

A-5 Model Chapter Bylaws

These Model Chapter Bylaws are included as a framework to develop concise, consistent bylaws with the National Constitution and Chapter Operations Guide. When you review your bylaws and submit them for COG points, use these Model Chapter Bylaws as a guide to ensure that all relevant chapter information has been included.

Some information will be specific to your chapter and dates will change from year to year. To make the document flexible, fields have been designated for this floating information. The following fields have been created in the Model Chapter Bylaws. As you create your own bylaws, you may find other variable information that could be handled this way as well.

CODES

(When you see a number highlighted, fill in with the correct information below)

1 = Chapter Name

2 = Date

3 = Name of University

PI SIGMA EPSILON

GAMMA NU CHAPTER

MODEL BYLAWS

(Revised 2/12/24)

Article I - Name

Section 1.01 The name of this chapter shall be the Gamma Nu Chapter of Pi Sigma Epsilon, the National, Professional Fraternity in Sales, Marketing, Sales Management, and Selling.

Article II - Purposes

Section 2.01 The purposes of this non-profit fraternal organization shall be:

- a) To create a collegiate organization of students who are interested in the advancement of marketing, selling, sales management, and related fields as both a career and a profession.
- b) To promote the study of marketing, selling, sales management, and related fields in colleges and universities.
- c) To bring together academically qualified students who express a desire to enter the fields of marketing, selling, and sales management.
- d) To encourage in colleges and universities the establishing of courses preparing students for careers in marketing,

selling and sales management.

- e) To stimulate improved methods and techniques in the fields of marketing, professional selling, and sales management.
- f) To instill in its members and the profession the highest possible ethical standards.

Article III - Membership

Section 3.01 Eligibility Membership in this fraternity shall be open to individuals regardless of gender, faith, race, creed, or handicap, who show an interest in professional marketing, sales, and management, and who are initiated under the Chapter Bylaws.

Section 3.02 Collegiate Members A Collegiate member shall be defined as a student who is properly registered and attending The Ohio State University.

- a) Students shall maintain the minimum academic standing required at The Ohio State University.
- b) Students shall show leadership qualities through participation in college activities and other interests that will help prepare them for careers in professional marketing and selling.

Section 3.03 Charter Members who are initiated at the time the new chapter charter is granted by the National Council shall be deemed Charter Members of that chapter.

Section 3.04 Alumni Members Upon leaving school, a collegiate member shall be eligible for continued membership with his or her chapter as an alumni member. The member must be in good standing with the National Fraternity.

Section 3.05 Professional Members Any persons with at least five (5) years of experience in marketing, selling, and/or management shall be eligible for membership, provided their activities indicate an interest in furthering the field of marketing and selling as a career and profession.

Section 3.06 Educator Members Any educator directly or indirectly related to or interested in any phase of education that will contribute to the development and dissemination of knowledge and concepts, which will in turn better qualify students for careers in marketing, sales management, and selling, shall be eligible for membership.

Section 3.07 Associate Members Any person who does not fall into the classification of collegiate, alumni, professional, or educator and who demonstrates any expressed interest in marketing, selling, and/or sales management shall be eligible for membership. Associate members shall enjoy all of the rights and privileges of a member of PSE. Associate members who are not geographically convenient for membership in a local chapter may affiliate with the national organization.

Section 3.08 Life Members Any member shall have the privilege of procuring a Life Membership in PSE by following the rules and regulations set forth. Such Life Membership exempts the member from payment of any further National Dues. However, nothing in this section shall be construed as exempting any member from payment of Initiation Fees or local chapter dues.

Section 3.09 Honorary Life Members Honorary Life Members shall consist of individuals to whom such membership shall be granted as an honor and distinction by the National Council. Candidates for Honorary Life Membership shall be selected at the national level on the basis of outstanding contribution to the professions of marketing, sales management, and selling and to the welfare of the community and/or nation as a whole. A chapter may nominate a candidate for such membership, however the selection shall be conducted by the National Council.

Section 3.10 Good Standing Members A member in good standing is one who has currently paid National Dues and has no outstanding debt to the Fraternity, abides by both Gamma Nu, HQ, and The Ohio State University rules, and lives up to the highest standards of Pi Sigma Epsilon's twelve principles.

Section 3.11 New Members A student participating in the New Member Training Program shall be designated as a new member.

Section 3.12 Member Suspension and Expulsion An active member may, with just cause, be suspended or expelled from the chapter by a three-fourths (3/4) vote of a quorum of the active members of the chapter. The suspended or expelled members may appeal such action by the chapter to the National Council.

Article IV - Chapter Responsibilities

Section 4.01 Bylaws The chapter shall submit a copy of its updated chapter bylaws to the National Headquarters Office each year according to the deadlines set forth in the Chapter Operations Guide.

Section 4.02 Officer Report An Officer Report shall be submitted to PSE National Headquarters on or before December 15 and April 30 of each year.

Section 4.03 Renewal Processing The chapter shall submit Renewal Processing form and fees by October 15. This form shall have all correct member information including address, email, year, and graduation year.

Section 4.04 New Member Processing The chapter will make recruiting efforts and submit New Member Processing (Membership Data Forms and New Member Fees) by March 15 and November 1. Chapters will instruct their new members to register on pse.org and will turn in all dues money and processing paperwork no later than three weeks prior to the scheduled member initiation ceremony.

Section 4.05 Initiation Ceremony It shall be required that the chapter will hold a minimum of two (2) Initiation Ceremonies per year.

Section 4.06 Chapter Operations Guide Reports The chapter shall submit Chapter Operations Guide (COG) Reports in order to facilitate communication with PSE National Headquarters.

Section 4.07 Terminology In that Pi Sigma Epsilon is a professional fraternity, the chapter shall in all cases use terminology reflecting our professional attitude, character, and purposes. The chapter shall use terms such as recruiting, orientation, new member or prospective member, new member training or member education, new member trainer, or coordinator. Gamma Nu shall **not** use the terms rush, bids, pledge, pledge pin, pledge book, pledge class, or pledge master in any verbal or written communication involving participation or membership in Pi Sigma Epsilon.

Article V - Chapter Officers

Section 5.01 Positions There shall be an Executive Board consisting of a President, Vice President of Administration, Vice President of Marketing, Vice President of Human Resources, Vice President of Public Relations, Vice President of Professional Development, Vice President of Finance, Vice President of New Member Development, Vice President of Chapter Operations, and Vice President of DEI. Each vice president will have one (1) vote. In case of a tie, the president will cast the deciding vote.

Section 5.02 Election and Terms of Office Officers shall be nominated and voted on by the collegiate membership: the candidate receiving the most votes for each office shall be the winner. The term of each office will run for a year. No

person shall hold more than one (1) office at any one time. If any officer should resign or otherwise pass from office before his or her term of office has expired, the successor shall be determined by nomination and a vote from collegiate members of the chapter. Within seven (7) days after each election, the Vice President of Administration shall notify PSE National Headquarters using the appropriate Officer Report Form.

Section 5.03 Impeachment Any officer of the Gamma Nu Chapter can be impeached from office if he or she is unable to fulfill his or her duties and responsibilities and/or is not acting in the best interest of the chapter. A member in good standing must make a motion for impeachment of an officer at which time the reason for the motion must be heard. The officer(s) involved will have the opportunity to plead their case(s) to the general membership and a vote will be called. A three-fourths (3/4) vote of the members in good standing is required for impeachment.

a. In the event an office is vacant due to impeachment, the collegiate membership shall hold elections to fill the office. b. The new officer will complete the term of office already in progress.

Article VI - Duties of Officers

Section 6.01 General Duties Chapter officers shall perform such duties as may be prescribed in the National Constitution, the Officer's Training Guides, or as may be lawfully required of them by the chapter or the National Organization.

Section 6.02 President The President of the chapter captains the team by delegating responsibilities to the officers and seeing that these responsibilities are carried out. He or she calls and presides over all General Business Meetings and Executive Board Meetings and is the official chapter contact for PSE National Headquarters and completes check-ins with Chapter Consultant in August, September, January, and February. The President serves as the chapter's delegate to the President's Retreat, or designating an alternate if he or she is unable to attend. He or she is in charge of the completion of A-5 Risk Management Compliance each semester based on the due dates provided in the Chapter Operation Guide. He or she is in charge of the promoting chapter attendance at National Convention and Regional Conferences. If applicable, he or she oversees the work of the National Convention Coordinator and the Fall Conference Coordinator.

Section 6.03 Vice President of Human Resources The Vice President of Human Resources is directly responsible for all membership and recruiting activity. He or she should plan and maintain a year-round recruiting program, coordinate the Recruiting Campaign at the beginning of each semester and oversee the New Member Training Program. He or she should ensure names and information of each new member are reported to Headquarters using the designated processing sheets, within 3 weeks of initiation. He or she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. **He or she should spearhead any efforts to increase and involve alumni with the chapter's activities and events. He or she oversees the work of the Director of Recruitment.**

a. **Director of Recruitment** - Works directly with the Vice President of Human Resources to plan, coordinate and implement the Recruiting Campaign, encouraging 100% participation of the membership to ensure chapter stability.

Section 6.04 Vice President of Marketing The Vice President of Marketing has direct responsibility for all marketing and selling activities from the initial idea through follow-up including at least one marketing, sales, or market research project and at least one community service project a year. Though each project may have its own Project Manager, the Vice President of Marketing must ensure the project is being carried out properly and abides by PSE's insurance policy. He or she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. He or she

should be aware of any National Project opportunities available to the chapter. He or she oversees the work of the **Director of Marketing and Director of Community Service.**

- a. **Director of Marketing** - The Director of Marketing works directly with the Vice President of Marketing to generate new ideas and present viable marketing/ promotional projects to the chapter for approval. The Director of Marketing can implement the approved project, or in larger chapters, a Project Manager can be selected to execute the plan.
- b. **Director of Community Service** - The Director of Community Service works directly with the Vice President of Marketing to generate new ideas and present viable service projects to the chapter for approval. The Director of Community Service can implement the project, or in larger chapters, a Project Manager can be selected to execute the plan.

Section 6.05 Vice President of Administration The Vice President of Administration is directly responsible for the professional programming and administrative functions (securing meeting rooms, developing a chapter calendar of events, holding elections, developing meeting agenda, etc.). He or she is responsible for roll call and attendance records. He or she will assist the President in the performance and duties and, in the absence of the President, VP of Admin succeeds the President's authority and duties. He/she oversees the work of the **Director of Internal Coordination and Director of Risk Management.**

a. Director of Internal Coordination – The Director of Internal Coordination distributes points for the various activities in which members participate and tracking this Index. Points are given for such activities as attending member meetings, participation in projects, and attending professional development events, with a minimum number of points that is required locally to maintain active membership.

b. Director of Risk Management – The Director of Risk Management oversees the minimization of risk at any events the chapter may host. This includes creating a precedent of respect and discipline, incorporating disciplinary expectations in activities and events, and aiding the Vice President of Administration with any disciplinary actions.

Section 6.06 Vice President of Finance The Vice President of Finance keeps accurate records of the chapter's income and expenditures. He/she is responsible for collecting all debts to the chapter, collection and payment of Annual National Dues, and assisting in the collection of Initiation Fees for New Members. The Vice President of Finance prepares the chapter budget and financial statements and communicates the information to each member. He or she remits National Dues, Initiation Fees, National Sales and Marketing Convention registration fees, yearly budget and financial statements to National Headquarters. He or she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. The Vice President of Finance oversees the work of the **Director of Financial Projects, the Director of Internal Transactions, and the Director of Fundraising.**

a. Director of Financial Projects – The Director of Financial Projects works directly with the Vice President of Finance to implement and manage the Financial Planning Committee and the Investment Committee, as well as offering assistance to the Vice President of Finance if need be.

b. Director of Internal Transactions – The Director of Internal Transactions works directly with the Vice President of Finance to help keep track of PSE's internal revenues and expenses, having access to the chapter's Venmo account and issuing reimbursements and payments for the chapter's various engagements. As well, the Director of Internal Transactions will record each payment, revenue, and/or transfer in an organized Google spreadsheet for the chapter's records.

c. **Director of Fundraising** – The Director of Fundraising works directly with the Vice President of Finance to generate new ideas and present viable fundraising projects to the chapter for approval. The Director of Fundraising can implement the project, or in larger chapters, a Project Manager can be selected to execute the plan.

Section 6.07 Vice President of Public Relations The Vice President of Public Relations handles publicity for chapter activities and accomplishments of members. He or she works closely with the Executive Board, Directors and Project Managers to promote projects and programs in an efficient and timely fashion. He or she writes and distributes news releases

to college, community and hometown newspapers, local radio stations and television stations. The Vice President of Public Relations may also be the editor of the chapter newsletter. He or she should work closely with the college of business and university's Public Relations Department to build the fraternity's image and credibility. He or she should use the Chapter Operations Guide as a planning tool to coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. He or she oversees the work of the Director of Social Media, Director of Design, Director of Visual Media, and Director of Press.

a. **Director of Social Media**– The Director of Social Media works directly with the Vice President of Public Relations to manage the chapter's Twitter, LinkedIn, Instagram, and Chapter's Website.

b. **Director of Design** – The Director of Design works directly with the Vice President of Public Relations to generate new design content and create a cohesive design strategy for the chapter.

c. **Director of Visual Media** – The Director of Visual Media works directly with the Vice President of Public Relations to generate new ideas and implement various tactics to better the chapter's visual media efforts.

d. **Director of Press** – The Director of Press works directly with the Vice President of Public Relations to generate new ideas for the chapter's press and implement these ideas to boost the chapter's presence and reputation.

Section 6.08 Vice President of Professional Development The Vice President of Professional Development is responsible for coordinating all activities the chapter does with corporate sponsors or partners. He or she develops a relationship with local sales and marketing executives, Chamber of Commerce and business leaders to provide speakers, company tours and other professional development opportunities for the chapter. He or she should work with other chapter officers to schedule speakers at chapter meetings or coordinate functions in which area professionals will work with the chapter. Generate workshop topic lists for approval from the chapter. They will organize and maintain any local Sales & Marketing Executives International meeting attendance. Search the internet or on-campus activities that assist in the development of the membership skill sets. The Vice President of Professional Development is responsible for sourcing and selecting companies and firms for chapter site visits, working collaboratively with the Vice President of Chapter Operations to ensure seamless coordination and execution of these visits. He or she oversees the work of the Director of Corporate Sponsorship and the Director of Corporate Engagement.

a. **Director of Corporate Sponsorship** – The Director of Corporate Sponsorship works directly with the Vice President of Professional Development to communicate between new and existing corporate sponsors and the chapter. This Director outlines potential opportunities such as sponsoring a chapter meeting or partnering on future sales or marketing initiatives.

b. **Director of Corporate Engagement** – The Director of Corporate Engagement works directly with the Vice President of Professional Development to oversee the Fisher Sales Competition event logistics and sponsorship activities. This includes managing operations of the Sales Comp Committee and executing initial goals relating to participation and financial projections.

c. Director of Sales – The Director of Sales works directly with the Vice President of Professional Development to generate new ideas and present viable sales projects to the chapter for approval. The Director of Sales can implement the sales project, or in larger chapters, a Project Manager can be selected to execute the plan.

Section 6.09 Vice President of New Member Development The Vice President of New Member Development is responsible for coordinating all activities and implementation of the chapter's new members in the Spring and the Fall. The Vice President of New Member Development works directly with the Vice President of Human Resources to plan, coordinate, and implement the New Member Training Program, working with the Executive Board to bring educated and prepared individuals into the general membership. The New Member Training Program includes a study on the history, organization, administration, and ideals of the Fraternity. It will also teach new members about the Gamma Nu chapter and encourage each new member class to design and implement a project, get involved in chapter events, and create an inclusive, engaging experience. The Vice President of New Member Development also oversees the work of the Director of New Member Marketing Projects and the Director of Mentor Mentee.

a. Director of New Member Marketing Projects – The Director of New Member Marketing Projects works directly with the Vice President of New Member Development to execute and oversee the New Member Marketing Projects. The New Member Marketing Projects function the same as the General Member Marketing Projects and give new members an initial experience on all the chapter has to offer professionally.

b. Director of Mentor Mentee – The Director of Mentor Mentee works directly with the Vice President of New Member Development to create and execute a semi-annual Mentor Mentee Program which harbors inclusivity and new member engagement. This program is put into place to bridge the gap between general members and new members, creating a holistic, all-inclusive environment.

Section 6.10 Vice President of Chapter Operations The Vice President of Chapter Operations is responsible for all recording and measuring of chapter operations and involvements. As one of the most vital roles in the chapter, The Vice President of Chapter Operations is responsible for being familiar with the Chapter Operations Guide and submitting all Chapter Operations Guide reports to National Headquarters. Chapter Operations Guide reports should be written by the appropriate officer and/or project manager and given to the Vice President of Chapter Operations to check against the criteria and sent to National Headquarters. He or she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. The Vice President of Chapter Operations is tasked with collaborating with the Vice President of Professional Development to facilitate and manage logistical aspects of site visits to other cities.

Section 6.11 Vice President of Diversity, Equity, and Inclusion The Vice President of Diversity, Equity, and Inclusion is responsible for any and all DEI efforts in the chapter. The Vice President of Diversity, Equity, and Inclusion is in charge of educating the chapter on relevant current events and social justice issues that pertain to the chapter and society as a whole. These education efforts are conducted during general chapter, as well as during the bi-monthly committee meetings, which the Vice President of Diversity, Equity, and Inclusion oversees and runs. He or she oversees the work of the Committee Director and the Events Director.

a. Committee Director – The DEI Committee Director works directly with the Vice President of Diversity, Equity, and Inclusion to generate new ideas on DEI and help present these ideas to the chapter at bi-monthly committee meetings.

b. Events Director – The DEI Events Director works directly with the Vice President of Diversity, Equity, and Inclusion

to bring in different DEI speakers for our chapter and the bi-monthly committee meetings. They are also in charge of finding and communicating any DEI events or speakers on campus or in the area for our members to attend.

Article VII - Chapter Meetings

Section 7.01 Minimum Requirement The chapter shall hold a minimum of six (6) General Business Meetings during each academic semester. The Executive Board will hold a minimum of six (6) meetings during each academic semester.

Section 7.02 Meeting Attendance Attendance by all collegiate members for all scheduled business meetings is advised. A maximum of two (2) unexcused absences will be tolerated. After two such absences, notification will be sent to the member by Gamma Nu. If the absences continue, the member will be reviewed by the chapter evaluation committee for possible suspension.

Section 7.03 Quorum In order to vote on any issue, a quorum must be present. A simple majority (51%) of the good standing collegiate members of the chapter shall constitute a quorum. A quorum is necessary before an official vote can be conducted by the Gamma Nu chapter.

Article VIII - New Members

Section 8.01 Recruiting and University Regulations The Gamma Nu chapter shall adhere strictly to the rules and regulations with respect to recruiting and accepting candidates as decreed by the The Ohio State University.

Section 8.02 Enrollment Requirement In no case may a candidate be recruited or accepted as a collegiate member before he or she has been enrolled in The Ohio State University.

Section 8.03 New Member Training The Gamma Nu chapter shall have a New Member Training program of study on the history, organization, administration and ideals of the Fraternity. This program will also teach new members about the Gamma Nu chapter and encourage each new member class to design and implement a project.

Section 8.04 Hazing Prohibited All hazing activities in any form are strictly forbidden and considered inconsistent with the mission and purposes of the Fraternity. Hazing is defined as any activity designed to coerce, humiliate, ridicule or harass a current or prospective member of the organization and may include: forced alcohol consumption, extended calisthenics, kidnapping and/or blindfolding members, sequestering members, and forced participation in dangerous, humiliating, or illegal activities.

Article IX - Initiation

Section 9.01 New Member Processing A completed processing sheet and dues for each candidate shall be forwarded to PSE National Headquarters at least three (3) weeks prior to Initiation.

Section 9.02 Initiation Required for Membership New Members can become members only by induction through the entire Initiation Ceremony. The New Member Fee must be paid and remitted to PSE National Headquarters three (3) weeks prior to the Initiation Ceremony.

Section X - Finance

Section 10.01 Fiscal Year The fiscal year of the Gamma Nu chapter shall commence on the first day of July and expire on the last day of June.

Section 10.02 Fee Structure National dues, New Member dues and Life Membership dues shall be set by the PSE

National Council and paid by the Gamma Nu chapter in accordance with all national deadlines.

Section 10.03 Members in Arrears The Gamma Nu chapter shall have the authority to automatically suspend a member who fails to pay a financial obligation within thirty (30) days after the due date. During the period of suspension, the member shall be denied all rights and privileges of membership at the discretion of the chapter. In the event it is not paid, it shall be the duty of the chapter President to report it to PSE National Headquarters for further action.

Section 10.04 Reimbursements All expenses shall be reimbursed to Gamma Nu chapter members only if a request form was completed and approved prior to spending and a receipt was presented after spending.

Section 10.05 Dual Signature Dual signature is required on each check. The two (2) signatures required will be that of the President and the Vice President of Finance.

Section 10.06 Monthly Statements. Monthly financial statements shall be maintained.

Section 10.07 Auditing Committee. An Auditing Committee elected by the chapter shall annually audit the books of the Gamma Nu chapter immediately after the close of the fiscal year. 2

Section XI - Penalties

Section 11.01 Penalties Imposed by the PSE National Council The PSE National Council shall have the authority to reprimand and suspend any chapter or individual from the Fraternity who violates any provision of the National Constitution or who is guilty of conduct detrimental to the national Fraternity as a whole.

Section 11.02 Penalties Imposed by the Chapter The Gamma Nu chapter shall have authority to reprimand, suspend or expel members for violation of the PSE National Constitution.

Article XII - Chapter Operations Guide

Section 12.01 Chapter Operations Guide The Chapter Operations Guide shall serve as the policy manual for governing the operations of the Gamma Nu chapter of Pi Sigma Epsilon with any additional means of guidance used as necessary.

Article XIII - Founders Day

Section 13.01 Date of Observance On the fourteenth of May of each year, or as close to that date as possible, the Gamma Nu chapter will hold festivities to celebrate the founding of Pi Sigma Epsilon with appropriate activities. This day shall be referred to as Founder's Day.

Article XIV - Drug/Alcohol Policy

Section 14.01 Drug/Alcohol Policy The Gamma Nu chapter of Pi Sigma Epsilon must abide by federal, state, local and The Ohio State University laws regarding the purchase and consumption of alcohol as well as controlled and illegal substances.

Article XV - Amendments

Section 15.01 Amending the Chapter Bylaws To amend a bylaw, a proposed amendment must be made. This proposed amendment must be assigned to a committee that will research it to ensure its proper form and that it is consistent with existing policies and laws of the organization. Prior notice must be given before vote on the amendment can be taken. A three-fourths (3/4) vote of collegiate members present and voting is required for passage. Proposed changes to the roles and responsibilities of the chapter's leadership positions and the determined titles are excluded from chapter approved

changes. Such requests must be approved by National Headquarters.

Article XVI – Chapter Dissolution

Section 16.01 Chapter Dissolution In the event that the Gamma Nu or The Ohio State University becomes inactive, all property belonging to the chapter, including the chapter initiation kit shall be returned to the Pi Sigma Epsilon headquarters office. Further, all chapter money from any bank account will be returned to the Pi Sigma Epsilon National Educational Foundation and will be held in trust for two years.

Section 16.02 Chapter Reinstatement If the Gamma Nu on The Ohio State University reactivates within two years of going dormant, all property will be returned to the chapter from the Pi Sigma Epsilon headquarters office and the Pi Sigma Epsilon National Educational Foundation.

Non-Discrimination Policy:

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 bases under the law, in its activities, programs, admission, and employment.