

BETA IOTA CHAPTER BYLAWS

Ratified January 31, 1994

Last Amended April 5, 2023

Article I: NAME

Section 1. The name of this organization shall be Beta Iota Chapter, Phi Sigma Pi National Honor Fraternity (hereafter referred to as Beta Iota Chapter).

Article II: NATIONAL AFFILIATION

Section 1. This organization is a chartered member of Phi Sigma Pi National Honor Fraternity.

Article III: PURPOSE

Section 1. Beta Iota Chapter shall be an Honor Fraternity for undergraduate students at The Ohio State University, and shall be founded upon a basis of superior scholarship and with the avowed purpose of advancing academic, professional, and social ideals. Phi Sigma Pi shall exist to meet the needs of close fellowship among students of like ideals, who are interested in the same end.

Section 2. In carrying out the purpose of Phi Sigma Pi, Beta Iota Chapter 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,
- C. The fostering of non-discriminatory, fraternal fellowship within its ranks. D. Beta Iota Chapter shall constantly endeavor to make these ideals dynamic in the lives of its Members.

Section 3. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis under the law, in its activities, programs, admission, and employment.

Article IV: MEMBERSHIP

Section 1. Undergraduate students of The Ohio State University of good academic standing shall be eligible for membership in Beta Iota Chapter. See ARTICLE IV, Membership; Section 2.

Section 2. Candidates for membership in Beta Iota Chapter shall be undergraduate students who have completed a minimum of one semester of college work, have one semester left as an undergraduate following their initiation semester, and have at least a 3.00 Cumulative Grade Point Average on a 4.00 scale (where A=4.00).

Section 3. Candidates for membership in Beta Iota Chapter, excluding Transfer Candidates, must meet the aforementioned requirements of Beta Iota Chapter and all requirements of the Recruitment Program as defined in the Operating Policies. After fulfilling such requirements,

these persons will henceforth be known as Initiates.

Section 4. Any Member in good standing with another Chapter of Phi Sigma Pi, upon transferring to The Ohio State University, shall be admitted to Beta Iota Chapter, provided that the Member meets the requirements of the Beta Iota Transfer Candidate Program as set forth in the Beta Iota Operating Policies.

Section 5. To achieve active membership, initiates must complete the approved initiation program, be approved by a majority of non-abstaining active members at a designated meeting with quorum, by secret ballot, and take part in the induction ceremony. Persons completing these requirements will henceforth be known as Members, and will be active members the semester following the semester of Initiation.

A. If an Initiate does not achieve a score of 80% or better on the national exam, the Chapter must vote in a three-fourths (3/4) majority to allow that Initiate to retake the exam.

Section 6. To remain an Active Member, the Member shall pay the National Dues and the Beta Iota Chapter Dues to Beta Iota Chapter as stated in Article XI. In addition, Members shall attend all mandatory events, meet the participation requirements as stated in Article XIII and serve on one (1) committee per semester (if not holding a position).

A. Excused absences are permitted and consist of:

- i. Class or any other academic commitment that cannot be rescheduled such as a midterm, a presentation, or a conference scheduled during the Phi Sigma Pi event;
- ii. Any family emergency such as death or sickness of a relative
- iii. Illness;
- iv. Commitments scheduled before the announcement of Phi Sigma Pi events;
- v. Work shifts that cannot be called off or covered by a co-worker;
- vi. Circumstances beyond the member's control;
- vii. Religious observances.
- viii. Any excuse deemed acceptable by the Executive Board

Notification for excused absences must be given to the Secretary in written form, at least twenty-four (24) hours before the missed meeting or event, unless otherwise specified by the chair.

An official document giving the reason for excuse (i.e. Doctor's excuse, class schedule, etc.) must be presented to the Chapter Secretary if it is requested.

B. Mandatory events shall consist of Halfway Review,, Final Vote, Ritual Ceremonies (Initiate Pinning, Induction, Officer Transition, Alumni), Founders' Day, Retreat, Banquets, Recruitment Board (if holding a position), and any event voted mandatory by a two-thirds (2/3) majority of non-abstaining Active Members present at a designated meeting with quorum.

- C. If an Active Brother fails to meet any of these requirements, the Brother shall be placed on Probation until the Member meets the requirements set forth in ARTICLE XII, Section 2C.

Section 7. Honorary Members shall be individuals who are ineligible to become Active Members of Phi Sigma Pi but who have demonstrated the highest qualities exemplified by Phi Sigma Pi through outstanding service to the fraternity or for their community. Honorary Members may be elected into Phi Sigma Pi by the Collegiate Chapter or the National Council, are not required to participate in an Initiation Program, and shall not obtain the status of Active Membership.

Section 8. Inactive Members.

- A. 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. National Inactivity may only be granted by the National Office.
- B. Members who do not wish to be active in Beta Iota's affairs for a given academic semester shall be referred to as Locally Inactive Brothers. These Brothers are excused from attendance at mandatory events, but shall be required to pay National dues by the dates established by National Council, as well as any Chapter imposed inactive dues.
- i. The Member seeking Inactive Membership, which shall encompass a loss of voting privileges, shall present a letter of inactivity in written form to the Chapter Secretary before the beginning of the second regular meeting of the semester.
 - ii. Inactive Membership shall be effective upon receipt of the letter providing the reason for inactivity. The Inactive Member shall no longer be required to attend meetings or serve on a committee. Persons requesting Inactive Membership shall submit a letter of inactivity for each semester they wish to remain an Inactive Member.
 - iii. Members shall not be eligible to be Inactive for two (2) consecutive semesters without approval of Beta Iota Chapter E-board unless the Member meets the requirements of a National Inactive Member. Valid reasons for inactivity are an academic class scheduled during Beta Iota Chapter meetings, family death or illness, personal illness, and circumstances beyond the individual's control as approved by the executive board.
- C. Alumni Members shall be any former Active or Inactive Brothers who have left or who have graduated in good standing from The Ohio State University, or who are serving as a Current National Council Member. An Alumni Member shall be designated as Active

Alumni if the Brother is a member of an Alumni Chapter or any of the National Alumni Association of Phi Sigma Pi.

Section 9. Only Active Members may vote or hold office in Beta Iota Chapter. Any Member of Phi Sigma Pi in good standing may be a Grand Chapter delegate or alternate delegate.

Section 10. Beta Iota Chapter Members in good standing may nominate qualified individuals to become Honorary Members. Voting shall be by secret ballot. At least a three-fourth (3/4) majority of the non-abstaining Active Members present at the designated meeting with quorum shall be required for confirmation.

Article V: CHAPTER ADVISORS

Section 1. The Chapter Advisor(s) of Beta Iota shall be elected by Members of Beta Iota Chapter in the manner approved by The Ohio State University to advise and counsel the Chapter and the Members. The Chapter Advisor(s) shall serve the best interests of Phi Sigma Pi, Beta Iota Chapter, and its Members and reasonably attempt to ensure that all business conducted by Beta Iota Chapter meets The Ohio State University policies. At least one (1) of The Ohio State University's staff shall be designated official Chapter Advisor.

Article VI: ALUMNI ADVISORS

Section 1. The Alumni Advisor(s) shall:

- A. Be a brother who has achieved alumni status from Beta Iota chapter;
- B. Be an active participant in Beta Iota Service, Social, and Fundraising events;
- C. Attend all mandatory events;
- D. Advise the chapter on chapter proceedings and business;

Section 2. Election of Alumni Advisor(s).

- A. Beta Iota chapter may elect one (1) or more Alumni Advisors.
- B. The Alumni Advisor(s) may originally be elected at any regular meeting following the procedure for officer elections.
- C. Regardless of time of election, all Alumni Advisor(s) shall come up for reelection each spring semester at the time of and following the procedures for officer elections.

Section 3. The position of Alumni Advisor shall be revocable at any time by either the Alumni Advisor or by Beta Iota. A motion for revocation may be made by any Beta Iota brother in good standing. It shall require one week prior notice to the chapter and a two-thirds (2/3) majority vote of brothers.

Article VII: Officers

Section 1. All candidates for elected positions must be able to serve the full term of their

position. The President must be an Active Member during the Semester of their election, but remaining positions can be Active, Locally Inactive, or Nationally Inactive. No one can run for a position if they are on probation.

A full semester may be considered to include the semester of Initiation.

The candidate for President shall have served a minimum of two (2) semesters on the Beta Iota Executive Board.

Section 2. Nominations for Officer Positions within Beta Iota shall be closed three weeks before the final chapter.

Section 3. Each officer shall submit a report at the end of the year outlining the accomplishments and problems for the term of their election, including recommendations for the future operation of the Chapter. These reports shall be submitted to the attention of the Secretary by a due date set at the discretion of the Secretary. All officers shall submit to their successors all records and materials entrusted to them or obtained by them during their term of office two (2) weeks after the final regular meeting of their term.

Section 4. The duties of Beta Iota Officers shall include, but are not limited to, the following as listed.

A. The President shall:

- i. Preside at all meetings of the Chapter;
- ii. Serve as the Chairperson of the Executive Board;
- iii. Prepare the agenda in consultation with the Executive Board;
- iv. Submit the semester agenda to the Chapter before the first regular meeting of the each semester;
- v. Have removal power of all non-elected positions in the Chapter subject to the approval of the Executive Board;
- vi. Be recognized as the official representative of the Chapter;
- vii. Be responsible for advising the Secretary on all correspondence, in accordance with the Chapter;
- viii. Call special and emergency meetings of the Chapter;
- ix. Be responsible for informing the Chapter about the National Activities of Phi Sigma Pi;
- x. In the absence of the Secretary at official Chapter meetings, appoint an appropriate substitute to record minutes;
- xi. Serve as Chapter representative to the National Sanction Appeals Board; xiv. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
- xii. Be a voting Member of the Executive Board;

xiii. See Article XIX

B. The Vice President shall:

- i. Be responsible for all duties of the President in the President's absence;
- ii. Act as a coordinator and point of contact for the Programming and Operations Team within the Executive Board;
- iii. Assist in facilitating cross-committee programming events;
- iv. Solicit reports from Programming and Operation Team members;
- v. Serve as Chapter Parliamentarian:
 - a. Advise Beta Iota in its activities to ensure that the National Constitution, Chapter Bylaws, Chapter Operating Policies, and Roberts Rules of Order (when applicable) are adhered to in all functions of Beta Iota Chapter;
 - b. Maintain the Chapter's copies of the National Constitution, National Operating Policies, Chapter Bylaws, and Chapter Operating Policies, ensuring that they are kept up to date and accurate.
- vi. Accept all official responsibilities and obligations deemed necessary by the Chapter;
- vii. Preside over the meetings of the Chapter in the absence of the President;
- viii. Serve in place of any absent Programming or Operations Team member;
- ix. Be responsible for all Alumni Outreach and Relations;
- x. Serve as Inter-Chapter Relations Consultant(s), and shall:
 - a. Be responsible for helping the other Chapters of the Buckeye Region plan the Buckeye Region Regional Conference each year;
 - b. Work directly with the Special Events Chair in years where Beta Iota Chapter is hosting Regional Conference.
 - c. Be responsible for maintaining communication with Nationally Inactive Brothers, and other chapters;
 - d. Be responsible for notifying the Chapter of interchapter events;
- xi. Be a voting member of the Executive Board.

C. The Treasurer shall:

- i. Report the financial status of the Chapter during at least three (3) meetings per semester. This report shall include but is not limited to the status of the Chapter Accounts, delinquent dues, and the status of Chapter Funds in Relation to the Budget.
- ii. Remit appropriate moneys to the National Office by the specified due date;
- iii. Propose, in conjunction with the Fundraising Chair(s) the budget for the next semester;
- iv. Receive and record all moneys of the Chapter and provide for their security;

- v. Adhere to the budget approved by the Executive Board and the membership of the Chapter;
- vi. Pay all Chapter debts and expenses;
- vii. Maintain a record of receipts and expenditure, balance the accounts, and relinquish possession of the records to the newly-elected Treasurer;
- viii. Work closely with the Secretary to ensure all dues and fees are accompanied with their respective forms;
- ix. Preside over meeting(s) of the Chapter in the absence of the President and Vice President;
- x. Be a voting Member of the Executive Board.

D. The Secretary shall:

- i. Keep record of all proceedings of the Chapter and Executive Board meetings, and enter such minutes in a permanent record;
- ii. Be responsible for the distribution of the minutes of the Chapter and Executive Board meetings to the Chapter at large before the next regularly scheduled meeting and have the minutes available for review by the membership of the Chapter;
- iii. Preserve, supply, and submit all National and Chapter forms, documents, records, the Constitution, Bylaws, Chapter Operating Policies, National Operating Policies, National Interpretive Document, The Ritual, other documents, and supplies;
- iv. Be responsible for the E-board, Chapter Meeting, and Mandatory Event attendance records of the Chapter;
- v. Maintain the approved Fraternity Roll Book for the Chapter requiring the signatures of all Members at the time of their initiation. All Members shall be numbered sequentially in the Chapter Roll;
- vi. If necessary, choose, with the approval of the Executive Board and a majority vote of the Active Members present at a regular meeting, with quorum an Assistant Secretary to aid in performing the duties of office;
- vii. Be responsible for all correspondence to National Headquarters regarding the Chapter;
- viii. Work closely with the Treasurer to ensure all forms are accompanied with their respective dues and fees;
- ix. Preside over the meetings of the Chapter in the absence of the President, Vice President, and Treasurer;
- x. With the cooperation of the President, 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;

- xi. Notify members of probationary status;
- xii. Be a voting member of the Executive Board.

E. The Initiate Advisor(s) shall:

- i. Be responsible for reviewing and updating the Initiation program of the Chapter (see Initiation in the Operating Policies);
- ii. Be responsible for maintaining and upholding the integrity of the Initiation Program of the Chapter in relation to the National Operating policies, the rules of The Ohio State University, and any rules established by the Chapter;
- iii. Be responsible for, with the assistance of the Membership Development Committee, the planning and the implementation of the Initiation Program;
- iv. Be a voting Member of the Executive Board.

F. The Historian Shall; Historian/PR/Spirit chair - need better name

- i. Keep, collect, and preserve an accurate history of the Chapter;
- ii. When appropriate, be responsible for the news items concerning the Chapter to be placed in local and collegiate publication;
- iii. Provide the National Office with historical items of the Chapter to save at the close of the academic year;
- iv. Be a member of the Operations and Programming Teams within the Executive Board;
- v. Be responsible for all Public Relations, including but not limited to Social Media, Chapter Websites, and Chapter Blogs;
- vi. Be responsible for all spirit events for Beta Iota Chapter, including, but not limited to:
 - a. Apparel,
 - b. Senior Scrapbooks,
 - c. Brother quizzes;
- vii. Be a voting member of the Executive Board.

G. The Diversity, Equity, and Inclusion Chair:

- i. Maintain their neutrality by not presenting their own opinion in Chapter debates or discussions;
- ii. Act as a medium through which inquiries and statements of Members can be made to the Chapter anonymously;
- iii. Be a voting member of the Chapter if and only if the Chapter agrees to maintain the use of a completely anonymous communication tool
- iv. Be allowed to speak an unlimited number of times during debate, when speaking on behalf of a Brother;
- v. Serve as Risk-Management Advisor by:
 - a. Advising the Chapter on how to maintain necessary levels of safety at all

- times with regard to individual behavior, Chapter actions, Chapter events, and our representation of the national Phi Sigma Pi identity;
- b. Present the Chapter Risk Management policies to the Chapter at least once a semester.
 - c. Reviewing and maintaining the Chapter Risk Management Policy each academic year, and making sure it reflects the needs of the Chapter and expectations of the National Office;
 - d. Enforce disciplinary action in response to violations of National and/or Chapter Risk Management Policy;
- vii. Plan a minimum of 2 DEI events per semester;
 - viii. Coordinate a bias/equity training through the university at one Executive Board meeting per year;
 - ix. Be an at-large member of the Executive Board.

Section 5. Vacant officer positions shall be filled by nomination and election by the Chapter no later than the second regularly scheduled Chapter meeting after the vacancy occurs. Any position not filled within the first two weeks shall become the responsibility of the Vice President. The newly installed officer shall serve out the remainder of the predecessor's term of office. Additional officers may be elected at the discretion of the Chapter.

Section 6. Election of Officers:

- A. Election of officers shall be held at a regular meeting with nominations taken from the floor or through GroupMe.
- B. A simple majority of the Active Members present at a regular meeting with quorum shall be required to elect the officers.
- C. Officers shall be elected no later than the second to the last meeting before the end of the Spring semester.

Section 7. The term of office shall be one year, from the Officer Installation Ritual at the end of Spring semester to the Ritual at the end of the following Spring semester.

Section 8. To remain an Officer, each Officer shall:

- A. Comply with all membership rules as stated in Article IV;
- B. Attend all meetings. Five unexcused absences are allowed per semester, Chapters and Executive Board Meetings combined. All excused absences must follow Beta Iota Excused Absence Policies, see Article IV: Membership, Section 6, Subsection A.
- C. Absences from Executive Board meetings outside of a chair's active season are automatically excused.

Section 9. To remove an Officer:

- A. Officers can be removed for not completing their required tasks, unexcused absences from meetings, conduct unbecoming of a member, and disciplinary action as a result of violation of National and/or Chapter Risk Management Policy.
- B. An active Brother in good standing must submit a formal written complaint to the Vice President and the President about the Officer in question of removal. The President and Vice President will have one week to notify the member in question about their conduct. If the complainant is still dissatisfied with the Officer's performance then they may make a motion to impeach. The President must then recognize a motion from that Active Member in good standing, to remove the Officer in question.
 - i. Should grounds arise for the removal of President or the Vice President, the complainant would appeal to the next highest uninvolved Officer or Committee Head.
 - ii. Said motion would be accepted by a simple majority of non-abstaining Executive Board members, as described in Article XII Section 7.
- C. It shall require a two-thirds (2/3) majority vote of non-abstaining Active Members at a designated meeting with quorum to remove the Officer.

Article VIII: Committees

Section 1. Committee Chairs

Committees shall be chaired by an Executive Board member. These chairpersons shall be elected following the same procedures used for Officers, as stated in ARTICLE VII. The term for chairpersons shall be one (1) year. All chairpersons for Beta Iota committees shall be required to follow the regulations listed in this article of the Beta Iota Bylaws, and shall also be required to follow all requirements listed within the Beta Iota Operating Policies, for their respective position. Standing Committees shall be made up of the following positions:

- A. The Fundraising/Philanthropy Chair(s) shall:
 - ii. Be a member of the Operations and Programming Teams within the Executive Board
 - iii. Plan all money making projects for Beta Iota Chapter and HOBY, our national philanthropy organization;
 - iv. Have the option to form a committee of interested or willing brothers to assist the chair(s) in planning events, and overseeing the financial operations of the Chapter.
 - v. Be a voting member of the Executive Board
- B. The Recruitment Advisor(s) shall:
 - i. Be a member of the Operations Team within the Executive Board;
 - ii. Be responsible for overseeing the Recruitment Period prior to the Initiation Period.
This period must abide by the recruitment/initiation program as approved by Beta

Iota Chapter;

- a. The Recruitment Advisor(s) shall let the Recruitment Period serve as an introductory process to foster camaraderie and companionship between candidates for membership and current members; and this program shall promote and instill the ideals established by Phi Sigma Pi National Honor Fraternity (see Recruitment in Operating Policies). It shall also ensure that all activities are in accordance with Phi Sigma Pi National Honor Fraternity and The Ohio State University hazing policies.

iii. Plan a minimum of one scholarship, fellowship, and service event during the recruitment process.

iv. Be a voting member of the Executive Board.

C. The Fellowship Chair(s) shall:

i. Be a member of the Programming Team within the Executive Board;

ii. Be responsible for all Social functions, recreational, and intramural events for Beta Iota Chapter;

iii. Plan a minimum of six events per semester

iv. Be a voting member of the Executive Board.

D. The Scholarship Chair(s) shall:

i. Be a member of the Programming Team within the Executive Board; ii. Be responsible for planning all professional, cultural, and educational events for Beta Iota Chapter;

iii. Plan a minimum of six events per semester

iii. Be a voting member of the Executive Board.

E. The Service Chair(s) shall:

i. Be a member of the Programming Team within the Executive Board; ii. Be responsible for planning all service based events and projects for Beta Iota Chapter;

iii. Plan a minimum of six events per semester

iii. Be a voting member of the Executive Board.

F. The Special Events Chair(s) shall:

i. Be a member of the Programming Team within the Executive Board;

ii. Be responsible for planning all events for the purpose of presenting Awards and Recognition of members within Beta Iota Chapter;

iii. Be responsible for planning all events which do not fall under the authority of the Presidential Committee, Operations Team, or the Fellowship, Scholarship, Service Chairs, or Philanthropy Chairs;

iv. Specifically be responsible for planning the following events

- Retreat (once a semester)

- Banquet (once a semester at the end of the semester)
 - Founder's Day (Only in Spring Semester during the week of, or following February 14th)
- v. Be a voting member of the Executive Board.

Section 2. Committees

Committee members shall be made up of any Beta Iota Brother who wishes to serve on a committee.

At the beginning of each semester, any Beta Iota Committee Chair who leads a standing committee may request to have a committee designated to them. They can either allow committee members to be assigned by the Vice President, or may solicit Members to join their committee. If Committee Chairs choose to solicit their own members, they must inform the Vice President of their choices, for the Vice President's records. Permanent Committees may allow committee members to be assigned by the Vice President, or may solicit Members to join their committee. If Committee Chairs choose to solicit their own members, they must inform the Vice President of their choices, for the Vice President's records. Any committee chair may choose to not field a committee at their discretion.

Section 3. Permanent Committees

Permanent committees can be added as the chapter sees necessary.

Section 4. Special Committees:

The President shall have the authority to form special committees with the approval of the Executive Board when the need arises.

Article IX: EXECUTIVE BOARD

Section 1. Makeup

The Executive Board shall consist of all elected officers of Beta Iota Chapter, the chairs of all standing committees, see Article VIII, Section 1, and shall be chaired by the Chapter President. The Executive Board shall have the power to act on behalf of Beta Iota Chapter on matters of immediate importance. The Executive Board will then inform the Chapter of any actions taken on their behalf at the next scheduled Chapter meeting.

Section 2. Requirements

The Executive Board shall be required to attend three (3) Recruitment Events and Recruitment Board.

Article X: MEETINGS

Section 1. A quorum for a meeting shall consist of a simple majority of the Active Members in good standing.

- A. Quorum for Recruitment Board shall consist of the number of Active Members who have met the requirement and are eligible to attend.

Section 2. The following rules shall be followed for conducting regular meetings: The National Constitution, the Fraternal Governance Document, the Bylaws of Beta Iota Chapter, Beta Iota's Chapter Operating Policies, and Robert's Rules of Order, latest edition.

Section 3. There shall be one (1) meeting at least every two (2) weeks after the first meeting of each semester during the academic year.

Section 4. The date, time, and place of all regular meetings shall be called by the President with the agreement of Beta Iota Chapter at the first meeting of each semester. The date of the first scheduled meeting of the following semester shall be called by the President at the last meeting of the present semester.

Section 5. Special meetings in the case of special events may be called by the President with Members being notified a week in advance.

Section 6. In the event of an emergency, the President shall call an Executive Board meeting or a special meeting if deemed necessary.

Section 7. A Recruitment Board shall be called every semester that the Beta Iota Chapter has Potential New Members (PNMs).

- A. The Recruitment Board will have the power to vote on PNMs to become Initiates
 - i. The vote will require a three-fourths ($\frac{3}{4}$) vote majority of non-abstaining members to pass
- B. The Recruitment Board date, time, and place shall be announced at least two (2) weeks before it is to be held
- C. In order to vote at Recruitment Board a member must have attended three (3) Recruitment events
 - i. If a member has extenuating circumstances that would prevent them from meeting the requirement set forth they must reach out to the Recruitment Advisors prior to the start of the Recruitment Season (the first recruitment event) to set up an alternate way to satisfy their requirement if they would like to attend Recruitment Board.
 - i. The recruitment chairs shall have the finalized recruitment schedule updated on GreekTrack before the start of the semester so members have time to evaluate which events they can come to.

D. The Recruitment Board will be conducted like a normal Chapter meeting, following parliamentary procedure with the President presiding

Article XI: FINANCES

Section 1. Semester Dues

- A. Active and Locally Inactive Members of Beta Iota Chapter are required to pay dues by the deadlines set by Nationals each semester to be paid to the National Office.
- B. Beta Iota Chapter shall levy an additional Chapter Semester Dues, in accordance with Chapter needs. Each Member shall pay Chapter Dues, as determined by Beta Iota at its first regular meeting of the semester. These Dues shall be paid to the Treasurer no later than the third week of the semester.
- C. Any member with financial difficulty must notify the Chapter Treasurer by the second regular meeting of the semester. National dues must still be paid in full no later than the regular meeting the third week of the semester, with no exceptions. Chapter dues must be paid in full by the regular meeting the third week of the semester, unless a payment plan is set up with the Treasurer.

Section 2. Induction Fees

- A. The National Induction Fee for a Member shall be payable following the time of Formal Induction. Beta Iota Chapter through its Treasurer shall pay all Induction Fees to Phi Sigma Pi, and send said fees to the National Office by the deadline determined by the National Council.
- B. Beta Iota Chapter may levy an additional Induction Fee, in accordance with Chapter needs.

Section 3. A minimum balance of two hundred dollars (\$200.00) or what is required by the financial institution shall be established for the treasury to ensure that a viable fund shall be on hand at all times to provide for any emergency allocations which may occur between inputs to the treasury.

Section 4. Beta Iota Chapter's fiscal year begins July 1 and ends the following June 30. The financial policies of Beta Iota Chapter shall be governed by a budget adopted at the beginning of each semester.

Section 5. All cash funds of the Chapter 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 account shall be conveyed over the signatures of two (2) designated signers on the account.

Section 6. 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 7. The Executive Board of Beta Iota Chapter shall arrange for an annual review of the accounts of the Treasurer and send a copy to the National Office.

Article XII: DISCIPLINARY ACTIONS

Section 1. Beta Iota Chapter shall abide by federal, state, county, and municipal laws, and shall adhere to the Ohio State University Code of Student Conduct.

Section 2. An Active or Inactive Member may be disciplined, including but not limited to being placed on probation, or expelled.

A. Probation will be defined as:

- i. Loss of voting privileges
- ii. Prohibited from being a Big until the second semester following removal from probation
- iii. Prohibited from running for office during the same academic year as on probation
- iv. Any other measures deemed necessary by the Beta Iota chapter by a three-fourths (3/4) majority vote of non-abstaining Active Members at a designated meeting with quorum

B. Brothers will be placed on probation for

- i. Missing a mandatory event without being excused
- ii. Failure to meet the participation point requirement for Members as defined in ARTICLE XIII
- iii. Failure to meet the requirements for active membership
- iv. A two-thirds (2/3) majority vote of non-abstaining active Members at a designated meeting with quorum
- v. Failure to meet Big requirements set forth by Recruitment and Initiation Chairs.
- vi. Violating National and/or Chapter Risk Management policy set forth by

Executive Board, as described in Section 5 of Article XII

- a. A simple majority vote of non-abstaining active Executive Board members can bring the motion to Chapter, where a two-thirds ($\frac{2}{3}$) majority vote of non-abstaining active Members at a designated meeting with quorum may pass the motion

C. To be removed from probation, the Member must meet the membership requirements as defined in Article XIII, Section 1, and:

- i. Must attend an extra event in any area from which they missed an event the previous semester (e.g. Social, Service, Programming, Fundraising or other Fraternal Core);
 - ii. Must acquire an additional committee point at the discretion of the chair;
 - iii. Must attend an extra event of their choice if they are on probation due to missing the Chapter meeting requirement.
- D. A Member will be able to regain their Active status upon completion of their probationary requirements. In order to do this, the Member will be required to write a formal request to be placed back on Active status and send it to the Secretary, any applicable Chairs, and the President (ex. A Member who is on probation for missing a Fellowship point would need to send their letter to the Secretary, President, and the Fellowship Chair(s)). After discussion between the Secretary, President, and applicable Chairs, the Secretary will respond with an approval or denial, including the board's reasoning, within 48 hours of receiving the request. The formal request must include:
 - i. A summary of the points missed from the previous semester
 - ii. The events that the Member is using, and has already attended, to make up the probationary points
- E. To be eligible to be put back on Active status, the Member must have already met their semester requirements before using an event towards their probationary points. (ex. A Member missing a Fellowship point can only use their third event or beyond to count towards a missed point.). Any events that a Member chooses to use towards their probationary points may not count towards their Fraternal Core point. If a Member is found to have used their probationary points as a Fraternal Core point at the end of the semester, the event used for probation will only count towards Fraternal Core, and not their probationary point (ex. A Member meets all minimum requirements and owes 1 probationary Fellowship point, has submitted a formal request, and has been approved, but at the end of the semester that Member does not have a Fraternal Core point. The extra Fellowship point will count as a Fraternal Core point and the Member will be on probation the next semester for a Fellowship point). Members who have an unexcused absence for a mandatory event will not be considered for Active status until the end of the following semester, since these events cannot be made up.

Section 3. An Active or Inactive Member may be disciplined by being suspended.

- A. Suspension will be defined as:
 - i. Loss of right to attend any Phi Sigma Pi affiliated event.
 - ii. Removal from executive office position if applicable.
 - iii. Length to be determined by the Executive Board.
- B. A motion to suspend a brother will be presented to the Executive Board by an Active Member, and will require a simple majority vote of Executive Board members to be

brought to Chapter.

- C. Suspension will require a three-fourths (3/4) majority vote of non-abstaining Active Members at a designated meeting with quorum, with previous notice. Members may be suspended for specific violations of chapter policies, including but not limited to
 - i. Two consecutive semesters on probation
 - ii. Failure to pay dues.
 - iii. Any infraction deemed applicable to suspension by a unanimous vote of the President, Vice President, Secretary, Treasurer, and Initiation Advisors
 - iv. Major or repeated violation of National and/or Chapter Risk Management policies as determined by section 5 of Article XII
- D. To be removed from suspension a Member must receive a majority vote of reinstatement from the Executive Board after serving the length of their determined suspensionary period.

Section 4. Expulsion will result in the permanent removal from the Beta Iota chapter of Phi Sigma Pi. To be reinstated, the removed member must complete the initiation program again.

- A. A motion to expel a member will be presented to the Executive Board by an Active Member, and will require a simple majority vote of Executive Board members to be brought to Chapter.
- B. Expulsion will require a three-fourths (3/4) majority vote of non-abstaining active members at a designated meeting with quorum, as well as previous notice. Members may be expelled for specific violations of chapter policies, including but not limited to
 - i. Two consecutive semesters on probation
 - ii. Failure to pay dues.
 - iii. Any infraction deemed applicable to expulsion by a unanimous vote of the President, Vice President, Secretary, Treasurer, and Initiation Advisors
 - iv. Extreme or repeated violation of National and/or Chapter Risk Management policies as determined by section 5 of Article XII
- C. Other infractions will result in a disciplinary hearing for the Member in question. These infractions will be defined as, but not limited to: violation of the sexual harassment policy, violation of the anti-hazing policy, violation of the alcohol policy, or conduct unbecoming of a member.

Section 5. Risk Management Violations

- A. Any violation of Phi Sigma Pi's National Risk Management policies and/or Beta Iota Chapter's Risk Management policy must be addressed by the DEI Chair (with potential voting and discussion through the Executive Board) through the following disciplinary procedures:
 - i. Any violation of Risk Management policies must be reported to the DEI Chair and the

Chapter President.

- a. If either of the above are involved in the violation, the highest ranking Chapter officer not involved should be informed
- ii. Once reported, the DEI Chair (or other highest ranking officer) will inform the violator(s) of the violation and begin disciplinary procedures.
- iii. The level of disciplinary action executed will ultimately be determined by the DEI Chair (or other highest ranking officer) after discussion with the Chapter President, Vice President and any Members involved. If the DEI Chair needs more information to determine an appropriate level of action, they may default to level one and use the opportunity to speak with the violator(s) about the situation further.
- iv. Repeat offenses after violator(s) have been warned automatically increase the level of the disciplinary action by 1.
 - a. If offenses are different in nature, the decision to increase the level of disciplinary action is up to the discretion of the DEI Chair or other highest ranking officer not involved
- v. Executive Board members must be informed on the actions taken after the violator(s) have been informed.

B. Disciplinary Action Levels:

i. Level 1: Minor offense

- a. Private reprimand from the Chapter's President and DEI Chair (or highest ranking officer)
- b. Optional initiation of probation procedures, probationary period to be determined by the Executive Board

ii. Level 2: Mild offense

- a. All bullets above PLUS
- b. Service to the Chapter through an active role in planning and executing a future Risk Management or Fraternal Core event.
- c. Restriction from serving as a Big or removal from position as Big
- d. Optional initiation of removal from appointed office

iii. Level 3: Major offense

- a. All bullets above PLUS
- b. Immediate initiation of removal from appointed office
- c. Immediate initiation of probation procedures, probationary period to be determined by the Executive Board
- d. Optional initiation of suspension, suspension period to be determined by the Executive Board

iv. Level 4: Extreme violation of policy

- a. Immediate initiation of expulsion procedures by the President
- b. Inform the offender of the expulsion procedures which have been initiated

C. The DEI Chair (or other highest ranking officer) has the power to begin initiation of

expulsion, probation, and suspension procedures, not automatic expulsion, probation or suspension. Violator(s) will always have the right to be voted on and all normal procedures for these will be followed.

D. Required initiation refers to immediate and automatic initiation of procedures. Optional initiation refers to a possible initiation of procedures up to the discretion of the DEI Chair (or other highest ranking officer).

Section 6. The Executive Board shall notify the Member accused and the official Chapter Advisor if there is to be a hearing to put on probation, impeach, suspend, or expel a Member of Phi Sigma Pi. The notice shall advise them of the time and place when Beta Iota Chapter shall hear the case.

Section 7. Discipline Hearing Procedures

A. A motion calling for removal of position, probation, expulsion or suspension shall be brought forth to the Executive Board by an Active Member.

B. This motion must be accepted by a simple majority of the Executive Board.

C. If motion is accepted, then it is brought forward to the following chapter and voted upon, following the guidelines set forth in Article VII section 9 or Article XII sections 2, 3 and 4. (i.e. $\frac{2}{3}$ majority vote for removal of position/probation, and a $\frac{3}{4}$ majority vote for expulsion or suspension)

Article XIII: MEMBERSHIP REQUIREMENTS

Section 1. Minimum participation requirements active members must achieve in an academic semester will be defined as:

A. Pay dues each semester;

B. Meet or exceed the individual Member minimum fundraising commitment of one (1) point;

C. Attending two (2) Fellowship, two (2) Scholarship, two (2) Recruitment, one (1) Initiation Event, one (1) Diversity, Equity, and Inclusion (DEI) event, and one (1) Risk Management event;

i. Must complete a total of 4 service hours in the duration of the semester

i. Every two (2) service hours would be considered equivalent to attending one (1) service point

ii. The time commitment initially assigned to the event will be the amount of time given to Members regardless of how long the event takes to complete.

iii. Donation/food drives that have previously been used for one (1) or one-half (1/2) service points in the past will be the equivalent to the number of hours the acting service chair(s) deem appropriate.

D. Attending any one (1) Fraternal Core events, which shall be defined as any of the

following:

- i. An additional Fellowship, Scholarship, Fundraising, Recruitment, or Risk Management event; or, an additional two (2) service hours
- ii. An Initiation, Alumni, Inter-Chapter or Public Relations event;
- E. Attending all mandatory events as defined in Article IV, Section 6, Subsection C;
- F. Attending at least 60% of Chapter meetings without more than one consecutive unexcused absence.
- G. Acquire a committee point
- H. Acquire two (2) initiate points.
 - i. One (1) initiate point can be acquired by attending a planned event, big/little event or initiate meeting.
 - ii. Half (.5) points can be acquired by meeting with an initiate for an interview.
 - iii. Only one initiate point can be acquired through interviews.

Section 2. Members who do not achieve the minimum requirements in a given academic semester will be put on probation as defined in Article XII, Section 2.

Section 3. Committee Chairs will report Member attendance at their events and committee meetings to the Secretary at the end of each academic semester.

- A. The Secretary will inform Members who have not fulfilled all membership requirements for the semester that they are on probation in accordance with Article XII, Section 2.
- B. The PR/Historian/Spirit Chair will recognize or award Members who exceeded the membership requirements for the semester as they see fit.

Section 4. Members who sign up for an event will be expected to attend. If notice that the Member will not be attending the event is not given to the Committee Chair or Secretary at least 24 hours prior to the event, unless the absence is excused, the following consequences will occur:

- A. After their first infraction of the semester, the Member must attend an additional event of their choice to make up for the missed event;
- B. After their second infraction of the semester, the Member must attend an additional fundraising event of their choice; and
- C. After their third infraction of the semester, the Member will be put on Probation the following semester.

All makeup events must be attended by the end of the semester or at the discretion of the committee Chair(s) involved.

Section 5. Seniors in their graduating year have the option to choose one semester of that year where their member requirements are reduced. Graduating seniors will not count against quorum when absent, but will count when present. The senior must inform the secretary of which

semester they have chosen to meet reduced requirements before the budget is finalized, and the following are the reduced requirements:

- A. Pay full semester dues;
- B. Attend at a minimum one (1) scholarship, one (1) service (i.e. at least two (2) service hours), and one (1) fellowship event;
- C. Attend at a minimum two (2) recruitment events or one (1) recruitment event and one (1) initiate event;
- D. Attend at a minimum one (1) risk management event and one (1) DEI event;
- E. Obtain a minimum of one-half (0.5) fundraising point;
- F. Attend at a minimum 50% of chapters without more than two consecutive unexcused absences;
- G. Attendance at all mandatory events as outlined in outlined in Article IV, Section 6, Subsection C
- H. Attend one (1) additional fraternal core event as outlined in Article XIII, Section 1, Subsection D

Article XIV: HOUSE CORPORATIONS

Section 1. Beta Iota Chapter shall not own or lease real property before incorporation under the laws of the state in which the property is located. Beta Iota Chapter can only do so by means of a house corporation and shall have the right to form a house corporation. Title to real property shall be acquired only by Beta Iota Chapter in the state in which the Chapter is located. The Chapter shall submit a copy of the certificate of incorporation to the National Office as a permanent record.

Article XV: PARLIAMENTARY AUTHORITY

Section 1. 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 its Constitution, National Operating Policies, National Interpretive Document, and any special rules of order Phi Sigma Pi may adopt.

Article XVI: DISSOLUTION

Section 1. In the event of dissolution of Beta Iota Chapter, either by operation of the law, action of the sheltering institution, by a vote of the Chapter, action of the National Council, or action of the Grand Chapter, after payment of all creditors, its assets shall be distributed to the National Office as a donation to the Phi Sigma Pi National Honor Fraternity for use in such scholarship fund(s) as the Chapter may specify. Only if Beta Iota Chapter voluntarily dissolves may the Beta Iota Chapter request that a minimum of seventy-five percent (75%) of the funds sent to the National Office be considered as a donation to the requested scholarship fund(s) and the remaining amount of the funds shall be placed in an interest-bearing account for the future

reactivation of Beta Iota Chapter.

Article XVII: AMENDMENTS

Section 1. These Bylaws may be amended at any regular or special meeting with quorum by a two-thirds (2/3) vote of the non-abstaining Active Members present, provided the amendment shall have been submitted in writing to the entire Chapter at least two (2) days prior to the motion being presented, or by a three-quarters (3/4) vote of the entire Active Membership.

Article XVIII: RATIFICATION

Section 1. These Bylaws shall be declared ratified when approved by a two-thirds (2/3) vote of the Active Members of Beta Iota Chapter and enforced at the beginning of the next academic term.

Article XIX: DUTIES OF A PAST PRESIDENT

Section 1. The ex president and current eboard members shall buy all seniors a round of shots before the final chapter.

Section 2. The standing president must perform a keg stand at formal.

Article XX: SENIOR ASSOCIATES

Section 1. At the discretion of the Initiate Advisor(s), under conditions in which deemed that the implementation of the Senior Associate role would serve benefit to the Chapter, especially evident in times of significant graduation rates from the Chapter or limited availability for Bigs and need for mentorship assistance, activation of this article would be able to be made possible for the present semester.

Section 2. Eligibility for the role of Senior Associate may be defined as a Member within one of their final two semesters as an undergraduate student that, through position approval by the Initiate Advisor(s) as outlined in Article VII Section 3, are believed to be able to serve as an effective mentor.

Section 3. The assignment of the available role(s) is at the discretion of the Initiate Advisor(s), determined based on interest, approval, and the desired number of Senior Associate positions to best accommodate the deemed need.

Section 4. The requirements of the role may be dynamic and up to the discretion of the Initiate Advisor(s) of the term in which Article VII is activated; however, at minimum, those that hold the position are subject to: providing mentorship to 1-2 Bigs, as determined by the active Initiate Advisor(s), throughout the Initiation process in addition to ensuring that any concerns or inquiries from the Big(s) are met.

Section 5. Holding the position of Senior Associate may count towards one (1) Initiation point

should the Initiate Advisor(s) believe that the individual served the role to its full capacity and that granting the point reflects sufficient contributions by the individual in terms of their effort and assistance.