

The Grand Chapter

of Phi Sigma Kappa



POLICY MANUAL

Revised July 2012

I. THE GENERAL CONVENTION/LEADERSHIP SCHOOL

Section 1. A chapter or chartered alumni club may give a proxy to one or more of its delegates entitling him or them to cast a full number of votes to which said chapter or club may be entitled.

Section 2. No chartered alumni club delegate may vote at the General Convention if the club he represents has failed to file the club report with the International Headquarters by June 30.

Section 3. All standing committee reports shall be submitted in written copy, to the Executive Director as requested by the Executive Director.

Section 4. Convention assessments shall be marked as a liability on Grand Chapter financial statements until applied as Convention expense.

Section 5. Copies of the Bylaws shall be made available to all delegates at the Convention.

Section 6. The Council shall decide the general locale of all Conventions, taking into consideration costs and desirability of spreading the site of the Convention as far as possible throughout the Fraternity.

Section 7. A chapter in arrears in payments to the Grand Chapter may, at the discretion of the Executive Director, be allowed to remedy such for the purpose of restoring its eligibility for voting under Article III, Section 8 of the Bylaws.

Section 8. The Council defines “good standing,” as that phrase as used in the Constitution and Bylaws with reference to any chapter or alumni club, to mean that such chapter’s charter has not been suspended or revoked and that such chapter or alumni club is not in arrears to the Grand Chapter without having executed a promissory note as provided in Section 8 of this Article of these Policies.

“Good standing” for individual brothers is used to mean that an individual has not been expelled and is not in arrears to the Grand Chapter.

In all cases, “in arrears” is defined as having an accounts receivable balance of more than 30 days.

Section 9. The Council interprets the import of Article III, Section 8 of the Bylaws to mean that a chapter which is not in good standing, as that phrase as defined in these Policies, shall not be entitled to cast its votes at a Convention.

Section 10. Every chapter shall pay to the Grand Chapter a semi-annual assessment of \$150 to help defray the costs of the Convention. This assessment may be waived by the Council only in extraordinary cases. One such assessment shall be due and payable on October 15 and one on February 15 in each academic year.

Section 11. Each chapter and colony shall have at least three delegates at each annual conference.

Section 12: Every delegate, at the discretion of the chief administrative officer, shall be charged the cost of the annual conference registration. The cost of registration, per delegate, shall be determined by the Grand Chapter on an annual basis.

Section 13. Those chapters/colonies not sending the appropriate representation to the annual conference will be placed on social probation from August 1 until January 31. Those chapters/colonies that violate their social probation may forfeit their intramural privileges and/or face a \$25/man fine. Those chapters/colonies that remain in non-compliance may face possible additional action from the Grand Chapter, which may include suspension or re-organization.

II. GENERAL CONVENTION COMMITTEE

Section 1. Convention committees shall present to the General Convention written reports on the specific assignment given in their charge by the President.

Section 2. The Nominating Committee meetings at the time of the Convention are open to all brothers, who may submit any questions they have for potential candidates to the Nominating Committee beforehand.

III. THE COUNCIL

Section 1. A meeting of the Council may be called by the President and shall be called by the Executive Director upon written request of three of its members to the Executive Director. Due notice of any meeting shall be sent to all members of the Council at least ten (10) days prior thereto.

Section 2. Council mail ballot procedures:

- a. All motions by a Grand Council member shall be submitted in writing with one copy going to the Executive Director and one copy to the Grand President.
- b. The Executive Director is instructed to send out a mail ballot within three days of the receipt of the written Council member's request unless it is ruled out of order by the Grand President.
- c. The written ballot will be sent out by the Executive Director with all ballots to be returned to the International Headquarters. A written report of the results will be included in a Council update within two weeks following the date of the mailing of the Grand Council ballot.
- d. The written motion and the results will then become an attachment to the minutes of the next Grand Council meeting.

Section 3. All Council decisions by phone shall be confirmed by written memoranda.

Section 4. The proposed agenda of all meetings of the Grand Council will be distributed electronically to all brothers who request to be placed on a distribution list for the agenda at the same time such distribution is made to members of the Grand Council. Specific names and information may be redacted or paraphrased in the distribution agenda when in the opinion of fraternity legal counsel or the Executive Director such redaction or paraphrase is necessary for the good of Phi Sigma Kappa.

An announcement will be sent to all chapters, colonies, and volunteer officers at least once annually informing them of this policy.

Section 5. The minutes of all meetings of the Grand Council will be distributed electronically to all brothers who request to be placed on a distribution list for the minutes. This distribution will take place within one week of the minutes' approval by the Council. No executive session discussions will be included. Specific names and information may be redacted or paraphrased in the distributed minutes when in the opinion of fraternity legal counsel, the Executive Director, or the Council such redaction or paraphrase is necessary for the good of Phi Sigma Kappa.

An announcement will be sent to all chapters, colonies, and volunteer officers at least once annually informing them of this policy.

Section 6. The Executive Director and any other officer may be required to give bond in an amount determined by the Council.

Section 7. It shall be the policy of the Grand Council that the six Directors shall share a travel budget among them. Requests for travel should be coordinated through the Executive Director before any travel is undertaken.

It is further understood that ceremonial visits to chapters shall be paid for by the chapters or inviting body whenever possible.

Further, whenever possible, Directors should attempt to run workshops or meet with chapter officers, alumni, etc. when traveling.

Further, the Grand President and Executive Director will give geographical consideration to all Director travel, and the general fund for Director travel shall be dispersed as evenly as possible between Directors.

IV. OFFICERS

Section 1. All officers shall perform such other duties as may be assigned to them by the Council or the President.

V. EXECUTIVE DIRECTOR

Section 1. The job description for the Executive Director shall be a part of the Policies of the Grand Chapter. (See Appendix)

Section 2. The Executive Director shall pay all regional adviser expense vouchers submitted by the regional advisers until all monies have been spent in the regional advisers operations budget. The Executive Director shall not have the authority to issue a check out of those accounts after the account balance is brought down to zero.

VI. REGIONAL ADVISER

Section 1. The job description for regional advisers shall be a part of the Policies of the Grand Chapter. (See Appendix)

VII. ADVISERS

Section 1. The job description for chapter advisers shall be a part of the Policies of the Grand Chapter. (See Appendix)

Section 2. The procedural outline for adviser appointments shall be a part of the Policies of the Grand Chapter. (See Appendix)

VIII. CONCLAVES

Section 1. Times and places of conclaves:

- a. Conclaves shall be held annually in regional locations as determined by the Executive Director upon approval of the Grand President. The number of conclaves to be held shall be dependent upon the geographical locations of chapters and colonies, which will be evaluated and determined annually.
- b. Chapters and colonies shall be required to send at least their six ritual officers, but are encouraged to send as many as possible. Chapters and colonies shall be billed for the required six delegates' registration fees, and notice for the date and location of said conclaves shall be given no later than the preceding November 1. Those chapters that do not send the required delegates will be placed on social probation February 1 to July 31. Those chapters that violate their social probation will face a \$25/man penalty and loss of intramural privileges. If a chapter remains in non-compliance, it may face action by the Grand Chapter, which could include suspension or re-organization.
- c. The Executive Director shall be responsible for planning, organizing, and implementing all conclaves, utilizing both paid staff, qualified volunteer officers, and other persons as needed as conclave faculty.

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. Chapters and colonies shall pay the annual conclave fee of \$120, billed in one installment of \$60 by September 15 and due October 15, and one installment of \$60 by January 15 and due February 15.

IX. COLONIES

Section 1. The Expansion Manual shall be a part of the Policies of the Grand Chapter.

Section 2. On a case by case basis where it is deemed advisable, the Council will authorize the association and initiation of colony members. In any such case, the Executive Director, upon proper consultation, shall determine and recommend which individuals are to be included, and the Ritual shall be conducted whenever feasible by a team from an existing chapter. Colonies shall be allowed to perform the Ritual of Association provided a request is approved by the Grand President and a Grand Chapter officer is present.

Section 3. The induction fee for a new chapter shall be determined by the chief administrative officer no less than 180 days from expected **chartering**.

Section 4. When interested in a particular campus for expansion, the Grand Chapter first will request that institution for permission to expand. If invited by the campus, the Grand Chapter would then proceed. If the campus denies the request, and if it is still interested, the Grand Chapter could still proceed with expansion.

X. CHAPTERS

Section 1. Upon petition of 30 or more male students of a fully accredited degree-granting college, university or technical institution of higher learning, or upon petition of a group of male students, the number of which shall equal the average chapter size for NIC fraternities located at that fully accredited degree-granting college, university or technical institution of higher learning, and upon payment of the induction fee and the individual fee fixed by the Grand Council, and after a period determined by the Executive Director, the Council may grant the petitioners a chapter charter, engraved from the Fraternity's plate, embossed with the names of the charter members, signed by the President of the Grand Chapter and attested by its Executive Director.

Section 2. Each member of the Fraternity must subscribe to the Constitution and Bylaws of the Grand Chapter; each chapter shall acknowledge the prescribed chapter constitution as the Constitution of the chapter and be governed thereby. (See Appendix)

Section 3. An undergraduate member remains an active member of his chapter until he graduates, or leaves school, or is suspended in accordance with the Bylaws or until charges for expulsion are brought against him. For the purpose of assessing the chapter census fee the Grand Chapter will consider an undergraduate member to be an active member of his chapter until the Grand Chapter receives one of the following in writing: (a) the certification of the chapter president that such member is no longer enrolled at the school, or (b) a copy of the notice of suspension or the charges of expulsion issued to such members.

Section 4. The Grand Chapter Standards for Chapter Operations shall be a part of the Policies of the Grand Chapter. (See Appendix)

XI. ALUMNI CLUBS

Section 1. Six or more members of the third or higher ranking degrees may petition the Council for a charter as an Alumni Club. Upon payment of a fee fixed by the Council, the Council may grant to said petitioners a charter engraved from the Fraternity's plate, embossed with the names of the charter members, signed by the President of the Grand Chapter and attested by its Executive Director. Such clubs may be incorporated and hold property.

Section 2. Each member of a chartered alumni club must subscribe to the Constitution and Bylaws of the Grand Chapter.

Section 3. Alumni Club charter fee will be \$35.00 or \$100.00, size and quality of charter being the difference in price.

Section 4. Applications for alumni club charters may be granted on approval of the Grand President and the Executive Director; such action to be ratified at the next Council meeting.

The words "Phi Sigma Kappa" must form a part of the name of such club chartered after January 1, 1977. The word "chapter" shall not appear in the club's chartered name.

Section 5. Alumni shall pay the following fees for Sustaining Membership under the plan and method selected by the local alumni corporation (in the event there is no existing alumni club, Plan #2 will automatically be selected):

Plan #1: Alumni Club Direct Bill

Method A: The local alumni club direct bills all of their alumni the recommended amount of \$25 for the Sustaining Members dues. The Grand Chapter is paid \$5 per respondent.

Method B: The Grand Chapter staff conducts the direct billing process for the local alumni club. Alumni are billed \$25 per man. After expenses are subtracted, the Grand Chapter retains \$5 per respondent. Excess funds are remitted to the alumni club.

Plan #2: Grand Chapter Direct Bill

The Grand Chapter will direct bill \$25 to alumni from closed chapters (provided an alumni club is not operating), chapters without alumni clubs, and alumni from chapters with uncooperative alumni clubs. All proceeds will be retained by the Grand Chapter.

XII. BUDGET MATTERS

Section 1. All budget proposals will be submitted to the Grand Council, prior to the Grand Council meeting.

Section 2. The issuance of credit cards shall be limited to the professional staff of the Fraternity, to members of the Council and to those persons who, in the judgment of the Council, have a legitimate need for such cards. No new cards shall be issued to those eligible under these regulations unless specifically requested; and the Executive Director shall be responsible for seeing to it that the cards not be renewed when the holder becomes ineligible under these regulations.

Section 3. All expense vouchers of Grand Chapter officers should be submitted no later than the tenth of the month following the month during which the expense is incurred and should be accompanied by a brief written report of any chapter visits during which expenses were incurred.

Section 4. Travel insurance of seventy-five thousand dollars (\$75,000.00) on common carrier shall be carried for Council members, Court of Honor members, professional staff members, chapter advisers, and regional advisers with fifty percent (50%) of the benefits going to the Grand Chapter and fifty percent (50%) to the beneficiaries of the insured.

Section 5. A per diem food allowance of \$25.00 including gratuities shall be established for all volunteer officers and professional staff who are entitled to expense reimbursement by the Grand Chapter.

Section 6. The President and/or Executive Director shall be authorized to sign all evidences of indebtedness of the Grand Chapter upon proper corporate resolution properly executed.

Section 7. All expansion activity shall be coordinated with the Executive Director and any expense incurred thereby shall be subject to his approval.

XIII. SIGNET LIFE SUBSCRIPTION MATTERS

Section 1. Member copies of the Signet shall be mailed to the homes of active members rather than to the chapter house.

Section 2. An annual issue of the Signet shall be sent to all alumni.

XIV. CHAPTER FINANCIAL DIFFICULTY

Section 1. In all matters of chapter financial difficulty the Executive Director shall be and is hereby empowered to exercise supervision on his own initiative, or to direct any member of his staff or any other qualified person, to take whatever steps may be necessary to resolve the difficulty and to serve the best interests of Phi Sigma Kappa.

Section 2. Chapter house loans and/or other past indebtedness to the Grand Chapter, upon which the chapter or house corporation has defaulted on the original terms, are to be refinanced at an appropriate interest rate, and other terms adjusted upon recommendation from the Executive Director, with the approval of the Grand Council.

Section 3. When a chapter becomes delinquent thirty (30) days in its financial obligations to the Grand Chapter, the Executive Director may require that chapter to sign a note covering the indebtedness at eighteen percent (18%) interest on reasonable monthly repayment terms, based on manpower as determined by the Executive Director. If the chapter refuses to sign the note it shall be cited to the Council for disciplinary action, suspension or withdrawal of the charter.

Section 4. The policy of the Grand Chapter is all initiation fees must be collected by the chapter and remitted to the International Headquarters prior to the initiation of any individual into Phi Sigma Kappa. If this is not done his fee will then become a joint debt of the chapter and the initiate involved and will be paid in accordance with the Constitution and Bylaws. The associate fee and the initiate fee collection process and the Accounts Receivable Policy (see Appendix) shall be a part of the Policies of the Grand Chapter.

Section 5. The Executive Director within certain parameters has the ability to negotiate loan terms on large accounts receivable balances with chapters which will not be able to pay off immediately. Payments will be set up on ability-to-pay basis, between adviser, chapter and Executive Director. The Executive Director also has the authority to reassess and re-negotiate existing Grand Chapter loans. The Executive Director will advise the Council when and if a chapter is more than two months in arrears on a fraternal loan payment.

Section 6. Chapters who are thirty (30) days or more in arrears to the Grand Chapter will be charged interest up to 18% annually and must pay in advance for all chapter supplies. Fraternal loans will be negotiated with the respective housing corporations based on the chapter's ability to pay on delinquent Grand Chapter loan payments. The chapter census fee collection process and the Accounts Receivable Policy (see Appendix) shall be a part of the Policies of the Grand Chapter.

Section 7. The Executive Director shall notify and keep informed the Grand President of any and all violations of our initiate fee and associate fee payment policy.

XV. CHAPTER CONDUCT - DISCIPLINE - CHARTER REVOCATION - PROBATION - SUSPENSION

Section 1. The Council condemns inter-chapter raiding as inconsistent with our Cardinal Principles.

Section 2. The Executive Director shall request from all officers of the Fraternity that he be informed immediately of any and all violations of our hazing policies. Upon notification of such violation(s) the Executive

Director shall put the involved parties on notice immediately and a recommended plan of action be immediately formulated and forwarded to the Council.

Section 3. Whenever a chapter charter is revoked or suspended the Council shall immediately notify the alumni association of such chapter, all chapters and appropriate school authorities.

Section 4. When the Council approves the suspension of the charter for the purpose of reorganizing the chapter, the following procedures will be followed: (See Appendix)

Section 5. The Grand President shall be empowered to invoke meaningful probation upon any chapter which:

willfully violates the Bylaws or Rituals of the Grand Chapter; defaults in its financial obligations to the Grand Chapter; or brings discredit to the Fraternity through violation of college regulations or by damaging behavior. If necessary, the Grand President shall be empowered to suspend the charter of any such chapter. The adviser should be held strictly responsible for reporting violations of the probation which would result in the suspension of the chapter's charter.

XVI. RITUAL - ESOTERIC MATTERS

Section 1. There shall be a demonstration of the initiation ritual at each Convention and Leadership School.

Section 2. At least one-half hour shall be set aside for review of the Ritual at all conclaves.

Section 3. It shall be the chapter's responsibility to maintain ritual equipment and replace it after losses and damages at the chapter's expense. A Grand Chapter officer may inspect the equipment and at their discretion require the chapter to replace missing or damaged items at the chapter's expense.

Section 4. Chapters are required to have pins for new initiates prior to the initiation ceremony.

Section 5. Any time in a ritual meeting that protocol demands order for seating, the following shall serve as the appropriate order: Grand President; Chancellor; by degree of membership (sixth, fifth, fourth, third) and within degrees by date of initiation and then ritual number; and, lastly, for first and second degrees within the chapter, order shall be by initiation date and then ritual number.

XVII. SCHOLARSHIP - PUBLIC RELATIONS - AWARDS

Section 1. The President's Achievement Award may be given upon the recommendation of any member of the Council or the Executive Director. Any individual brother, chapter, colony or alumni club may be eligible for the Award on the basis of accomplishment in any area of fraternity operation.

Section 2. The Special Award for Devoted Service may be made to deserving brothers by the Grand Council upon the recommendation of the Executive Director.

Section 3. The System of Awards of Phi Sigma Kappa shall be a part of the Policies of the Grand Chapter. (See Appendix)

XVIII. HONORARY MEMBERSHIP

Section 1. Honorary membership in Phi Sigma Kappa is normally to be preserved for men who have distinguished themselves in civic or professional endeavors. The Council will approve a petition for honorary membership under Article II, Section 5 of the Bylaws if the individual's initiation will bring credit to the Grand Chapter as a whole.

Section 2. Chapters nominating an individual who does not, in the Council's judgment, meet the criteria for honorary membership will be encouraged to consider alternative means of honoring the individual, such as graduate, faculty or former student membership under Article II, Section 4 of the Bylaws (if qualified), or other tributes short of actual initiation.

IX. THE SIGNET

Section 1. The mission statement of the Signet is as follows: The Signet is the official publication of the Grand Chapter of Phi Sigma Kappa. It is supported by funding from the Grand Chapter and Phi Sigma Kappa Foundation. The Signet should be the primary method of communication among the various elements that make up the Fraternity; undergraduate chapters, alumni clubs, unaffiliated alumni, the Foundation, and the Grand Chapter. It is first and foremost, an educational publication with historical and instructive content about Fraternity operations, goals, values and objectives. Secondly, the Signet should be a source of news about chapter activities, alumni, and the Chapter Eternal. The magazine is the Fraternity's face to the public as well as to its members. It must be of the highest possible editorial, printing, and graphic quality. The Fraternity must allocate and find the appropriate resources, both human and financial, to ensure the Signet's success.

Section 2. There exists a Signet Publishing Board comprised of two Grand Chapter appointees, two Foundation appointees, and the Executive Director of the Grand Chapter. The representatives of the two entities will serve two year terms in Convention years and are appointed immediately following the biennial Convention. The chairmanship of the Publishing Board will be selected by the Board at their first meeting following the biennial Convention.

Section 3. The job description of the Publishing Board shall be:

- a. The Board is responsible for recommending to the Grand Council and to the Phi Sigma Kappa Foundation Trustees an editor of the Signet.
- b. The Board is responsible for the determination of overall editorial policy regarding content and direction of the Signet, in accordance with the official mission statement of the magazine.
- c. The Board is responsible for developing and approving a publishing schedule for the Signet that will serve the needs of the Fraternity and Foundation, in accordance with the official mission statement of the magazine.
- d. The Board is responsible for developing, in conjunction with the Grand Chapter and Foundation, and approving the budget for the Signet including, if necessary, the salary of the editor, and for overseeing the magazine's financial operations including the determination of policy regarding signatures for expending funds.

Section 4. The objective of the Publishing Board shall be to publish four issues of the Signet yearly and that they be at least twenty-four pages each.

Section 5. The Signet editor, if possible, shall be a brother with experience in educational publications.

Section 6. The Grand Chapter Executive Director shall be the publisher of the SIGNET, and handle the business responsibilities and day to day supervision of the magazine; all production work shall be handled by the Headquarters staff.

XX. CHAPTER REPORTS

All Opening of School Reports, Closing of School Reports and Installations of Chapter Officer Reports received by International Headquarters will be made available within five (5) business days to the chapter and regional adviser(s) assigned to that specific chapter or colony.

Section 2: The chief officer of a recognized alumni club or housing corporation affiliated with a chapter or colony may request that he be granted access to these completed forms.

Email should be used for distribution when possible and, if possible, completed forms that are filed online should be forwarded automatically to the appropriate volunteer officers.

XXI. AMENDMENTS TO POLICIES OF THE GRAND CHAPTER

Section 1. 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. Whenever the policies are changed as provided in Section 1, it will be so noted in the minutes of the Council. The Executive Director shall update the Policy Manual after each Council Meeting.

--APPENDIX--

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JOB DESCRIPTIONS

THE PRESIDENT

The Grand (or National) President is the chief executive officer of the corporation, the Grand Chapter. He is a member of the Grand Council. He is elected for a two year term of office at each biennial Convention and there is no limitation on the number of terms he may serve. The duties and responsibilities of the Grand President shall be:

1. To preside over the Council and its meetings and the General Convention. To prepare the agendas, with the assistance of the Executive Director, for all Council meetings and the Convention.
2. To appoint, on behalf of the Council, regional advisers as needed.
3. To appoint an adviser for each chapter and colony, as recommended by the Director of Fraternity Operations.
4. To appoint standing and Convention committees as stipulated in the Constitution and Bylaws. To appoint other officers, deputies, and special committees as they may be required.
5. To appoint staff officers as authorized by the Council and recommended by the Executive Director.
6. To appoint delegates and alternates to the National Interfraternity Conference.
7. To make such visitations as in his judgment will promote the welfare of the Fraternity.
8. To suspend a chapter or an alumni club when the circumstances warrant such suspension, or upon the advice of the Council or the appropriate officer having supervision over the chapter or club involved. To place chapters on probation when in his judgment such action is appropriate.
9. To consult regularly with the Executive Director, and make certain that the policies and directives of the Council are being carried out by the staff.
10. To make certain that the Council is kept apprised of the performance of the members of the professional staff, and all appointive officers of the Fraternity. To provide for an evaluation of the Executive Director prior to all salary reviews.
11. To approve or disapprove all expense vouchers submitted to him by the Executive Director or by the individual members of the Council, Court of Honor or any others who are entitled to reimbursement for expenses. To review all checks issued by the International Headquarters staff.
12. To receive and review all reports of officers, especially those which are submitted in conjunction with expense vouchers.
13. To attend and participate in the meetings of the governing board of the Foundation as an ex-officio trustee and to receive copies of correspondence from the Foundation. Along with the Executive

Director, ensure coordination of an aggressive fund raising program, and participate in the fund raising activities of the Foundation and Grand Chapter. To communicate to the governing board of the Foundation the priority needs of the Grand Chapter.

14. To disseminate information about the state of the Fraternity to all officers, chapters, and alumni clubs, as the occasion may arise, and at the time of the General Convention.
15. To prepare and submit to the Editor of the Signet a President's Message for each issue.
16. To stay in touch with the Chancellor of the Court of Honor, and solicit the advice of the members of the Court, when appropriate.
17. To enforce all the laws, rules and regulations of the Grand Chapter, and whatever edicts are promulgated by the Council.
18. To forbid anything which in his judgment would be the means of bringing the names of any chapter or its members, or the Fraternity, into disrepute.
19. To stay in close touch with the Grand Council Directors, and keep them informed as to his concerns regarding the welfare of the Fraternity, and request their assistance in resolving problems relating to the well being of the Fraternity.
20. To require any officer, chapter or alumni club to submit a report on any subject involving the welfare of the Fraternity, as may be appropriate.
21. To attend, if practicable, the installation of all new chapters and serve as the inducting officer. If unable to attend appoint a fourth or higher degree brother to function as the inducting officer.
22. To attend, if practicable, conclaves. If unable to attend, appoint another member of the Council as his representative, if necessary.
23. To appoint a fourth or higher degree brother to administer the Fourth Degree ritual, upon the appointment of a new Fourth Degree brother.
24. To replace appointive officers and committee members who in his judgment are not functioning in a satisfactory manner.
25. To prepare a Founders' Day Proclamation each year and have it circulated to the chapters and alumni clubs to be used with the Candle Lighting Ceremony.

THE DIRECTOR

The Directors, along with the Grand President, shall constitute the Council, the corporate board of directors of the Grand Chapter. There shall be six Directors. The term of office of a Director is four years. A Director may not serve for more than three terms. The Directors' terms of office shall be staggered with three Directors elected at each Convention. The duties and responsibilities of the Directors shall be:

1. To attend and participate in all Council meetings, and the General Convention.
2. To vote on all matters presented to the Council by the Grand President, either in session, by mail or telephone.
3. To represent the Grand Chapter upon the request of the Grand President at conclaves, Founders' Day Banquets, inductions and other functions of the Fraternity. To run workshops, meet with chapter officers, alumni, etc., when traveling.
4. To visit chapters, colonies and alumni clubs, whenever possible and within budget restraints. Expense to be incurred by the Grand Chapter must be approved in advance by the Grand President.
5. To serve on committees as appointed by the Grand President or Council.
6. To consult with the Grand President and Executive Director between Council meetings concerning Grand Chapter policy and welfare.
7. To receive and review appropriate correspondence and reports of the Grand Chapter, and consult with the Grand President relative to correspondence or reports, which in his opinion warrants further action between Council meetings.
8. To receive and review monthly Grand Chapter financial reports.
9. To be apprised of all legal matters involving the Grand Chapter and all matters in which the Grand Chapter or its officers might be exposed to legal liability.
10. To participate when possible in the fund raising activities of the Foundation and the Grand Chapter.
11. To perform all the duties and responsibilities normally required of a corporate director.

THE EXECUTIVE DIRECTOR

The Executive Director of Phi Sigma Kappa is hired by the Council and functions as the chief administrative officer and business manager of the Grand Chapter. As such, with the approval of the Council he may delegate some of his responsibilities to members of his staff, however it is understood that he is directly responsible for making sure that the following job description is carried out to the satisfaction of the Council.

I. GRAND COUNCIL

1. Keep Council advised of all matters which significantly affect the condition of the Fraternity.
2. Attend all meetings of the Council and serve in the capacity of recording secretary.
3. Promptly provide minutes of all meetings.
4. Maintain and/or supervise the files, handle legal matters and correspondence of the Fraternity.
5. Make recommendations to the Council as to new programs or objectives affecting the Fraternity.
6. Provide the necessary resource materials to committees appointed by the Grand President and assist them in the performance of their duties.
7. Execute legal documents and enter into contractual relationships upon and under the direction of the Council.
8. Provide the Council with precise and accurate information regarding membership levels, projections, trends and costs so as to assist the Council in the formulation of policies and programs relating to membership.
9. Participate in and report upon the activities of the NIC and other organizations incident to the fraternity system.
10. Arrange for and provide to the Council the annual audit of the Fraternity.
11. Direct and implement the expansion program of the Fraternity.
12. Coordinate, supervise and attend installations of new chapters.
13. Attend conclaves.
14. In cooperation with the Grand President, schedule meetings of the Council and handle all arrangements attendant thereto including preparation and dissemination of the agenda for Council meetings.

16. Process and follow up on all charges for expulsion from the Fraternity. Make sure that they are carried through to conclusion.
17. Provide notice to the Council regarding meetings.
18. Prepare, distribute and calculate Council mail votes/ballots.
19. Maintain close contact and cooperation with the chief executive officer of the Grand Chapter, the Grand President, and keep him fully informed on all matters.
20. Be familiar with the Grand Chapter Charter, Constitution, Bylaws, Policies and Rituals, and make sure that they are followed by all officers, chapters, clubs and members. The Council must be promptly informed in cases where the Charter, Constitution, Bylaws and Policies and Rituals are not being properly observed.

II. CHAPTERS

1. Shall have overall responsibility for the day to day growth and development of our chapters by providing the necessary leadership, motivation and services to the chapters using the resources of our Headquarters staff.
2. Shall provide day to day leadership and direction to the leadership consultants.
3. Shall ensure that the proper priority is given to those chapters on the chapter status report, and that the follow-up programs are being implemented by the Headquarters staff and appropriate volunteer officers.
4. Shall keep the Council promptly informed of any problems or potential problems that may arise in the chapters.
5. All communication received at Headquarters regarding any chapter or chapter activity from university administrators shall be forwarded to members of the Council promptly.

III. PHI SIGMA KAPPA FOUNDATION

1. Serve as a liaison with the Foundation.
2. Report to the Council regarding activities, programs, objectives and fund raising by the Foundation.
3. Bill the Foundation for services rendered and cost incurred.
4. Assist the Foundation in the implementation of programs and policies.
5. Inform the Council, volunteer officers, chapters, colonies and alumni of Foundation programs and policies.

6. Help coordinate the fund raising activities of the Foundation with Grand Chapter objectives.

IV. HEADQUARTERS OPERATION

1. Purchase supplies and equipment required for Headquarters, within budget restraints.
2. Collect fees, dues and fines from chapters, colonies and alumni.
3. Supervise and maintain membership records and issue membership cards and certificates to new members.
4. Direct and coordinate all projects undertaken by Headquarters staff and field personnel.
5. Prepare and/or supervise the publication of manuals, newsletters and bulletins.
6. Employ the necessary clerical personnel for the Headquarters and set their compensation within the budgetary confines set out by the Council.
7. Direct the activities of the leadership consultants and assist in the coordination of their travel schedules.
8. Maintain and distribute the inventory of ritual equipment.
9. Receive and follow up on any requests from chapter, colonies and alumni and reply promptly.
10. Make recommendations to the Council regarding relocation, maintenance, or expansion of the Headquarters facilities.
11. Advise the Council of lease negotiations.
12. Supervise the Phi Sigma Kappa awards program.
13. Be aware of all areas of Headquarters operation and make sure that all personnel is functioning at top efficiency and according to the Employee Handbook.
14. Evaluate each employee on a yearly basis, prior to a salary change.

V. FINANCES

1. Make recommendations to the Council regarding financial matters.
2. Prepare a proposed annual budget for the Council.
3. Operate the Fraternity within the budget established by the Council.

4. Safeguard the assets of the Fraternity.
5. Forward all requests for reimbursement by volunteer and staff officers directly to the Grand President for approval.
6. Supervise the payment of accounts payable.
7. Supervise the follow-up on accounts receivable according to policy and inform the Council on a periodic basis of delinquent accounts.
8. Arrange for and distribute the annual audit of the Fraternity.
9. Maintain monthly billing of chapters, colonies, alumni and volunteer officers and report delinquencies to the Council.
10. Make recommendations to the Council regarding the Fraternity's investments.
11. Provide monthly reports to the Council regarding budget projections, expenditures, and account balances.
12. Secure the Grand President's approval of all expenditures.

VI. VOLUNTEER OFFICERS

1. Recruit, identify, train and motivate volunteer officers.
2. Make recommendations to the Grand President regarding potential volunteer officers.
3. Provide volunteer officers with the necessary resource material to perform their function.
4. Maintain contact with volunteer officers and provide copies of correspondence relating to their chapters and responsibilities.
5. Supervise the activities of the regional advisers.

VII. ALUMNI

1. Maintain contact with established alumni clubs.
2. Assist in developing alumni clubs.
3. Provide the Council with an annual report from each alumni club.
4. Assist alumni clubs by providing resource material, alumni lists and support services.
5. Maintain alumni files and addresses.

6. Publish periodic newsletters to alumni officers.

VIII. HEADQUARTERS STAFF

1. Interview, make recommendation to the Grand President for appointment and then hire, train, direct and supervise the headquarters staff.
2. Direct and publish the visitation schedules of paid staff.
3. Make recommendations to the Council regarding retention and compensation of Headquarters staff.
4. Review and follow up on staff visitation reports.
5. Review Headquarters staff expenses.

IX. CONVENTION

1. In cooperation with the convention chairman, plan, execute and coordinate the General Convention of the Fraternity.
2. Present the Council with a proposed convention budget.
3. Investigate potential convention sites and make recommendations to the Council.
4. Ensure the successful operation of the convention by scheduling all activities and preparing literature to promote the convention.
5. Serve as recording secretary of the General Convention.
6. Report to the proper convention official as to chapter delinquencies.

X. LOANS

1. Receive and review all applications for housing or fraternal loans and forward same, along with recommendations to the Council.
2. Make sure that the provisions of the loan policy manual are being followed by all corporations which have a loan or a loan guarantee through the Grand Chapter.
3. Report promptly to the Council those corporations not complying with the loan policy.

XI. SIGNET

1. To act as the Publisher/Business manager of the Signet, and may serve as Editor.

DIRECTOR OF FRATERNITY OPERATIONS

The Director of Fraternity Operations is a paid member of the professional staff. He is engaged by the Executive Director and appointed by the Grand President. He is trained by the Executive Director. The duties and responsibilities of the Director of Fraternity Operations shall be:

I. GENERAL OVERVIEW

- a. To serve as chapter liaison to approximately 30 chapters.
- b. Maintain chapter folders.
- c. Review ARC data for liaison chapters.
- d. Contact each liaison chapter twice per month.
- e. Visit liaison chapters as needed.

2. POSITION SPECIFIC DUTIES

- a. Provide supervision to fraternity operations specialists, member services manager, and co-supervise accounts manager.
- b. Coordinate and implement customer service initiatives for the Grand Chapter.
- c. Coordinate Grand Chapter annual calendar of important dates.
- d. Create and maintain Grand Chapter Code of Conduct and Sanction and Precedent Guidelines.
- e. Create the “critical chapters” list each semester and devise ways to combat problems and barriers to success.
- f. Develop Grand Chapter standards and work with staff and volunteers to implement them.
- g. Update and improve ARC criterion and develop a “Chapters of Excellence” program that forms the basis for the awards process.
- h. Maintain contact with other organization’s standards and chapter operations staff to compare Phi Sigma Kappa’s practices and initiatives with others and adapt any practices that could help strengthen our chapters.

- i. Assist with the preparation of the proposed annual Grand Chapter budget.
- j. Make budget recommendations to the Executive Director, as needed.
- k. Supervise the collection of fees, dues, and fines from chapters, colonies and alumni.
- l. Follow up on accounts receivable and inform the Executive Director regarding delinquent accounts on a regular basis.
- m. Maintain monthly billings of chapters, colonies, alumni and volunteers and report delinquencies to the Executive Director.
- n. Assist with the annual audit of the Grand Chapter.
- o. Coordinate, implement and monitor the Grand Chapter's insurance program, including billing and collections.
- p. Serve as liaison to chapters, colonies, alumni clubs and volunteers regarding insurance and risk management issues.
- q. Serve as liaison to Grand Chapter's insurance provider.
- r. To complete other tasks as assigned by the Executive Director.

THE HISTORIAN

The historian is appointed at the beginning of each biennium by the Grand Council. The duties and responsibilities of the historian shall be:

1. To serve as chairman of an Archives Committee, to be appointed by the Grand President.
2. To make sure that the historical records of the Fraternity are maintained safely at the International Headquarters.
3. To make sure that the bound copies of the Signet are properly maintained at the International Headquarters.
4. To make sure, with the assistance of the staff, that historical items and photographs are properly displayed at the International Headquarters.
5. To be on the lookout for items of historical interest which can be added to the archives at the International Headquarters, and suggest to the owners that they be donated to the Fraternity.
6. To encourage the undergraduates, alumni and Grand Chapter officers to acquire a knowledge and appreciation of our heritage.
7. To, from time to time, speak at conclaves, conventions, and other appropriate events on the history of the Fraternity.
8. To, from time to time, write articles of historical interest for the Signet and other publications of the Fraternity.
9. To maintain the written history of the Fraternity and make sure that it is updated from time to time.

REGIONAL ADVISER

The regional adviser is appointed by the Grand President, with the approval of the Grand Council, to serve until the next Convention or at the pleasure of the Grand Council. There are no limitations to the number of terms he may serve. The regional adviser will be a Fourth Degree officer of the Fraternity. The regional adviser reports to the Executive Director. The responsibilities are as follows:

1. Serve a region of chapters/colonies as determined by the Grand President.
2. Work with the chapter advisers in the region to ensure the understanding of all chapter operations and fraternity management issues (finances, officer election, officer transition, member selection, member education, scholarship, etc.)
3. Contact chapter advisers on a monthly basis.
4. Recruit and suggest qualified brothers for the appointment of chapter adviser.
5. Ensure that each chapter and colony in the region is visited once per year. The visit may be conducted by the regional adviser or by a regional counselor.
6. Work with the regional counselor(s) assigned to the region to split travel to chapters and colonies and to identify chapters needing additional attention.
7. Submit reports with the International Headquarters twice per year and visitation reports following all chapter visits.
8. Recruit and suggest qualified, recently graduated brothers for the appointment of regional counselors.
9. Follow up with regional counselors on a monthly basis.
10. Work with the regional counselors to make sure they have a clear understanding of Headquarters policies and procedures, as well as chapter operations.
11. Identify campuses in region for expansion; where we would be successful and have a base of alumni support.
12. Nominate chapter advisers and regional counselors for travel reimbursement to help defray the cost of attending the Lowe Volunteer Officers Conference.
13. Identify and nominate at least one candidate to fill the regional adviser position following your resignation.
14. Include alumni clubs in regional communication.
15. Sign the Volunteer Expectation Agreement.

REGIONAL COUNSELOR

The regional counselor is a newly graduated brother that will assist the regional adviser in his role and responsibilities. The regional counselor will be appointed by the Grand President. The regional counselor will report to the regional adviser and will serve until the next Convention or at the pleasure of the Grand Council. The regional counselor will be a Fourth Degree officer of the Fraternity. This position serves as a training ground for those alumni interested in becoming chapter advisers. The duties and responsibilities of the regional counselor are as follows:

1. To assist the regional adviser with visiting each chapter in the region.
2. Provide extra assistance with each chapter in the region in the following areas: recruitment, member education, ritual, risk management, officer transitions, understanding of Grand Chapter policies.
3. Attend training at Convention and/or Low Conference once every three years.
4. Identify other potential regional counselor candidates and send names to the regional adviser.
5. Assist Director of Expansion with expansion efforts within the region.
6. It is a responsibility to become knowledgeable and up-to-date on all Grand Chapter policies and procedures, and chapter operations.
7. Complete reports following chapter visits and submit to the regional adviser.
8. Sign a Volunteer Expectations Agreement.

CHAPTER ADVISER

The chapter adviser is the local representative of the Grand Chapter on the chapter level and, as such, is considered a Grand Chapter officer. He is appointed by the Grand President, upon the recommendation of the Executive Director, to serve until the next General Convention. Such recommendations are made after the International Headquarters has canvassed the available personnel, in consultation with the chapter, its alumni, and if deemed advisable, the college authorities. The chapter adviser may or may not be a member of the Fraternity. He reports directly to the Director of Fraternity Operations. The duties and responsibilities of the chapter adviser are:

1. To attend a majority of the undergraduate chapter meetings.
2. To make every effort to attend each chapter initiation event.
3. To assist the chapter officers in conducting their offices in a competent manner.
4. To advise the chapter in the understanding of electing and training competent chapter officers.
5. To encourage the recruitment of quality men throughout the year.
6. To promote scholarship among the members of the chapter and encourage the recruitment of men with high academic standings.
7. To encourage the chapter to participate in at least one community service event and one philanthropy event each year.
8. To attend General Convention and/or the Lowe Conference for training once every three years.
9. To ensure the chapter's compliance on the reporting of associates and/or initiates and the meeting of financial obligations.
10. Work with the chapter on understanding the legal implications as well as the general understanding of risk management.
11. Submit two reports to the regional adviser; one in December and one in April.
12. To ensure the chapter is preparing a financial statement each month or period and is filing the IRS Form 990 annually.
13. To recruit men to serve as regional counselors in the region.
14. To provide advice on the condition and upkeep of the chapter house.
15. Identify and nominate at least one candidate to fill the chapter adviser position following resignation.
16. Sign the Volunteer Expectation Agreement.

REGIONAL ADVISER APPOINTMENT PROCEDURE

The following is the policy for the appointment of regional advisers:

1. When a vacancy is created in a region, notification will go out to all regional advisers, regional counselors, chapter advisers and International Headquarters staff asking for recommendations of volunteers to fill the vacancy. The outgoing regional adviser will submit a nomination. These names should be forwarded to the Executive Director.
2. The International Headquarters will contact the nominees to share a job description, determine their level of interest in the position, and emphasize that attendance at training is mandatory for this position. If interested, the nominee should send a letter stating their interest in the position along with a current resume and the names of at least two Fraternity brothers that will serve as a reference.
- e. International Headquarters will forward all names, resumes, letters of recommendation, and personal references to the Grand President, along with any comments from the professional staff.
6. Upon direction of the Grand President, the International Headquarters will send the following information to the newly appointed regional adviser.
 - a. Letter of appointment including dates for training
 - b. Regional Volunteer Manual and welcome packet
 - c. Volunteer Expectations Agreement

REGIONAL COUNSELOR APPOINTMENT PROCEDURE

The following is the policy for the appointment of regional counselors:

1. Regional counselors will be recruited each year through the one or more of the following methods:
 - a. letters to graduating seniors sent from the International Headquarters on behalf of the Grand President in April of each year
 - b. letters to Robert M. Zillgitt Leaders Institute graduates giving them this option of continued service and involvement in the Fraternity
 - c. letters to current chapter advisers, regional advisers and regional counselors asking for recommendations of recently graduated seniors
 - d. e-mail to alumni in the database that have graduated in the past four years and notification in the Signet
2. In the recruitment letters a job description will be included and the application process will be explained, which is as follows: each interested applicant should send his current resume along with a letter of interest and at least two recommendation letters or names of individuals willing to provide a recommendation that can speak directly to his involvement in the Fraternity.
3. International Headquarters will contact the nominees to determine their level of interest in the position and to emphasize that attendance at training is mandatory to being appointed to this position.
4. International Headquarters will forward all names, resumes, letters of recommendation, and personal references to the Grand President, along with any comments from the professional staff.
6. Upon direction of the Grand President, the International Headquarters will send the following information to the newly appointed regional counselors:
 - a. A letter of appointment to the new regional counselor, copying the regional adviser
 - b. Confirmation of training dates for regional counselor training
 - c. A Regional Volunteer Manual and welcome packet
 - d. Volunteer Expectations Agreement

CHAPTER ADVISER APPOINTMENT PROCEDURE

The following is the policy for the appointment of chapter advisers:

1. When a vacancy is created in a chapter adviser position, notification will go out to the chapter, alumni club, the regional adviser, regional counselor and International Headquarters staff asking for recommendations of volunteers to fill the vacancy. The outgoing chapter adviser will submit a nomination. These names should be forwarded to the Executive Director.
2. International Headquarters will contact the nominees to share a job description, determine their level of interest in the position and to emphasize that attendance at training is mandatory for this position. If interested, the nominee should send a letter stating their interest in the position along with a current resume and the names of at least 2 Fraternity brothers that will serve as a reference.
4. International Headquarters will forward all names, resumes, letters of recommendation, and personal references to the Grand President, along with any comments from the professional staff.
6. Upon direction of the Grand President, the International Headquarters will send the following information to the newly appointed chapter advisers:
 - a. A letter of appointment to the new chapter adviser, copying the regional adviser
 - b. Confirmation of training dates for chapter adviser training
 - c. A Chapter Adviser Manual and welcome packet
 - d. Volunteer Expectations Agreement

POLICY FOR CHARTER SUSPENSION/REORGANIZATION

When the Council approves the suspension of the charter of a chapter for the purpose of reorganizing the chapter, the following procedure will be followed:

1. The Grand President will appoint a local committee to interview each member of the suspended chapter and recommend to the Executive Director those members who will be asked to remain as an active or associate member and those who will be put on alumni status.
2. During the time the charter is suspended, the chapter will not be allowed to use the rituals. No member may be initiated by the suspended chapter without the prior approval of the Executive Director, who will arrange for a nearby chapter or an alumni team to perform the ritual.
3. The chapter will revert to colony status during the reorganization and will be known by their chapter designation, substituting the word “Colony” for chapter, i.e., Omega Septaton Colony.
4. Rechartering must be approved by the Grand Council upon the recommendation of the Executive Director. The colony must submit a petition and supply the following information:
 - a. List of at least 30 undergraduate members.
 - b. Letters of recommendation for rechartering by the chapter adviser.
 - c. An outline of a recruitment program and stated goals for the next year.
 - d. An outline of the Membership Education Program.
 - e. A set of chapter bylaws and chapter rules.
 - f. A letter from the school official in charge of fraternities endorsing the rechartering.
5. All financial obligations to the Grand Chapter must be satisfied before the colony may be rechartered.

During the reorganization period, the International Headquarters will stay in close touch with the chapter adviser and school officials, and will report directly to the Grand Council on the progress of the recolonization.

EXPULSION PROCEDURE

Upon receipt of a notarized expulsion form, filed as represented in Article XI of the Bylaws:

Step 1. The International Headquarters shall send to the accused:

- a. a letter of notification certified mail/return receipt
- b. a copy of the charges (expulsion form)
- c. an accompanying response form

The Executive Director or his designee will sign the letter. Copies of the letter and the expulsion form will be sent to:

- a. Grand President
- b. chapter president
- c. chapter adviser
- d. plaintiff (if other than above)

Step 2. When the International Headquarters receives the certified receipt back from the post office, they will set up a tickler for 10 days from the day that the accused received the letter.

Step 3. Response to the letter:

A. If no response is received:

The Executive Director shall sustain or reject the charges. A letter will be prepared advising the accused of the decision. The Executive Director or his designee will sign the letter. Copies will be sent to the Grand President, chapter president, chapter adviser and plaintiff.

- a. If the charges are sustained, a tickler will be set up for 30 days from the date of the letter advising the accused of this decision. If after the 30 days no appeal is received, an IHQ staff member will change the member's status to "EXP" in the computer. His name and ritual number shall always remain in our records.
- b. If the charges are rejected, a letter will be prepared advising the accused of the decision. The Executive Director or his designee will sign the letter. Copies will be sent to the Grand President, chapter president, chapter adviser and plaintiff.

B. If a response is received:

A letter is sent to the accused acknowledging receipt of the response. Copies will be sent to the Grand President, chapter president, chapter adviser and plaintiff.

- a. If the accused does not request a hearing, the Executive Director will review the response and either sustain or reject the charges. See above for procedure.

- b. If the accused does request a hearing, the Grand President shall appoint three responsible members at least one of whom shall be a member of the third or higher 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 receipt of said recommendation, the Grand President shall either sustain or reject the charges. If the charges are sustained, the International Headquarters will prepare a letter over the Grand President's name advising the accused of the decision. If after 30 days no appeal is received, an IHQ staff member will change the member's status to "EXP" in the computer. His name and ritual number shall always remain in our records. If the charges are rejected, a letter will be prepared by the International Headquarters advising the accused of this decision. Copies of either of these letters will be sent to the Grand President, chapter president, chapter adviser, plaintiff and committee hearing members.

Step 4. If the accused appeals in writing within the time limit of 30 days:

- A. A letter is sent to the accused acknowledging receipt of the appeal. Copies will be sent to the Grand President, chapter president, chapter adviser and plaintiff.

Copies of all previous correspondence will be sent to the Chancellor of the Court of Honor. He will then appoint three members from the Court of Honor to consider the charges and all action taken up to this point.

If the Court of Honor members agree with the decision, a letter will be sent to the accused advising him of this decision. Copies will be sent to the Grand President, chapter president, chapter adviser, plaintiff, Chancellor and Court of Honor members. There is no further appeal process. His member status will be changed to "EXP" in the computer. His name and ritual number shall always remain in our records.

If the Court of Honor members overturn the original decision, a letter will be sent to the accused advising him of this decision. Copies will be sent to the Grand President, chapter president, chapter adviser, plaintiff, Chancellor and Court of Honor members.

Copies of all correspondence, including the expulsion form, shall be put in the International Headquarters permanent expulsion files.

Initiate and Associate Reporting Procedures

Reporting Associates

(for chapters and colonies)

The new members of your chapter/colony **MUST** be reported to the Grand Chapter within twenty-four (24) hours of the Ritual of Association. A twenty-five dollar (\$25) fine will be assessed for each new member who is reported after the aforementioned deadline.

Step One:

The President, Secretary or Inductor must report each new member on Officer Portal prior to that new member's participation in the Ritual of Association. All that is required is a first name, last name and active email address.

- Upon submission of the new member(s), the Grand Chapter will issue brotherhood kits, one per new member reported. These will ship within 24-48 hours (two (2) business days).

Step Two:

The new member must then open the email received from the Fraternity and click on the link in order to validate himself. The new member will be ineligible to initiate until he completes this process.

The new member **MUST** validate himself within **six (6) weeks** of his initial addition to the roster. Failure to comply will result in a delay of initiation and/or receipt of initiate materials.

II. Association:

A. Mandates

1. A chapter officer must ascertain from the college/university, or Interfraternity Council, or other relevant group that the candidate is eligible for membership in Phi Sigma Kappa.

B. Ordering materials

1. To ensure that all associate materials are available for the Ritual of Association, it is recommended that the new member(s) be reported through the Officer Portal at least **one week** prior to date of the Ritual.

2. Rush Orders: calling and requesting a rush order could expedite the process. Overnight shipping is available; the extra shipping costs will be assessed to the chapter/colony.

3. It is the policy of the Grand Chapter that inventory of any kind may not be sent without prior payment or authorization of the chief executive officer.

C. Reporting Deadlines

1. Any chapter/colony that does not take an associate(s) during either the Fall or Spring semester, regardless of reason, must report this, in writing, to the chief administrative officer or his designee, by Nov. 1st or March 1st respectively.

Reporting of Initiates

(for chapters only)

I. Completing the Initiation Report on Officer Portal

The reporting of initiates on Officer Portal is the step for a member to be reported as a fully initiated brother. The new member **MUST** have previously validated himself before his initiation can be submitted and processed.

The batch clarifies which associates are eligible for admittance into our Brotherhood. If a new member has dropped or is ineligible to be initiated, this must be reported through the Officer Portal through a roster change.

A. Ordering Materials

1. To assure that initiate/membership badges are present at the time of the Ritual of Initiation, it is recommended that information and monies be relayed prior to the ritual date. However, it is required that the Initiation be submitted in order to process this request. The Grand Chapter is committed to shipping materials 24-48 hours (2 business days) upon receiving the chapter's report.
2. Rush Orders: calling and requesting a rush order could expedite the process. Overnight shipping is available; the extra shipping costs will be assessed to the chapter.
3. It is the policy of the Grand Chapter that inventory of any kind may not be sent without prior payment or authorization of the chief administrative officer.

B. Reporting Deadlines

1. All initiates must be reported no later than 24-hours after the *Final Examination of New Members*
2. All chapters must submit the initiation within 8 weeks of reporting the new member(s).
3. A chapter must seek authorization from the chief administrative officer, or his designee, to be exempt from this policy.

Chapter Census/Insurance Fee Collection

- September 1: Letter (and email) to chapter president (copied to treasurer, adviser, alumni association) to explain all fees and collection procedures.
- September 1: Send estimated statement (and names, per computer).
- October 15: Fall census and insurance fees due.
- October 16: Staff calls chapter to remind, if not paid.
- October 16: Second notice sent to chapter treasurer with statement (copied to adviser, alumni president, house corporation president). Chapter is placed on probation and COD status.
- November 1: Third statement and notice that chapter's charter is suspended.
- November 15: Fourth statement and notice of debt assignment and possible charter revocation or alternative sanctions is sent to chapter treasurer (copied to adviser, alumni president, house corporation president, greek adviser, Grand Council).
- December 15: The chapter is placed on the Grand Council agenda to discuss revocation of the charter, with copy of letter to chapter.

- February 15: Send estimated statement (and names, per computer).
- March 15: Chapter census fee due.
- March 16: Second notice to chapter treasurer (copied to adviser, alumni president). Chapter is placed on probation.
- April 1: Staff calls chapter to remind, if not paid.
- April 15: Third statement and notice that chapter's charter is suspended.
- April 25: Fourth statement and notice of debt assignment and possible charter revocation or alternative sanctions is sent to chapter treasurer (copied to adviser, alumni president, house corporation president, greek adviser, Grand Council).
- May 5: The chapter is placed on the Grand Council agenda to discuss revocation of the charter, with copy of letter to chapter.

NOTE: If the Council votes to revoke the charter, a certified letter is sent to the chapter president (copied to adviser, housing corporation, Grand Council, greek adviser, all chapter members at home address) 15 days grace period.

The Awards of Phi Sigma Kappa

ALUMNI

1. The Medallion of Merit - This is the highest honor awarded annually by Phi Sigma Kappa. One award is presented to a living member of the Fraternity, while another may be presented posthumously. It is a handsome plaque, suitably engraved by the Grand Chapter.

Nominations may be sent to the Grand Council by any member of Phi Sigma Kappa in good standing. Such nominations must be received at the International Headquarters by March 1 of each year, and must be accompanied by a detailed biography with reasons for the nomination. The Council selects the winner(s) from the list of nominees and makes arrangements for the presentation of the award at the Convention banquet in a Convention year, and at the annual Shonk Leadership School.

A nominee for this award shall be an alumnus:

- a. who has distinguished himself through broad public service, or
 - b. who has become a national public figure, or
 - c. who has rendered outstanding service to Phi Sigma Kappa or to the fraternity system,
or
 - d. whose achievements have commanded national respect and recognition in a professional, business or educational field.
2. Distinguished Alumnus Award - Given to brothers who have distinguished themselves in their careers and/or service to Phi Sigma Kappa. The Council selects the winners and makes arrangements for the presentation of the award.
 3. The Founder's Award - This silver medal, mounted on a wooden base, bearing the official crest and the names of the Founding Fathers, may be presented to any alumnus of the Fraternity who has distinguished himself with outstanding service to his Fraternity, community, or chosen profession. It may be presented by a chapter, alumni club, or the Grand Council. The cost is defrayed by the awarding body.
 4. Certificates of Membership in the Silver and Golden Chapters - of Phi Sigma Kappa are available to all chapters for their alumni who have completed membership in the Fraternity for 25 years and 50 years respectively. Chapters usually present these certificates as a form of recognition of long service to the Fraternity at Founders' Day Celebrations. The cost is defrayed by the chapter of which the alumnus so honored is a member.
 5. Devoted Service Award - This is a special award given by the Grand Council to a member of a third or higher ranking degree of the Fraternity who has demonstrated consistent and continuing devotion to the Fraternity over a period of years through his contribution of time, effort and resources. The recipient must be an alumnus. The award is a golden replica of the Fraternity crest surrounded by a wreath, embedded in a lucite block, appropriately lettered and set upon a walnut base.

6. Chapter Adviser Award - Chapters can nominate their adviser for this award based on his outstanding service to the chapter. A selection committee will review the nominee's impact on the chapter, length of service, and dedication to our fraternal values and ideals. Recipients of the award are recognized at each Convention or Shonk Leadership School.
7. The President's Diamond Badge - In recognition of the devoted and time consuming service rendered by him, each Grand President of the Fraternity is presented with the beautiful diamond badge at the Biennial Convention at which he is elected. It contains 15 matched diamonds with a ruby in the center of the Phi and a diamond in the gavel guard. This badge, emblematic of the Sixth (highest) Degree, may be worn only by a Grand President or Past Grand President of the Fraternity.

MEDALLIONS

8. The Council Medallion - This sterling silver medal, which depicts in replica form a segment of the original Phi Sigma Kappa Shrine at the University of Massachusetts where the Fraternity was founded, recognizes the continuing contributions made by the Grand Chapter officers of the Fraternity and is awarded to the members of the Grand Council following their election to that body. It is emblematic of Fifth Degree status and features a beautiful ruby in its design. It is traditionally worn by the recipients at formal occasions of the Fraternity.
9. Fourth Degree Medallion - The Fourth Degree Medallion is awarded to those brothers who, having held the degree for at least one year, are approved by the Grand Council for recognition of their meritorious service and contribution to the Fraternity. The Medallion will only be presented by a Fifth or Sixth Degree brother at an official Fraternity function.

UNDERGRADUATE

10. Stewart H. Rudisill Leadership Award - This award is given to undergraduate members of the Fraternity who have exemplified true qualities of leadership on the chapter level. It is in the form of a medal showing the Fraternity crest surrounded by the words, Stewart H. Rudisill Leadership Award and embedded in a lucite block set upon a walnut base showing a brass plate with the recipient's name and engraved thereon. Nominees are made by the chapter and submitted to the Executive Director for his approval - the awarding body defraying the cost thereof.
11. The Third Degree Certificate - This certificate is now available to all chapters and alumni clubs for their use. It can be presented to brothers as they make the transition from undergraduate brother to alumni brother. It can also be presented to alumni at an appropriate occasion such as Founders' Day or Homecoming. It is a great way to recognize all they have done in the past, and an incentive to continued involvement. The cost is defrayed by the awarding body.
12. Order of the Diamond Circle - Established to recognize the outstanding undergraduate(s) of Phi Sigma Kappa Fraternity each year. Every chapter can nominate a candidate each year who has shown outstanding performance in the areas of chapter, campus, and community involvement, and scholastic achievement. A selection committee determines the award winner(s) who receive a distinguished chair in the Diamond Circle. Chairs are named after distinguished alumni who have made outstanding contributions to the Fraternity. The award(s) are presented annually at the General Convention or Shonk Leadership School.

UNDERGRADUATE AND ALUMNI

13. The Stewart W. Herman. Sr. Medallion of Cardinal Principles - This award memorializes one of Phi Sigma Kappa's most distinguished chaplains, Stewart W. Herman, Sr., and signifies the Fraternity's lasting appreciation for his having authored the Phi Sigma Kappa Creed for her members. Undergraduates, alumni and members of all degrees may be nominated for this award on the basis of their having closely evidenced a code of personal conduct and ethics based upon our Cardinal Principles — Brotherhood, Scholarship and Character. It is in the form of a sterling silver medal appropriately stamped with the original emblem of the Fraternity, the three T's super-imposed upon the open Bible. Nominations are voted upon in secret ballot by the chapter or alumni club and the cost of the award is defrayed by the awarding body.
14. Charles V. Loring Interfraternal Service Award - This award is presented to members and friends of the Fraternity who have provided outstanding service and support to chapters of Phi Sigma Kappa or to the greek world. The award is presented by the Grand Council upon recommendation of the International Headquarters staff.
15. The President's Achievement Award - This plaque consisting of the Phi Sigma Kappa official crest above a small plate, upon which is inscribed the type of achievement, recognizes chapter superiority particularly in the areas of alumni programming, scholarship, member selection, member education, risk management, and philanthropy/campus involvement.
16. Herbert L. Brown Outstanding Chapter Award - During each year, the active chapters and colonies of the Fraternity compete for the coveted Outstanding Chapter Award. Criteria for determining the classification of these units are size of chapter, size of campus, and the scope of the fraternity system on that campus. The awards encompass all areas of chapter operation including manpower, scholarship, community service, alumni relations, financial operations, campus involvement, Grand Chapter involvement and special projects.

The winners of the awards are kept secret until they are announced and presented at the annual meeting. Winners must have a delegate at the annual meeting or forfeit their claim to the award.

17. Fred Schwengel Most Improved Chapter Award - During each year, chapters who show significant improvement in all areas of chapter operations are eligible for this award. The awards encompass all areas of chapter operation including manpower, scholarship, community service, alumni relations, financial operations, campus involvement, Grand Chapter involvement and special projects.

The winners of the awards are kept secret until they are announced and presented at the annual meeting. Winners must have a delegate at the annual meeting or forfeit their claim to the award.

18. The Chapter Fiftieth Anniversary Award - On the occasion of the 50th anniversary of its chartering into Phi Sigma Kappa, each chapter receives the beautiful 50-Year Anniversary Award from the Grand Chapter. It is in the form of a plaque upon which is mounted the Phi Sigma Kappa Crest in bronze surrounded by a bronze wreath with an appropriately inscribed plate underneath. The cost is defrayed by the Grand Chapter.
19. The Chapter Centennial Anniversary Award - On the occasion of the Centennial Anniversary of its chartering into Phi Sigma Kappa, each chapter receives the beautiful 100-Year Anniversary Award

from the Grand Chapter. It is in the form of a plaque upon which is mounted the Phi Sigma Kappa Official Crest in bronze surrounded by a bronze wreath with an appropriately inscribed plate underneath. The cost is defrayed by the Grand Chapter.

20. Anthony Fusaro Ritual Award - Established as a program to recognize those brothers with exceptional knowledge of our history and rituals, brothers can take an examination consisting of 50% ritual and 50% history at each General Convention or Shonk Leadership School. Gold, silver and red official certificates will be awarded for different levels of achievement on the examination.

ACCOUNTS RECEIVABLE POLICY

All chapter accounts with the Grand Chapter of Phi Sigma Kappa must be in good standing. Any account not in good standing will be assessed a 20% annual interest fee.

Chapters not utilizing the services of the Grand Chapter's approved financial service will be required to utilize the aforementioned services on the first instance of a bill remaining unpaid for 30 days after posting.

1. Any invoices outstanding past 30 days of posting will accrue finance charges at the aforementioned rate.
2. Chapters with invoices outstanding past 45 days of posting will be placed on social suspension with the Grand Chapter and its school notified of these sanctions due to financial reasons. This suspension will be removed upon receipt of the outstanding past due balances.
3. Chapters with invoices outstanding past 60 days of posting, will have their chapter operations suspended (excluding financial operations). The host institution will be notified in writing to this effect.
4. Chapters with invoices outstanding past 90 days of posting will be contacted by the Grand Chapter and reviewed for loss of privileges, which may include requiring additional members to attend the local conclave or annual meeting, receive a financial re-organization and training visit, or ultimately undergo a chapter re-organization. Additional sanctions may be levied as appropriate for a period of one semester whether the debt is eliminated or not.
5. Payment arrangements sanctioned by the Executive Director or his designee for past due balances will be the only waiver to subsections 1 through 4 of this policy. These arrangements can be dissolved at the discretion of the Executive Director or his designee in the event of default with the terms of the payment arrangement.

Regarding the payment of associate and initiate fees, as required in the Fraternity's Reporting and Payment Procedures, the following will be in effect.

- Associate reports are due within 24 hours after the Ritual of Association. Each candidate should complete all necessary documentation on the Officer Portal to obtain approval from the Grand Chapter.
- Initiate reports are due within 24 hours after the Final Examination of New Members. Each candidate should complete the Officer Portal form.
- Fees will be paid by the individual initiates to the chapter treasurer, who will in turn remit payment to the Grand Chapter.**

Failure to report on time and send the initiate fee to the Grand Chapter within the aforementioned time periods will result in a chapter not receiving associate or initiate materials in a timely manner.

****Payments received for associates or initiates that have not yet been reported will be posted as a credit on the account for 2 weeks.
After this period the credit will be applied to the oldest open invoice.**

CHAPTER CONSTITUTION

SECTION 1. The name of this society shall be the _____ Chapter of Phi Sigma Kappa, and its purpose shall be to foster the Cardinal Principles of Phi Sigma Kappa and the Golden Rule.

SECTION 2. (also being Article XIV, section 1 of the Grand Chapter Bylaws). The official colors of Phi Sigma Kappa shall be silver and red.

SECTION 3. (also being Article XIV, Section 2 of the Grand Chapter Bylaws). The official flowers of Phi Sigma Kappa shall be the red carnation and the white tea rose.

SECTION 4. (also being Article XIV, Section 3 of the Grand Chapter Bylaws). The official flag of Phi Sigma Kappa, in dimensions seven (7) 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 inscribed in a triangle of silver at the extreme left.

SECTION 5. (also being Article XIII of the Grand Chapter Bylaws).

- paragraph a) 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:

- paragraph b) The official membership emblem of the Grand Chapter, which must be ordered from the Executive Director, shall be a badge of the three Greek letters—Phi, Sigma and Kappa. The letter Phi in the badge, either in plain gold electroplate or plain gold or crown set 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, the 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 (10-1/2) in height.

- paragraph c) 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.

- paragraph d) 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 forthwith to the Grand Chapter.

ARTICLE II

Qualifications and General Terms of Membership

(also being Article I of the Grand Chapter Constitution)

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 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 where he is enrolled, provided he is not affiliated with any other nationally recognized collegiate social fraternity, and provided he meets all financial 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 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 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.

ARTICLE III

Degrees of Membership

(also being Article I of the Grand Chapter Bylaws)

SECTION 1. The six Degrees of Membership of Phi Sigma Kappa are defined as follows:

- a) First Degree - an undergraduate who shall have completed the Initiation Ritual, 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 a 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 Director of Member Services 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 Initiation Ritual 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 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 degrees.

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.

ARTICLE IV

Voting on Membership

(also being Article II of the Grand Chapter Bylaws)

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 of those 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 a majority of those present at a legally called meeting of a colony where 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 member as the Executive Director 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 for such membership is made to the Council and such application is approved by that body.

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.

ARTICLE V

Initiation and Obligations of Membership

SECTION 1. Before receiving his certificate of membership and the right to vote in a chapter meeting, each member of the First Degree shall be required to pass the official examination prescribed in the Ritual for the Instruction and Examination of New Members.

SECTION 2. Affiliation:

- paragraph a) If approved by the members, a member of another chapter of Phi Sigma Kappa may affiliate with this chapter, if attending this institution by signing the Ritual Book Roll as an affiliate (enter “**AFF.**” in place of membership number on the signature sheets in the Grand Chapter Ritual Book) and by assuming the regular chapter obligations. An affiliate member shall enjoy all the rights and privileges of membership accorded members initiated by the chapter. No member may be affiliated with this chapter if he be in arrears to any chapter of the Fraternity.
- paragraph b) If approved by the members, a member of the Third Degree or higher of an other chapter of Phi Sigma Kappa may affiliate with this chapter by signing the Ritual Book Roll as an affiliate (enter ‘AFF.’ in place of membership number on the signature sheets in the Grand Chapter Ritual Book) and by assuming the regular alumni obligations. An affiliate member shall enjoy all the rights and privileges of membership accorded members of the Third Degree or higher initiated by this chapter. No member of the Third Degree or higher may affiliate with this chapter if he be in arrears to any chapter of the Fraternity.

SECTION 3. All undergraduate members of the Grand Chapter of Phi Sigma Kappa working toward their first undergraduate degree are active members and shall pay the Grand Chapter dues as provided in the Bylaws, and the chapter fees and dues, irrespective of their membership degree, as long as they are currently enrolled as resident students in the institution, and working toward such a degree.

SECTION 4. All members initiated or affiliated while enrolled in a graduate school or college and working toward degrees above the undergraduate degree, or for a second undergraduate degree, are active members and shall pay the Grand Chapter dues as provided in its Bylaws while full-time students, unless they choose alumni status.

ARTICLE VI

Suspension

(also being Article X of the Grand Chapter Bylaws)

SECTION 1. Suspension of a member is the temporary removal of chapter privileges, including 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 of the Grand Chapter shall continue during the period of suspension.

ARTICLE VII

(also being Article XI of the Grand Chapter Bylaws)

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 obligation 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 Executive Director. Such charges may be brought by the affirmation of sworn statements of:

- a) Two or more members of the Third Degree or higher ranking Degree.
- b) A chapter president where a majority or 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 Executive Director 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 Executive Director 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 Executive Director of his decision.

SECTION 3. All financial obligations to the Grand Chapter of a chapter in respect of the accused shall cease as of the date the charges are filed with the Executive Director. In the event they are withdrawn or the Executive Director or Grand President rejects them or they are rejected by the Grand Council 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 dues 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 to the Grand Council 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 Grand Council, then immediately upon the disapproval of the appeal, the accused shall be expelled forever from the Fraternity.

ARTICLE VIII

Membership Education and Rituals

(also being Article XII of the Grand Chapter Bylaws)

SECTION 1. Candidates for initiation shall prior to their initiation complete a course of training prescribed by the Grand Chapter. This course shall include the following:

- a) A constructive orientation program looking toward making the candidate a better student, fraternity man and citizen.
- b) Instruction in the history of Phi Sigma Kappa.
- c) Indoctrination in the traditions and customs of the chapter and the institution at which the chapter resides. The course of new member education may include duties about the chapter house and other duties about the chapter, but shall not include any personal services for members of the chapter or visiting alumni. No member shall be paddled or subjected to any form of corporal punishment or mental harassment or be placed physical peril. Undignified conduct, 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
- 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 National Officers
- j) The Third Degree Ritual
- k) A Public Lecture on the Principles of True Fraternity

SECTION 3. All of the Rituals, except the Funeral Service and 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 two-thirds (2/3) vote of a General Convention.

ARTICLE IX

Chapter Officers

SECTION 1. The symbolic officers of the chapter shall be President, Vice President, Secretary, Treasurer, Sentinel and Inductor, all to be chosen by ballot and to serve until their successors be duly elected and installed as provided in the Rituals. No member may hold any chapter office who is not an active member or an affiliate of the chapter, or who is financially delinquent to the chapter or to the Grand Chapter.

SECTION 2. The Chapter President shall preside at all meetings, maintain order and perform all the duties devolving upon such officer. He shall have supervision of discipline, subject to decisions of the Council, its members and the Adviser, insofar as this supervision relates to the purposes for which the Fraternity exists as expressed in the Preamble and Article I of this Constitution. He shall be responsible for maintaining the Constitution, Bylaws and Policies of the Grand Chapter, and the Rituals of Phi Sigma Kappa, all of which are the property of the Grand Chapter. He shall frequently consult and advise with the proper officers of his respective college or university that he may keep the aims and purposes of his chapter in accord with those of the institution at which the chapter is located.

SECTION 3. The Vice President shall render such assistance as may be required by the President, preside at all meetings in his absence, and be responsible for the hospitality of the chapter.

SECTION 4. The Secretary shall keep all records, give due notice of all meetings, and record the minutes thereof in the official form prescribed by the Council. He shall be responsible for the chapter's contact with the alumni.

SECTION 5. The Treasurer shall collect all fees and dues and remit promptly to the International Headquarters those belonging to the Grand Chapter, for which express purposes he shall be agent of the Council, and keep others subject to the order of the chapter. His chapter accounts shall be kept in a manner and form prescribed by the Council. He shall make such reports of the financial condition of the chapter as may be required by the chapter, the Adviser, the Council or other Grand Chapter Officers. He shall prepare and forward to the Executive Director charges for expulsion against any member who fails to comply with the financial requirements of his chapter or the Grand Chapter. He shall ascertain the

state of account between a prospective affiliate and other chapters. All persons administering chapter funds may be bonded in an amount to be determined by the Council.

SECTION 6. The Sentinel shall assist other officers and shall be responsible for the safekeeping and good condition of all initiation equipment and emblems of office, and watch over the chapter portal during meetings.

SECTION 7. The Inductor shall supervise the preparation of all candidates for initiation, and shall conduct them through the ritualistic ceremonies. He shall supervise the examination of candidates for membership.

SECTION 8. Chapters may create other officers as they deem appropriate as long as their functions and duties do not contradict those of the symbolic officers of the Chapter. The Chapter Executive Committee shall include all symbolic officers and any other officers the Chapter may deem appropriate.

ARTICLE X

Fees and Dues

(also being Article IX of the Grand Chapter Bylaws)

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

For Chapters

- (a) An associate fee of seventy-nine dollars (\$79.00) payable prior to his association and not refund- able, regardless of whether he shall complete his initiation. This fee includes both an associate pin and a *Hills and a Star*.
- (b) An initiation fee of two hundred ninety dollars (\$290.00), payable before his initiation. This fee includes both the initiate badge as well as a risk management fee. The foregoing fee may be increased by vote of Grand Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. The payments required by this Section 1 shall be the obligation of the individual candidate for membership and shall cover all Grand Chapter fees and undergraduate dues, provided, however, that 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 so long as he shall not be suspended or expelled.

For Colonies

- (a) An association fee of seventy-nine dollars (\$79.00) payable prior to his association and not refund- able, regardless of whether he shall complete his initiation. This fee includes both an associate pin and a *Hills and a Star*.
- (b) An initiation fee of two hundred ninety (\$290), payable before his initiation. This fee includes both the initiate badge as well as a risk management fee. The foregoing fee may be increased by vote of the Grand Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. The payments required by this Section 1 shall be the obligation of the individual candidate for membership and shall cover all Grand Chapter fees

and undergraduate dues, provided, however, that 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 so long as he shall not be suspended or expelled.

SECTION 2. Each Chapter shall pay into the treasury of the Grand Chapter twice each year an member census fee, computed and payable as follows:

- a) one payment, due and payable on October 15th, totaling fifty dollars (\$50.00) for each associate and each undergraduate initiated member of such chapter as of the previous October 15th, and
- b) one payment, due and payable on March 15th, totaling fifty dollars (\$50.00) for each associate and each undergraduate initiated member of such chapter as of the previous February 15th, except that no such fee shall be payable on any due date with respect to any associate who shall have become associated with such chapter within the same semester as the due date. The foregoing fee may be increased by vote of the Grand Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. For the purpose of the member census fee under this Section, an initiated member is considered to be an undergraduate until he leaves school or graduates, regardless of his degree of membership. The payments required by this Section 2 shall be the obligation of each Chapter. Each Chapter may provide in its own bylaws the means of funding this obligation.

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 (\$50.00 - includes badge) prior to his initiation except in the case of a graduate who was a member of the 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 Degree who pays dues, or have dues paid for them by an alumni organization, will be considered Sustaining Members.

ARTICLE XI

Quorum

SECTION 1. A majority of the active members of the chapter shall constitute a quorum at any meeting.

ARTICLE XII

Question

SECTION 1. The affirmative vote of not less than a majority of the active members present at any meeting shall be necessary to carry any question, unless otherwise specifically provided in this Constitution.

SECTION 2. A majority vote of the active members present shall be necessary for the election of officers.

SECTION 3. Affirmative vote of at least seventy-five percent (75%) of those present at a legally called meeting where a legal quorum is present is required for initiation into the Brotherhood.

ARTICLE XIII

Chapter Bylaws

SECTION 1. This Chapter may enact bylaws not in conflict with the Chapter Constitution Rituals, Bylaws and/or Policies of the Grand Chapter. A copy of the bylaws of this chapter, and amendments thereto as enacted, shall be filed with the Executive Director of the Grand Chapter.

SECTION 2. A two-thirds (2/3) vote of the active members shall be necessary for the adoption of chapter bylaws. Chapter bylaws shall provide the manner in which they may be amended.

ARTICLE XIV

Amendments

SECTION 1. Those portions of the chapter constitution which derive from the Grand Chapter Charter and Constitution may be amended by two-thirds (2/3) of the votes cast at a General Convention as provided in Article V of the Grand Chapter Constitution.

SECTION 2. Those portions of the Chapter Constitution which derive from the Grand Chapter Bylaws may be amended by two-thirds (2/3) of the votes cast at a General Convention, but the Convention shall consider and act only upon amendments presented to it for consideration at the Convention by the Constitution, Bylaws, and Policy Committee, as provided in Article XVI of the Grand Chapter Bylaws.

SECTION 3. Portions of the chapter constitution other than those mentioned in Sections 1 and 2 of this article are passed by the Grand Council pursuant of its authority to establish policy for the Fraternity, and may be amended by the Grand Council, provided that the General Convention shall have the power to veto, as provided in Article V of the Grand Chapter Constitution.

PHI SIGMA KAPPA FRATERNITY

Resolution Regarding “Little Sister” Groups

WHEREAS, Phi Sigma Kappa believes sororities and women’s fraternities offer excellent opportunities for women to share a fraternal experience, and

WHEREAS, auxiliary women’s groups organized by men’s fraternity chapters, commonly referred to as “little sisters” are inconsistent with the concept and philosophy of separate and equal women’s fraternities, and

WHEREAS, the National Interfraternity Conference and several member fraternities have taken a position against these auxiliary groups,

BE IT THEREFORE RESOLVED, that Phi Sigma Kappa believes that “little sister” groups are not desirable adjuncts to its collegiate chapters and prohibits them.

August, 1989

PHI SIGMA KAPPA FRATERNITY

A STATEMENT OF FRATERNAL VALUES AND ETHICS

WHEREAS there should be a concerted effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience,

BE IT THEREFORE RESOLVED that the following Basic Expectations of fraternity membership have been established

1. I will know and understand the ideals expressed in my fraternity Ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or haze any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.
8. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore I will do all in my power to see that the chapter property is properly cleaned and maintained.
9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

New Member Signature

Date

PHI SIGMA KAPPA FRATERNITY

Fraternity Expansion Resolution

WHEREAS, The Grand Chapter of Phi Sigma Kappa is a member of the National Interfraternity Conference and the Fraternity Executives Association, and

WHEREAS, Phi Sigma Kappa desires to colonize and create chapters on campuses where they are not now represented, and

WHEREAS, it believes that a campus should be opened to all fraternities not currently represented on that campus and respect the right of any organized college group to seek affiliation with the fraternity of its choice and recognize the constitutional rights of a general fraternity to expand to a campus as guaranteed by the freedom of association provision of the United States Constitution.

THEREFORE, be it resolved that the Grand Council of Phi Sigma Kappa urges its chapters to support colonization efforts by National Interfraternity Conference fraternities on their respective campuses.

Adopted by the Grand Council

August 1990

PHI SIGMA KAPPA FRATERNITY

Resolution on Academic Achievement

WHEREAS, fraternities exist on the college or university campus to complement the educational mission of the host institution, and

WHEREAS, Phi Sigma Kappa commits itself to the “Stimulation of Scholarship” through our Cardinal Principles, and

WHEREAS, fraternities across the country have experienced a decrease in the level of academic achievement in their members as measured by Grade Point Average, and

WHEREAS, current scrutiny of the fraternal community includes as an issue a lack of attention and focus on the educational pursuits of individual members and chapters as a whole.

THEREFORE BE IT RESOLVED, that the 53rd General Convention of Phi Sigma Kappa, convened in St. Louis, Missouri, acknowledges the importance of and recommit our members to the pursuit of knowledge and scholarly achievement (the “Stimulation of Scholarship”), and

BE IT RESOLVED, that all chapters and colonies work to achieve and maintain a chapter Grade Point Average above the host institution’s All Men’s GPA by the end of Fall term, 1992, and

BE IT RESOLVED, that the General Convention directs the Grand Council to implement measures to promote academic achievement within our chapters and to uphold the terms of this resolution.

Adopted by the 53rd General Convention

August 10, 1991

STATEMENT ON ILLEGAL AND/OR DANGEROUS ACTIVITIES

(PREAMBLE)

Phi Sigma Kappa is a fraternal organization consisting of men who voluntarily associate themselves with the organization, and in so doing promise to adhere to certain standards of behavior which Promote Brotherhood, Stimulate Scholarship and Develop Character in such ways as will also preserve the good name of the Fraternity.

At the college level, members are organized into chapters which, for general fraternal purposes, serve as communications links between the Fraternity and its members, and as voting units at conventions of the Fraternity. Chapters are also voluntarily associated with the Fraternity, and consequently promise to adhere to the same standards of behavior as promised by its members.

Although the Fraternity does not, and due to limited resources cannot, police or monitor the daily activities of its members or chapters, it does expect members and chapters to adhere to the promised code of behavior.

If the Fraternity discovers that its members or chapters have not adhered to the promised behavior, the Fraternity reserves the right to take various actions with respect to membership which may range from warning to re-education and re-commitment of the member or chapter to the standard of behavior as a condition of continued membership in the Fraternity, to removal of the member or chapter from membership in the Fraternity, and the removal of permission to use the symbols of Fraternity. The gradation and nature of the Fraternity's actions may be uniquely tailored to respond to unique situations.

Behavior which is considered to be in breach of the promises by members and/or chapters includes illegal and/or dangerous activities, which includes but is not limited to, the use of illegal substances, underage drinking or providing drinks to those who are visibly intoxicated, encouraging intoxication from alcohol abuse, and encouraging activities or actions by a person who may be intoxicated, where intoxication would render such activities or actions dangerous or more dangerous.

The following points are important to remember:

- Phi Sigma Kappa is a voluntary association.
- Phi Sigma Kappa is not a police force or monitor.
- Phi Sigma Kappa is not a guarantor of its members' behavior. Members are adults and responsible for their own behavior.

As an aid to its members and chapters in their efforts to promote safe and legal behavior, the Fraternity has set the following guidelines/policies gathered from sources including its chapters, other fraternities and college/university administrators. These guidelines/policies are considered to be among the standards of behavior to which members and chapters promise to adhere:

PHI SIGMA KAPPA RISK MANAGEMENT POLICIES

WHEREAS the American college fraternity system exists on today's college campuses to complement the role and mission of higher education, particularly the development of the student in intellectual, social, moral, physical and spiritual levels, and;

WHEREAS the Grand Chapter of Phi Sigma Kappa recognizes and is concerned with the issues of alcohol misuse and hazing on college campuses across the country; and whereas in addition to the legal liabilities involved, we are concerned with the health and safety of college students, the condition of our chapter houses, the relationship with fraternity neighbors, and the potential damage to our positive fraternal reputation.

BE IT THEREFORE RESOLVED that in response to the current situation, and in an effort to assist chapters and members with the promotion of a responsible attitude to alcohol, the Risk Management Policy of the Grand Chapter of Phi Sigma Kappa and other members of FIPG, Inc. includes the provisions which follow and shall apply to all chapters, colonies and members of Phi Sigma Kappa, and all other F.I.P.G. member fraternity entities and all levels of fraternity membership, and further,

BE IT THEREFORE RESOLVED that in an effort to promote the mission of higher education and the fraternity system by educating its members and chapters concerning responsible and appropriate behavior, the Grand Chapter of Phi Sigma Kappa hereby promulgates and publishes the following guidelines/policies and declares that it is the obligation of its members and chapters to adhere to these guidelines/policies, and that failure to do so may result in the imposition of sanctions:

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines BYOB is defined as both individual members and individual guests, of legal drinking age, bringing their own alcohol to a function).
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, i.e. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All rush activities associated with any chapter will be a DRY rush function.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.
11. The causing or contributing to the intoxication of any person, and/or furnishing of alcohol to a person or persons under the legal drinking age or under the influence of alcohol, and/or violation of any statute, ordinance, or regulation relating to the sale, gift, distribution, or use of alcoholic beverages, shall be viewed as a violation of the Grand Chapter Risk Management Policies.
12. "Tap" systems that dispense alcohol are prohibited in chapter houses and should be removed.
13. When contracting with a third party vendor, the following criteria should be used:

THE VENDOR MUST:
 - a. Be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
 - b. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above "certificate of insurance" must also show evidence that the vendor has, as part of his insurance coverage, "off premise liquor liability coverage and non-owned and hired auto coverage".

Named insureds included on the certificate of insurance must, at a minimum, include "the local chapter of Phi Sigma Kappa hiring the vendor as well as the Grand Chapter of Phi Sigma Kappa".

- c. Agree in writing to cash sales only, collected by the vendor, during the function.
- d. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to the following:
 - 1) Checking identification cards upon entry;
 - 2) Not serving minors;
 - 3) Not serving individuals that appear to be intoxicated;
 - 4) Maintaining absolute control of ALL alcoholic containers present;
 - 5) Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter). Vendor MUST remove all alcohol from the premises.

**THE ATTACHED CHECKLIST PROVIDES THE GUIDELINES NECESSARY
FOR CONTRACTING WITH A THIRD PARTY VENDOR**

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts; scavenger hunts; road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The Fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni in the Risk Management Policy of the Grand Chapter of Phi Sigma Kappa and of FIPG, Inc. Additionally, all student and alumni members shall annually receive a copy of said Risk Management Policy.

THIRD PARTY VENDOR CHECKLIST

To the Chapter President:

Your chapter **will be in compliance** with the risk management policies of Phi Sigma Kappa if you hire a “third party vendor” to serve alcohol at your functions **IF AND WHEN** you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST

2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired auto coverage”.

The certificate of insurance must name as name insureds” (at a minimum) “the local chapter of Phi Sigma Kappa hiring the vendor as well as the Grand Chapter of Phi Sigma Kappa”.

ATTACH COPY OF CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - A. Checking identification cards upon entry;
 - B. Not serving minors;
 - C. Not serving individuals that appear to be intoxicated;
 - D. Maintaining absolute control of ALL alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter).
 - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Phi Sigma Kappa requirements.

Chapter President’s Signature

Date

Vendor Signature/Company

Date

National Policy Concerning Use of Names and Symbols In Publicly Accessible Telecommunications

In consideration of the use of the Name “Phi Sigma Kappa” and/or the use of any registered trade name, trademark, service name, or any copyrighted material, the following policy is issued to provide guidelines for, and assistance in, establishing homepages and how to handle publicly accessible telecommunications.

1. Because the “international organization” consists of all chapters, colonies, alumni organizations and members, members are unable to authorize the setting up of a “page” or site on the Internet (or world-wide-web) which represents itself as the homepage of the international organization. The international organization takes official actions as authorized in convention and under our Constitution, through the Grand Council (the board of directors of our corporation) and through the international headquarters staff. Individual homepages and chapter homepages shall clearly identify themselves as such.
2. The name, crest, flag, ritual symbols, and other marks of the Grand Chapter of Phi Sigma Kappa are registered with the U.S. Patent and Trademark Office. Because these are corporate marks, and therefore require protection of use, any person who wishes to use the name of this Fraternity or any registered trade name, trademark, service name, servicemark, or any copyrighted material has to receive the express consent of the Grand Chapter of Phi Sigma Kappa. Permission may be obtained by contacting the international headquarters of Phi Sigma Kappa.
3. Since many sites on the Internet contain pointers to other sites, permission is hereby given (unless specifically withheld on an individual basis) to use the name of this Fraternity and any registered trade name, trademark, service name, servicemark, for the legitimate listing of informational material. Examples of such legitimate use include a “Greek Pages” listing of the location of an international homepage URL or a chapter’s URL; university homepage listings of student organizations on-campus which may note the existence of a chapter or address and telephone contact information concerning the chapter or international headquarters of Phi Sigma Kappa. Pointers should not point to other sites if those others do not meet the standards of good taste set out in paragraph 9 (below).
4. Individual brothers in good standing may use the name of this Fraternity and any registered trade name, trademark, service name, servicemark in noting his membership in Phi Sigma Kappa, his chapter and alumni affiliation(s), and other pertinent information such as year of initiation and positions held in the Fraternity. Brothers may include pointers to other Phi Sigma Kappa sites.
5. No person shall set up a publicly accessible newsgroup or discussion area using our name or our symbols or representing itself as being affiliated with or sanctioned by our Fraternity without permission from Phi Sigma Kappa.

6. Because the membership data of the Fraternity is the property of the Grand Chapter of Phi Sigma Kappa and the Phi Sigma Kappa Foundation, persons cannot post any Phi Sigma Kappa membership data of the Fraternity or of any individual member in any publicly accessible (including on-line service) or retrievable system, without the express permission of the member concerned. Data that is created for the purpose of being retrievable by the public, such as a “Phi Sig Registry” should have a warning that the registry is obtainable by the public and that those who choose to register could end up on mailing lists that are both unknown to, and unauthorized by the Fraternity.
7. An on-line area where a person purports business networking to be affiliated with or sanctioned by this Fraternity requires the permission of the Grand Chapter.
8. Information concerning the secrets or ritual of this Fraternity over the Internet are not to be sent, unless that information is encrypted using an encryption method of at least as secure as dual-key asymmetric algorithm methodology, and is in furtherance of legitimate fraternal business. Transmissions shall include only portions of the Fraternity’s ritual or secrets and shall be restricted to internal (within the Fraternity) discussions of those items. A complete copy of the ritual, or a complete copy of a particular ceremony, are not to be sent. Complete copies are numbered, controlled, and restricted in circulation. Complete copies of the ritual may only be obtained by contacting the international headquarters of Phi Sigma Kappa.
9. Chapters and individual brothers shall use prudence and discretion concerning the contents of postings on the Internet. Comments will not be made that divulge internal policy disputes, constitute any negative comment toward this or any other fraternity or greek organization, constitute any negative comments that denigrates other human beings or is not respectful of human dignity, nor constitute any comment concerning the consumption or use of alcohol or illegal drugs.
10. In order to provide a professional looking, thorough and informative homepage, chapters should have the following items on chapter homepages:
 - a. Chapter designation and the name of an individual person responsible for the contents and maintenance of the chapter homepage, together with an Internet email address to the chapter and/or the responsible person.
 - b. A standard short history of Phi Sigma Kappa, which is obtainable from the international headquarters. A pointer should point to the national homepage which will contain a more detailed history of the Fraternity.
 - c. A disclaimer in the following terms. “This web-site and pages are unofficial and provided for information only,. The contents have not been approved by the Grand Chapter of Phi Sigma Kappa.”
 - d. Information that encourages prospective members. As a suggestion, the word “rush” and “rushee” should be avoided as many prospective members are not familiar with those words

(“candidate” or “candidates” are perhaps better words). Similarly, the name Phi Sigma Kappa should be spelled out in English, as many prospective members are unable to read Greek letters. Recruitment messages should be dignified and should avoid stressing parties and social events to the exclusion of scholarship, leadership, and philanthropic events. Interested persons should be provided with a means of leaving their name, email address, mailing address, telephone number, and other information for use by the chapter and the international headquarters in providing the interested person with additional information.

11. Chapter homepages complying with this policy will be permitted to have pointers from the Grand Chapter’s homepage to that chapter’s homepage.