The Judicial Board shall be composed of the Chairman, and one representative from each the sophomore, junior, and senior classes.
  - i. These representatives shall be nominated during the last chapter meeting of the semester and accepted by a majority vote.
- C. A Judicial Board Representative, with the exception of the Sentinel Chairman, may serve only for a total of up to one academic year.
- D. In the event the Judicial Board Chairman or a Judicial Board Representative calls a Judicial Board Hearing, is the defendant in a hearing, or must miss a hearing, his vacancy on the board shall be filled by the President for the duration of that hearing.
- E. A chapter advisor may be present at the meetings of the Judicial Board but shall not be permitted a vote in what sanctions to levy against a brother.

SECTION 2. The Judicial Board shall be conducted as follows:

- A. The Judicial Board will be held weekly, as needed, at a time determined by the Judicial Board Chairman, the Judicial Board Representatives, and any defendant that has a Judicial Board Hearing.
  - i. In the event that agreement cannot be reached on a time and location, Judicial Board will be held following the chapter meeting that week.
- B. The Judicial Board Chairman shall preside over all formal Judicial Board sessions.
  - i. Requests for action by the Judicial Board must be submitted to the Sentinel Chairman by email, google doc, text, or written letter. These requests must have a detailed account of what occurred and who the action is being requested against. The complainant must also list any witnesses to the event. These requests must be submitted no later than 14 days after the occurrence of the event.
  - ii. The Judicial Board Chairman must then contact the witnesses individually and get their written statements.
  - iii. The Judicial Board Chairman will then notify the defendant by email when and where they are to come before the Judicial Board and why they are being called in.
  - iv. Once the defendant comes in to the Judicial Board, the chairman shall explain the process and then present to the defendant the facts about the case against them and all witness testimonies (leaving out names).
  - v. The defendant will then be allowed to present their side of the case and then must leave the room while the Judicial Board deliberates.
  - vi. Once the Judicial Board has come to an agreement, the defendant is called back in and is informed of any sanctions that the Judicial Board has deemed fit to levy against him.
- C. All Judicial Board hearings shall occur within 14 days of receipt of the request unless not possible due to special circumstances.
- D. The Judicial Board Chairman shall notify defendants no less than 48 hours prior to the Judicial Board Session.
- E. All Judicial Board sessions will be logged by the chairman. The log will include the punishment and the reason for the punishment. These records are to be kept by the Judicial Board Chairman and must be passed down to his successor upon

leaving office. All records must be kept for at least four (4) years, after which they may be kept only as means of reference for Judicial Board hearings.

- F. The Judicial Board Chairman shall be responsible for the enforcement of the Pi Deuteron Chapter Bylaws, punishments, fines, and suspensions.

SECTION 3. The appeals process for Judicial Board decisions is as follows:

- A. A defendant must type a written appeal to the Executive Board no more than 48 hours after the punishment was given.
- B. Upon receipt of the review, the Executive Board must take a vote on whether they find the consequences to be just.
  - i. If found to be unjust, the Executive Board shall work in conjunction with the Judicial Board to issue a new, updated punishment.

## **ARTICLE XI DUES AND FEES**

SECTION 1. All dues shall be set by the Executive Board prior to the first active meeting of the semester.

SECTION 2. Any member who is financially delinquent is subject to the following:

- A. A member shall be charged after each missed financial deadline a late fee the greater of \$25 or 10% of the amount, compounded four (4) times of equal length per academic term.
- B. After two (2) academic terms of financial delinquency, the member may be sent to a collections agency assuming they were properly notified of the overdue fees and potential consequences.
- C. The treasurer may, if he believes it is in the chapter's best interest and has approval from the Executive Board, expel a member for being financially delinquent.

SECTION 3. Any member who maintains active status throughout any part of an academic term is responsible for all financial obligations assessed by the treasurer for that entire academic period.

## **ARTICLE XII AMENDMENTS TO THESE BYLAWS**

SECTION 1. The process for amending these bylaws shall be as follows:

- A. A typed proposal must be sent to the secretary indicating the article and section of the change, the current wording, the proposed wording, and the reason for the change.
- B. The Secretary must present the proposed amendment to the Executive Board at the next regularly scheduled meeting and they must verify the amendment does not conflict with any rules or provisions of the Grand Chapter, university, or Interfraternity Conference.
- C. Proposals that do not conflict with any of the aforementioned documents must then be emailed out to the entire chapter and presented at the next regularly scheduled chapter meeting during new business. No discussion on the amendments shall take place until the following chapter meeting.

- i. If a proposal conflicts with one of the documents mentioned above, the Secretary shall inform the member who submitted the proposal.
- D. Amendments to the bylaws shall be discussed and voted on at the next chapter meeting following their introduction and require a 3/4 vote of quorum for passage.

### **ARTICLE XIII CHAPTER HOUSE**

SECTION 1. The Housing Bylaws shall govern the and maintenance of the official chapter house for the Pi Deuteron Chapter.

### **ARTICLE XIV THE GRAND CHAPTER**

SECTION 1. The Pi Deuteron Chapter of Phi Sigma **Kappa** shall abide by all rules and regulations of the Grand Chapter as specified in the Grand Chapter Constitution, Bylaws, and Policy Manual.

SECTION 2. In the event that any provision(s) of the Pi Deuteron Bylaws conflicts with provisions of the Grand Chapter Constitution, Bylaws, or Policy Manual, the Grand Chapter documents shall take precedent.