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# Constitution, Bylaws and Policies

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**Adopted February 1998  
with amendments as of June 2011**

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# THE CONSTITUTION

## Article I

### Name

The name of this sisterhood shall be the Phi Sigma Rho Sorority. From here on, the organization will be referred to as the Sorority.

## Article II

### Purpose and Objectives

#### Section 1

The purpose of this Sorority shall be to foster and maintain the inspired ideals of friendship, scholarship and encouragement upon which Phi Sigma Rho was founded.

#### Section 2

The Sorority shall be conducted as a social sorority comprised of women in engineering and engineering technology at institutions having such curricula.

#### Section 3

The objectives of the Sorority, which apply to all members, are:

1. To foster and provide the broadening experience of sorority living with its social and moral challenges and responsibilities for the individual and the chapter.
2. To develop the highest standard of personal integrity and character.
3. To promote academic excellence and support personal achievement, while providing a social balance.
4. To aid the individual in the transition from the academic environment to the professional community.
5. To maintain Sorority involvement with the alma mater and the community through responsible participation.
6. To maintain the bond of sisterhood with alumnae members through communication, consultation and participation in Sorority functions.

## Article III

### Membership

The Sorority shall be comprised of active, alumnae and honorary members who have been initiated into the Sorority.

## Article IV

### Organization

#### Section 1

The Sorority shall be organized into active chapters and alumnae organizations.

#### Section 2

The government of the Sorority shall be vested in the National Convention and a National Council.

#### Section 3

The legislative body of the Sorority shall be the National Convention.

1. The National Convention shall consist of the National Council and a delegation from each of the active chapters and alumnae organizations in good standing and shall be presided over by the National President.
2. Each member of the National Council and each delegation shall be entitled to cast one ballot when voting in the National Convention. Each National Council member ballot shall count for one vote. Each active chapter ballot shall count for two votes. Each alumnae organization ballot shall count for one vote.
3. The National Convention shall convene biennially and at special meetings at such a time and place as the National Council shall decide.
4. At each regular convening of the National Convention, the National Council shall be elected by receiving a majority of the National Convention votes for terms to commence at the conclusion of such meeting.



**Section 4**

The executive and judicial body of the Sorority shall be the National Council.

1. The National Council shall consist of nine active alumnae members. The nine shall consist of a National President and eight National Vice Presidents.
2. The Vice Presidents shall serve as Vice President of Standards, Vice President of Communications, Vice President of Finance, Vice President of Collegiate Affairs, Vice President of Alumnae Affairs, Vice President of Expansion, Vice President of Programming, and Vice President of Publications.

**Section 5**

There shall be a not-for-profit corporation to be known as the Phi Sigma Rho National Sorority, Inc., which shall be subject to the enactments of the National Convention.

**Article V  
Governing Laws**

**Section 1**

The governing laws of the Sorority shall consist of this Constitution, the Ritual, the Bylaws and the Policies of the National Council.

**Section 2**

The Ritual shall contain the secret enactments of the Sorority and shall have equal force and effect with this Constitution.

**Section 3**

The Bylaws shall supplement this Constitution and shall conform to the fundamental principles of this Constitution and the Ritual.

**Section 4**

Policies to implement this Constitution, the Ritual and the Bylaws may be enacted by the National Council and shall be recorded as such.

**Article VI  
Amendments**

**Section 1**

An amendment to this Constitution may be proposed at a convening of the National Convention. A three-fourths (3/4) vote of the National Convention membership is required to amend this Constitution.

**Section 2**

An amendment to this Constitution may be proposed for mail vote by submitting a written petition to the National Council. This petition will be distributed to each active chapter and alumnae organization of the Sorority that is a member of the National Convention. A favorable vote of three-fourths (3/4) of the active chapters and alumnae organizations and a favorable vote of two-thirds (2/3) of the National Council will render the amendment effective, alleviating the need for National Convention approval. A favorable vote of two-thirds (2/3) of the voting membership is required in order for the active chapter or alumnae organization to submit a favorable vote.

**Section 3**

The Ritual shall be amended in the same manner as this Constitution.

**Section 4**

Policies adopted by the National Council may be amended by a majority vote of the National Convention; amended policies shall be binding on all subsequent actions of the National Council.

## THE BYLAWS

### Bylaw I

#### Insignia

- 1.01 The public motto shall be "Together we build the future."
- 1.02 The colors shall be wine red and silver.
- 1.03 The symbols shall be the pyramid and the star.
- 1.04 The jewel shall be the pearl.
- 1.05 The coat-of-arms shall be a silver shield containing at its base, a pearl and the date 1984; at its center, a silver and gold star over a gold key enclosed within a wine red circle from which a gold sun is rising; at its top, three sections of alternating silver and wine red above which is a gold pyramid with four squares of alternating silver and wine red branching off the left and right sides; with the public motto placed above the shield on a silver scroll and the name Phi Sigma Rho placed below the shield on a silver scroll.
- 1.06 The badge shall be a pyramid, with a star over a key on the front and ten squares on the one visible side, enclosed within a wine red circle containing the Greek letters  $\Phi\Sigma\rho$  and from which a sun is rising. The symbols are gold, but may be cast in silver or gold. The jeweled badge shall have ten semi-precious stones. All badges shall be the property of the Sorority.
- 1.07 The candidate pin shall be a small white pearl pin.
- 1.08 The flower shall be the orchid.
- 1.09 The mascot shall be Sigmand Penguin.

### Bylaw II

#### Ritual

The Ritual shall be entrusted to the National President and National Vice President of Standards for safekeeping and no copies shall be made unless ordered by the National Council or National Convention. Title to all copies of the Ritual shall always remain in the Sorority. The Ritual shall be supplied by the National Vice President of Standards, who shall keep record of the copies distributed and who is also authorized to demand and obtain surrender and return of said copies on the order of the National Council or National Convention.

### Bylaw III

#### Membership

##### A. Designations

- 3.01 A woman who has been initiated by an active chapter of the Sorority is thereafter a **member** of that chapter, as well as a **member** of the Sorority. A member that has transferred to a university at which a chapter of the Sorority exists may become an affiliate member of this chapter.
- 3.02 An **Active member** is any member who has completed membership requirements, has been initiated as a collegiate student, and is presently either a member or an affiliate member of an active chapter.
- 3.03 An **Alumnae member** is any member who is not an active member or honorary member. Active members of the chapter will automatically become alumnae members of the chapter when they have completed their degree or ceased their collegiate studies. The designation of active alumnae member is given to any alumnae member who is paying national alumnae dues to the Sorority. All Alumnae members are encouraged to volunteer time for the betterment of the Sorority through a national position or national committee.
- 3.04 An **Honorary member** may be chosen from the engineers and engineering technologists who have distinguished themselves by at least ten years of outstanding services in teaching, professional practice, or research in their discipline. An honorary member may also be a person who has given exceptional service or assistance to the Sorority in an advisory, participatory, or financially supportive manner. Honorary members shall be initiated into the Sorority as provided in these Bylaws, but shall not have voting privileges in the active chapter and shall be exempt from all dues.



**3.05** The terms **engineering and engineering technology** and **technical studies** are defined as any majors within an institution's designated College/School of Engineering or Engineering Technology, where an active chapter is chartered; and any other majors accredited by the Accreditation Board of Engineering and Engineering Technology (ABET) or containing a core program with calculus, calculus-based physics, and technical-based science that are not within the College/School of Engineering or Engineering Technology.

**B. Eligibility**

**3.06** A candidate for membership shall, at the time of Initiation to membership,

- a. be a woman student enrolled in a full-time program of study leading to a collegiate degree in engineering and engineering technology or technical studies, except as where specified for honorary members in section 3.04 and members of a group being granted a charter in section 3.07;
- b. not be a member of a Panhellenic or other recognized social sorority;
- c. be judged to meet the standards of membership; and
- d. have satisfactorily completed the Sorority's membership education requirements and the chapter's program of membership education.

**3.07** Members of a group being granted a charter must have at least ten (10) candidates for membership who meet the requirements of section 3.06 and must agree to the membership eligibility requirements of Phi Sigma Rho for chapter membership selection. The active, alumnae and honorary members of any group which is granted a charter as provided by these Bylaws may be initiated, if otherwise eligible, into membership in the Sorority at the time of installation of the chapter or later, provided that the National Council shall have given prior written approval of each such initiate.

**3.08** Honorary members may be initiated into membership in the Sorority provided that they meet the requirement of section 3.06c and the National Council shall have given prior written approval. The application for honorary membership must be accompanied by a letter indicating a three-fourths (3/4) favorable vote of the active chapter and, when applicable, approval from the chapter's alumnae organization.

**3.09** Membership and participation shall be free from discrimination based upon race, religion, ethnic group, national origin, sexual orientation or disability.

**3.10** The foregoing criteria shall not confer the right to membership to any person.

**C. Procedures**

**3.11** At the chapter meeting or special meeting following a membership recruitment activity, the candidates for selection are voted on by the active chapter. All selection is based on scholarship and group compatibility according to membership eligibility outlined by these Bylaws and membership selection by the chapter bylaws.

**3.12** After the Induction Ceremony, a candidate for membership is required to participate in all membership education activities according to the membership education requirements stated by these Bylaws and the chapter bylaws.

**3.13** A candidate may be removed from membership consideration at any time during the membership education period, provided the majority of the active members of the chapter approve.

**3.14** Any confirmation vote of the candidates for membership must be made no later than two weeks before the end of the membership education period.

**3.15** Each active member shall receive an initiation badge, a certificate of membership and such other items as may be determined by the National Council.

**3.16** The National Council may also reinstate a suspended or expelled member or designate any active member an alumnae member.

**D. Responsibility**

**3.17** Each member shall be responsible to the Sorority and to her own good conscience for the observance of:

- a. the oath and obligation taken at the time of her initiation;
- b. the governing laws of the Sorority and, when applicable, the bylaws and policies of the chapter or organization;
- c. promoting the welfare and prosperity of the Sorority and its members, conducting oneself in such a way to honor herself, her chapter and the Sorority; and
- d. striving to interpret the inspired ideals of the Sorority throughout her life.

**3.18** Each member shall faithfully discharge her financial obligation to the Sorority and, if applicable, to the chapter or organization.

**3.19** Each member shall follow the rules and regulations of the risk management policy and any procedures to implemented the risk management policy.

**3.20** Alumnae and honorary members, when on the premises of or participating with an active chapter, shall be subject to the bylaws of the chapter.

## **Bylaw IV Organization**

### **A. Active Chapters**

**4.01** An active chapter is composed of active members and holds a charter at the designation and approval of the Sorority.

**4.02** It shall be the duty of the National Council to investigate all petitions for chapters. A petition to become an active chapter of the Sorority must be submitted to the National Council. Upon a majority vote of the National Council, the petition shall be submitted to the active chapters for a vote. The National Council shall grant a charter to the petitioning group and shall install it as an active chapter of the Sorority upon approval of three-fourths (3/4) vote of the chapters and completion of the charter requirements. The members of the petitioning group shall be initiated into the Sorority at the time of installation as a chapter or later, and thereafter the chapter shall be given a Greek letter designation.

- a. A colony may be established, or an existing organization may become a colony, on the authority of National Council for the purpose of meeting the charter requirements of an active chapter and other requirements specified by the administration of the school. Colony members must abide by the requirements and may enjoy the privileges of a chapter, which are specified by the Constitution and these Bylaws, with the exception of the right to vote when the National Convention meets and participation in the Ritual.
- b. In order for installation as a chapter, a colony must be in existence for a minimum of six months but no longer than two years, maintain a chapter membership of at least ten (10) members, complete the charter requirements, and uphold the values of the sorority. Any confirmation vote of the colony must be made no later than two weeks before the granting of a charter.
- c. The installation of a chapter shall be conducted under the personal supervision of one of the members of the National Council or designated representative. The installing team shall be composed of active or alumnae members of any chapters of the Sorority.

### **B. Alumnae Organizations**

**4.03** An alumnae organization may involve alumnae of just a particular active chapter or alumnae from different active chapters. A petition to become an alumnae organization of the Sorority must be submitted to the National Council. Upon a majority vote of the National Council and completion of the organizational requirements, the petitioning group becomes officially recognized as an alumnae organization

**4.04** A chapter alumnae association or chapter-related group generally includes membership of all alumnae and honorary members of the chapter, who may periodically elect officers and a board of directors. A chapter alumnae association or chapter-related group with a National Council recognized spokesperson shall automatically be eligible to become part of the legislative body of the Sorority and be entitled to cast a ballot when the National Convention votes.

**4.05** Alumnae organizations other than chapter alumnae associations or chapter-related groups are composed of alumnae members from various chapters generally living in a particular area of the country or for a specific reason. Such alumnae organizations must develop bylaws that shall be approved by National Council before such an organization is recognized by the National Council as an official alumnae organization. Such alumnae organizations shall not have voting privileges when the National Convention votes.

### **C. National Convention**

**4.06** The National Convention shall have the power to legislate for the governing of all chapters; it shall receive a report of the audit of the National books; it shall expel, suspend, or reinstate a charter of a chapter as provided for by these Bylaws; it shall elect National Council members; and it shall attend to all Sorority-related business.

**4.07** A quorum of the National Convention shall consist of a majority of the National Council and a majority of the remaining votes of the National Convention. If a quorum is present, a majority of the National Convention shall be required to approve all proposals, excluding amendments to the Constitution, the Ritual and events that affect a chapter charter.

**4.08** The National Convention shall be the final Court of Appeals on the interpretation of the Constitution, Ritual, Bylaws, and Policies and regulations of the Sorority. When acting as the Court of Appeals, a majority vote of the National Convention shall be required to overrule a decision of the National Council.

#### **D. Duties of National Council**

**4.09** The National Council shall decide all questions pertaining to the interpretation of the Constitution, Ritual, Bylaws, and Policies and regulations of the Sorority. Any final decisions concerning chapter bylaws and policies, house rules and amendments to the same, shall be made by the National Council. Appeal for the reversal of National Council decisions may be made to the National Convention.

**4.10** The National Council shall have the responsibility and authority to annually appoint or employ an Executive Director, who shall administer the Sorority and perform such as are specifically assigned by National Council.

**4.11** The National Council shall hold at least two regular closed meetings per year at a location determined by the National Council. Five members shall constitute a quorum, and action shall be by a majority of the quorum.

**4.12** All National Council members shall serve two-year terms.

**4.13** A National Council member may be removed from office due to non-performance of duty by a majority vote of the National Council.

**4.14** If a vacancy occurs among the National Council members, the vacancy may be filled for the remainder of the term by an appointee of the National Council, after which the vacancy shall be filled by election in the standard way. A vacancy in the office of the President shall be filled by automatic succession of the Vice President of Standards, and the National Council shall appoint a new Vice President of Standards.

**4.15** The National Council shall have the authority to review all grant proposals submitted by the Sorority to the Phi Sigma Rho Foundation or any other grant making organization prior to submission of the grant proposal to the Phi Sigma Rho Foundation or other grant-making organization.

#### **E. Duties of National Positions**

**4.16** It is the duty of the President to preside over all National Council meetings and National Convention meetings and to direct and oversee the work of the National Council. The President is the official national leader and spokesperson of the Sorority and has the power to appoint committees, call special meetings and designate a spokesperson in her absence. The President's vote is required at all National Council meetings. The President or her designated representative shall serve as an ex-officio member on the Phi Sigma Rho Foundation Board of Directors.

**4.17** The Vice President of Standards is to preside in the absence of the President and to aid the President in any way deemed necessary. The Vice President of Standards is responsible for interpreting and enforcing the Constitution, Ritual, Bylaws, Policies and regulations and precedents of the Sorority. The Vice President of Standards receives all proposals for consideration at National Council meetings and National Convention meetings, submits proposals on behalf of the National Council and oversees the adoption of approved proposals.

**4.18** It is the duty of the Vice President of Communications to record and distribute the minutes of National Council meetings and National Convention meetings and to distribute the minutes of all National committee meetings. The Vice President of Communications makes logistical arrangements for National Council meetings and National Convention meetings, prepares and distributes national meeting packages, maintains attendance records, and conducts all correspondence. If both the President and Vice President of Standards are unable to serve, the Vice President of Communications shall assume the position of President until new elections can be held.

**4.19** The Vice President of Finance oversees all national purchases and payments; presents bills to members, chapters, colonies and alumnae organizations; and keeps a record of all national receipts and expenditures. The Vice President of Finance prepares and distributes annual budgets for review at National Council meetings and National Convention meetings and prepares and distributes semiannual reports on the financial status of the Sorority to the National Council.

**4.20** The Vice President of Collegiate Affairs is the primary liaison between active chapters and the National Council. Vice President of Collegiate Affairs is responsible for maintaining communication with chapters in order to effectively represent them to the National Council. It is the duty of the Vice President of Collegiate Affairs to maintain status reports on each chapter and its membership and to maintain and distribute membership packages. The Vice President of Collegiate Affairs or her designated representative is to visit with each chapter no less than once per academic year, including the academic year in which she is elected.

**4.21** The Vice President of Alumnae Affairs is the primary liaison between alumnae organizations and the National Council. It is the responsibility of the Vice President of Alumnae Affairs to help continuously improve the alumnae organizations by providing the alumnae members with resources and fostering sorority ideals. It is the duty of the Vice President of Alumnae Affairs to oversee the publication of the Sorority Newsletter, which shall be published no less than two issues per calendar year. The Vice President of Alumnae Affairs is responsible for overseeing and maintaining the National Membership Database.

**4.22** It is the duty of the Vice President of Expansion to coordinate and implement expansion efforts. The Vice President of Expansion may also be the primary representative of Phi Sigma Rho to the National Panhellenic Conference.

**4.23** The Vice President of Programming coordinates the implementation of Sorority programs and the educational and leadership training for collegiate members. Vice President of Programming is responsible for overseeing programs and training for membership education, recruitment, scholarship, and other member development programs.

**4.24** The Vice President of Publications coordinates the creation and updating of Sorority publications and publicity materials on the Sorority. Vice President of Publications' responsibilities include updating the member manual and other resource manuals; publishing Sorority-related publicity brochures and marketing materials; overseeing the news-release packages and approved vendor listing; and editing the Sorority newsletter and web site.

**4.25** All national positions, elected, appointed or volunteer, are responsible for facilitating communication and collaboration between the Sorority and the Phi Sigma Rho Foundation to foster professional, educational, philanthropic, and leadership development opportunities.

**4.26** There shall be a national volunteer called the National Council Advisor. This role will be filled automatically by the outgoing National President. This is a non-voting member of National Council, and this member is not required to attend all National Council meetings. The duty of the National Council Advisor is to serve as a mentor and to aid in transition. She shall also serve as the chair of the Nominating Committee, and shall have such other duties and responsibilities as the President or National Council may determine. In the event that the outgoing National President cannot serve, this role will be filled by National Council appointment of an active alumna who has previously served on National Council.

### **Bylaw V Finances and Property**

#### **A. Finances**

**5.01** The National Treasury will be used to support National Council activities, supply chapters with necessary membership materials such as member manuals, and supplement expenses incurred in colonization and other administrative expenses incurred by the National Council.

**5.02** An audit of the Sorority's financial books and records shall be made at least every two years, preferably at the close of the fiscal year prior to the National Convention regular meeting, by an accountant or audit committee of at least two alumnae not presently members of National Council appointed by the National President and approved by the National Council.

#### **B. Dues and Fees**

**5.03** For each woman accepted as a candidate for membership, the chapter or colony shall pay into the National Treasury a National Candidate Fee. The National Candidate Fee shall be waived for honorary members.

**5.04** Each term every chapter shall collect, for payment into the National Treasury, a National Active Fee (National Dues) for each active member of the chapter.

**5.05** National Alumnae Dues may be paid into the National Treasury by alumnae members. These dues shall be classified as non-charitable donations.

#### **C. Investments (Reserved)**

#### **D. Property (Reserved)**

### **Bylaw VI Chapter Operation**

#### **A. Chapter Responsibilities**

**6.01** The members and officers of each chapter shall collectively discharge the membership responsibilities as specified by these Bylaws.

**6.02** Each chapter is required to conduct a service project consisting of fundraising or community service (i.e., volunteering time) to benefit one of the Sorority's philanthropies each academic year. The chapter must also attend a drug and alcohol awareness program at least twice each academic year. Attendance is required at mandatory chapter functions. Nonattendance will be addressed by the chapter bylaws.

#### **B. Chapter Bylaws, House Rules, Policies and Amendments**

**6.03** Each chapter is required to compose chapter bylaws and, if applicable, house rules. Chapter bylaws, house rules and amendments to the same must be approved by the National Council and must in no way alter the meaning of the Constitution, Ritual, Bylaws or Policies and regulations of the Sorority. All topics not addressed by the sections of **Bylaw VI** shall be defined by the chapter bylaws and policies.

### C. Chapter Meetings

**6.04** The active chapter shall meet regularly. Chapter meetings are conducted in an orderly manner, based on Robert's Rules of Order as modified by the chapter. The chapter's Executive Board should meet prior to each active chapter meeting.

**6.05** For any voting to be conducted, a quorum defined as fifty percent (50%) plus one of the active membership must be present. A favorable vote of quorum is required for all proposals, except as where otherwise specified by the governing laws of the Sorority or by the chapter bylaws.

### D. Advisors

**6.06** There shall be one or more faculty advisors and one or more alumnae advisors for each active chapter at all times. The duties of the advisors will be to help ensure that the standards of the Sorority are upheld and to provide moral support and encouragement for the chapter. Advisors shall be selected by the active chapter as specified by the chapter bylaws.

### E. Chapter Officers and Positions

**6.07** The elected officers of each chapter consist of the President, Vice President, Secretary, Treasurer, and Social Chair. These officers compose the Executive Board, which generally consists of at least five but no more than nine members. Members of the Executive Board are elected for one-year terms. Exceptions to the one-year term are permissible for cooperative education students for all offices excluding the presidency. The chapter bylaws shall define other Executive Board positions and any chapter positions that may be required at times to attend Executive Board meetings.

- a. It is the duty of the President to preside at all chapter meetings and direct and oversee the work of the chapter. The President is the official leader and has the power to appoint committees and call special meetings. The President's vote is required at all Executive Board meetings and only as a tie-breaker in general chapter meetings.
- b. The Vice President is to preside in the absence of the President and to aid the President in any way deemed necessary. She will also head the Standards Board.
- c. The Secretary may record the minutes of all meetings, conduct all correspondence, maintain attendance records, and distribute fines as required. If both the President and Vice President are unable to serve, the Secretary shall assume the position of President until new elections can be held.
- d. The Treasurer may oversee purchases and payments, present bills to members of the chapter, keep a record of receipts and expenditures, prepare term and annual budgets, receive dues and fines from chapter members and oversee fundraising committees.
- e. The Social Chair may plan and oversee service projects and chapter social functions.

**6.08** The Standards Board should consist of four members, who are elected annually, and shall be headed by the chapter Vice President. The responsibilities of the Standards Board are to review chapter bylaws and chapter policies, enforce such policies, and determine appropriate actions to be taken when infractions occur.

**6.09** The Membership Educator, Rush Chair, Historian, Scholarship Chair, Panhellenic Delegate and National Delegate may be elected positions. Times of elections and length of office for these positions shall be stated by the chapter bylaws. Other chapter positions, elected or appointed, may also be specified by the chapter bylaws.

- a. The Membership Educator(s) is responsible for overseeing the candidates for membership and all membership education activities.
- b. The Rush Chair(s) is responsible for planning and overseeing all functions relating to promoting new membership.
- c. The Historian is responsible for maintaining and updating the chapter's history and scrapbook and may update the annual composite photograph.
- d. The Scholarship Chair is responsible for promoting and rewarding high scholarship and may maintain records of honors and activities of the active members including membership and offices held in clubs and honor societies.

**6.10** Chapter officers and other chapter positions may be removed from office due to nonperformance of duty by a majority vote of the active members of the chapter.

### F. Chapter Finances

**6.11** The chapter budget shall be approved by the chapter's Executive Board before the expiration of the current budget. Each chapter treasurer shall keep both written and computer based records of the chapter's financial status. An audit of the chapter's books and records shall be made once every two years, preferably the year prior to the National Convention regular meeting, by the National Vice President of Finance or designated representative.

**6.12** Each active member and candidate for membership will pay dues to the chapter treasurer, as stipulated in the chapter budget. The chapter bylaws shall include penalties for late payment of dues.

**Bylaw VII  
Discipline**

**7.01** Probation: During the term of probation, a member relinquishes all voting privileges and cannot hold or be eligible for an office of the Sorority. An active member may be placed on probation by the chapter's Standards Board or as specified by the chapter bylaws, for the following reasons:

- a. excessive unexcused absences,
- b. not meeting financial obligations, and
- c. other offenses as determined by the Standards Board or as approved by the chapter.

**7.02** Termination of Membership: The Standards Board of a chapter may recommend an active member for expulsion based upon failure to comply with the membership responsibilities as specified by these Bylaws. Expulsion of an active member may commence upon a three-fourths (3/4) vote of the active members of the chapter. The Release Oath shall be presented to the expelled member by the chapter president or vice president and signed in the presence of at least two active members as witnesses. A member who voluntarily wishes to terminate her membership shall sign the Release Oath in the presence of at least two members or a notary. The National Council must be notified of all member expulsions and voluntary terminations of membership.

**7.03** Chapter Probation and Suspension: Upon failure to comply with the responsibilities of an active chapter the National Council, National President or National Vice President of Collegiate Affairs shall be empowered to give the chapter a formal warning and the National Council or National President may place a chapter on probationary status for a period not to exceed 2 years. The National Council shall have the power to suspend a chapter's charter until the next National Convention meeting. A petition to the National Council requesting the suspension of a chapter's charter, with reasons for the suspension, shall necessitate an immediate investigation of the chapter by the National Council on such suspension. A chapter under suspension must cease to exercise all activities and privileges granted in its charter.

**7.04** Termination of Charter: When a chapter's charter has been suspended, the National Council may recommend to the National Convention that the chapter's charter be revoked. A chapter's charter may be revoked by a three-fourths (3/4) vote of the National Convention in favor of the action. When a charter has been revoked, the organization ceases to be a chapter of the Sorority, and any remaining active members become alumnae members. Upon a decision not to or failure to revoke the chapter's charter, a majority vote of the National Convention shall decide upon further suspension, probationary status, or reinstatement of the chapter.

**7.05** In the case of suspension or termination of a chapter's charter, the National Council shall direct the Vice President of Collegiate Affairs or designated representative to obtain from the organization its charter, chapter and officer manuals, chapter books, Ritual and other items of Phi Sigma Rho insignia, identification or property, which will be held in such manner as directed by the National Council with input from the chapter alumnae organization. The alumnae and honorary members of a chapter whose charter was suspended or revoked shall not lose any rights or privileges as members of the Sorority.

**Bylaw VIII  
Honors**

**8.01** There shall be such further and additional awards to members and chapters as may be prescribed by the Policies and regulations of the Sorority.

**Bylaw IX  
Philanthropy, Fundraising, and Service**

**9.01** The Sorority's main philanthropy is the Phi Sigma Rho Foundation. The Foundation is the only charity that exists to support the Sorority, her members, and her philanthropies. The Sorority's other philanthropies include the philanthropic causes of Leukemia and Lymphoma Education and Awareness and Scouting for Girls.

**9.02** Philanthropic fundraising is the activity of raising money for a charitable or educational organization, and community service is volunteering personal time for the benefit of an organization or the community. Sorority organizations and members are encouraged to also participate in local philanthropic events and support local community service programs.

**Bylaw X**  
**Amendments**

**10.01** These Bylaws may be amended by a majority vote of any meeting of the National Convention. These Bylaws may also be amended by a three-fourths ( $\frac{3}{4}$ ) vote of the National Council membership; such a decision may be overturned by a majority vote of the National Convention.

**10.02** An amendment to these Bylaws may be proposed for mail vote by submitting a written petition to the National Council. This petition will be distributed to each active chapter and alumnae organization of the Sorority that is a member of the National Convention. A favorable vote of a majority of the active chapters, alumnae organizations and National Council will render the amendment effective. A favorable vote of a majority of the voting membership is required in order for the active chapter or alumnae organization to submit a favorable vote.

## THE POLICIES

These policies and regulations are part of the governing laws of Phi Sigma Rho Sorority, adopted by authority of Article V, Section 4 of the Constitution, which provides that "Policies to implement the Constitution, Bylaws, and Ritual may be enacted by the National Council and shall be recorded as such." The policy and regulation numbers generally coincide with the number of the related portion of the Phi Sigma Rho Constitution or Bylaws.

### I. Insignia

**1-1** The design or representation of the Badge, Coat-of-Arms, other insignia or trademark of Phi Sigma Rho shall not be created, produced, used or offered for sale by any person or company except as authorized in writing by the National Council. The National Vice President of Communications shall maintain a list of authorized persons and companies.

Source: NC meeting 8/5/2000

**1-2** Members of the Sorority shall obtain items of official Phi Sigma Rho insignia, and any items or products bearing a designation or representation of the Badge, Coat-of-Arms or trademark of Phi Sigma Rho, only from the National Council or from those persons or companies specifically authorized by the Executive Committee.

Source: NC meeting 8/5/2000

**1.06-1** All sisters' badges are the property of Phi Sigma Rho National Sorority, Inc. A portion of the National Candidate Fee or additional badge fee is considered to be a reasonable sum for the privilege of using the badge during a sister's lifetime.

- a. If a member desires, she may obtain an additional badge at any time.
- b. If membership in Phi Sigma Rho is permanently terminated due to expulsion or voluntary termination of membership or temporarily terminated due to suspension, the badge shall be returned to National Council.
- c. A badge of a deceased sister shall be returned to National Council or buried with the body. A badge of a deceased sister may be donated to another sister or chapter with the approval of the National Field Director.

Source: NC meeting 8/5/2000 with Convention approval; NC meeting 5/10/2003; Convention mail vote 11/2003

**1.07-1** Members of the Sorority have the option to purchase the candidate pin.

Source: NC meeting 5/10/2003

### II. Ritual

Any performance or presentation of any portion of the Ritual, excluding the Ritual for Special Occasions, shall be conducted only in the presence of members of the Sorority. Candidates for membership may be present for the purpose of their immediate Initiation. Members responsible for conducting such ceremony shall insure that adequate security measures are carried out to insure complete privacy and to maintain the secrecy of the Ritual.

Source: NC meeting 8/5/2000

### III. Membership

#### A. Designations

**3.01-1** No member may maintain dual membership in any other recognized social sorority or group that acts as a social sorority.

Source: NC conference call 8/28/2002

**3.02-1** Active members in cooperative education may choose to be placed on Cooperative Status during their work sessions. These members will not be required to participate in chapter events and will not be allowed to hold a chapter office during the Cooperative Status period, but may participate in chapter activities as specified by the chapter bylaws. Active members on Cooperative Status are not exempted from National Dues, which includes the National Insurance Fee.

Source: Constitution 1989; NC meeting 8/1999, 4/8/2000, 10/23/2010

**3.02-2** An active member may request or be placed on Inactive Status due to events that would limit her time commitment to the chapter. These members will not have voting privileges and will not be allowed to hold a chapter



office. Circumstances may include: trying to raise grades; undergoing personal difficulties such as a serious financial, health or academic problem; enduring a family-related situation; time-limitations due to a scholarship, honor, educational event or other activity that may bring recognition to the Sorority; and situations as specified by the chapter bylaws. Active members on Inactive Status are not exempted from National Dues, which includes the National Insurance Fee.

Source: Constitution 1989; NC meeting 4/8/2000, 9/19/2010

**3.03-1** An active member may become an alumnae member and be exempt from National Dues if she has been an active member for at least 3½ years (7 semesters or 11 quarters, excluding summer terms), has paid in full all financial obligations to the Sorority and has received the approval of her chapter.

Source: NC meeting 8/5/2000

## **B. Eligibility**

**3.06a-1** The terms **engineering, engineering technology, and technical studies** as defined by **Bylaw 3.05** allows for the following to be eligible for initiation as an Active member in the Sorority:

- a. engineering and engineering technology majors;
- b. pre-engineering and technical majors, such as calculus-based physics and chemistry, enrolled in the same core program as an engineering major; and
- c. majors considered by an institution to be within the scope of engineering due to being situated in the College/School of Engineering or Engineering Technology.

Source: Convention mail vote 11/2003; NC meeting 1/29/2005

**3.06a-2** An undergraduate candidate for membership must have a minimum college or high school (if no college grades) cumulative grade point average of 2.0 on a 4.0 scale (or the equivalent) or as required by the chapter bylaws or institution if higher.

Source: Constitution 1989; NC meeting 8/5/2000

**3.06d-1** The Sorority membership education requirements for active membership include:

- a. maintain membership eligibility of Bylaw III, section 3.06;
- b. participate in a Sorority chapter activity;
- c. pass the Sorority Membership Examination by a score of 75% or better;
- d. attend a Risk Management awareness program; and
- e. be in good financial standing with the Sorority.

Source: NC meeting 8/5/2000

**3.06d-2** A chapter's program of membership education shall be in written form and must be formally approved by the National Vice President of Collegiate Affairs or designated representative. All chapter requirements must conform to the Sorority membership education guidelines and any stipulations by the institution. The chapter's membership education program must include the individual Sorority requirements listed in policy 3.06d-1 and the following class activities:

- a. weekly candidate meetings/events;
- b. a lock-in/retreat;
- c. a social event and a service project;
- d. a class favor and scrapbook page and/or group scrapbook; and
- e. Sorority songs and I-week events.

Source: NC meeting 8/6/2000

**3.06d-3** An overview of the chapter's membership education program shall be reviewed with all candidates for membership as soon as possible after the Induction Ceremony and must include an outline of expectations and a tentative schedule of all planned activities.

Source: NC meeting 8/5/2000

**3.06d-4** A candidate for membership may take the membership exam a second time prior to the scheduled Initiation if authorized by her chapter membership educator.

Source: NC meeting 8/5/2000



**3.07-1** The Sorority membership education requirements for alumnae membership of a group being granted a charter include: maintain membership eligibility of Bylaw III, section 3.06; be in good standing with the group being granted a charter; and be in good financial standing with the Sorority.

Source: NC meeting 8/5/2000

### **C. Procedures**

**3.11-1** Upon receiving a letter from a member of the Sorority concerning a daughter, granddaughter, or sister for future sisterhood, that woman will be continually invited to all membership recruitment functions and be given guaranteed consideration in the final vote when choosing candidates for membership.

Source: Convention meeting 1989

**3.11-2** Any letter from a member of the Sorority recommending a women for membership shall be considered a request for a revote should that women not be chosen to attend other membership recruitment activities. The letter will then be read before a discussion and revote. Furthermore, in final voting, each letter of recommendation will be read before discussion and voting.

Source: Convention meeting 1989

### **D. Responsibility**

**3.17-1** Active members are expected to strive for high academic standing. If an active member's cumulative grade point falls below 2.0 on a 4.0 scale (or the equivalent), the member may automatically go on inactive status or on a special academic status as specified by the chapter bylaws.

Source: Constitution 1989; NC meeting 8/5/2000, 2/1/2003

**3.19-1** Phi Sigma Rho Risk Management Policy: The Risk Management Policy of Phi Sigma Rho includes the provisions which follow and shall apply to all Sorority entities and all levels of Sorority membership. Failure to abide by this policy may be punishable by fines, removal from any office within the Sorority, suspension or expulsion from membership, or suspension or revocation of the chapter's charter.

#### **Alcohol and Drugs**

1. The possession, sale, or consumption of alcoholic beverages on chapter premises is expressly forbidden (chapter premises defined as all rooms, whether common or private, within the designated Sorority house, apartment complex, dorm floor, or meeting room and the outside areas that are within the property boundaries).
2. The possession, sale, or consumption of alcoholic beverages during a chapter event (any situation sponsored or endorsed by the chapter) or at any event an observer would associate with the Sorority must be in compliance with all applicable laws of the state, province, county, city, and education institution and the chapter must comply with BYOB or Third Party Vendor Guidelines.
3. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises, or during a chapter event, or at any event that an observer would associate with the Sorority is expressly forbidden.
4. No alcoholic beverage may be purchased with Sorority or chapter funds nor may the purchase of same for members or guests be coordinated by any member on behalf of the Sorority or chapter. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
5. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters or organizations. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or any establishment generating more than half of annual gross sales from alcohol, where alcohol is given away, sold or otherwise provided to those present.
6. Open Parties, meaning events with unrestricted access by non-members of the Sorority, without specific invitation and where alcohol is present, shall be prohibited. No theme parties shall be based on an alcoholic beverage or on becoming intoxicated.
7. No member shall permit, tolerate, encourage or participate in drinking games during a chapter event or at any event an observer would associate with the Sorority.
8. Any membership recruitment activity associated with a chapter shall be a dry recruitment function, meaning without the presence of alcoholic beverages. No alcohol beverages shall be present at any membership education activity or Ritual of the chapter.

#### **Hazing**

1. No chapter or member shall conduct or condone hazing activities. Hazing activities are defined as any action taken or situation created intentionally, whether on or off the chapter premises or campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
2. Examples of hazing activities include but are not limited to the following:
  - a. Forcing, requiring or endorsing the consumption of alcoholic beverages or any other drug.



- b. Physical and psychological shocks; creation of excessive fatigue including sleep deprivation; paddling in any form; morally degrading or humiliating games and activities; or requiring to ingestion of any undesirable, unwanted substance.
- c. Blindfolding at any time; requiring walking or marching in formation; wearing of public apparel that is conspicuous and not normally in good taste; or engaging in public stunts and buffoonery.
- d. Verbal harassment including yelling at a person; deception or threats contrived to convince a person that she would not become a member; or any type of personal servitude such as running errands.
- e. Expecting participation in an activity that the full membership would not do; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter premises or campus that are limited to candidates for membership; or any other activities that are not consistent with academic achievement, the governing laws of the Sorority, the regulations and policies of the educational institution or applicable state law.

### **Sexual Abuse and Harassment**

The Sorority 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 that 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 code standards. All chapter houses should comply with engineering recommendations as reported by the insurance company.
2. All chapter houses should have posted 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. 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.
4. The general liability insurance policy of the Sorority is not a health insurance or accident policy for individual members. Members should have their own personal medical insurance to cover health and injuries. The general liability insurance policy also does not cover private property. Members should have their own insurance coverage for personal belongings through a parent's homeowner policy or renter insurance.

### **Education**

1. The Sorority shall annually educate its members in the Risk Management Policy. The policy shall be sent out in the Sorority newsletter once a year and when possible posted in a public area on the Sorority web page.
2. At the beginning of each school term, the Risk Management Policy and any related procedures must be read aloud at a chapter meeting. Each active member, candidate for membership and alumnae advisor shall also signed a statement indicating that they have read, understood and agree to follow these regulations.
3. The chapter is responsible for conducting a mandatory educational program concerning the effects of drugs and alcohol twice each academic year. An active member or candidate shall not be allowed to attend a chapter event where alcoholic beverages are present unless she has completed a program during the previous term or, in the case of a candidate, at the beginning of the membership education program. The first program must be held during the fall term; the second program shall be held at the chapter's discretion.

Source: NC meeting 1990, 11/4/1999, 8/5/2000

**3.19-2 BYOB or Third Party Vendor Guidelines:** It is the responsibility of each active member and candidate for membership to be aware of the state laws concerning alcohol and drug possession and consumption and the consequences of violating those laws. Each active member and candidate should keep a concerned and watchful eye over others at all chapter events and attempt to intervene if a harmful situation occurs.

- a. At any event by the chapter, alcoholic beverages shall only be provided by a licensed bartender. Alcoholic beverages may be provided only at a specified place, only until a predetermined time, and never to someone who appears intoxicated or who is under 21 years of age. Non-alcoholic beverages and food served must also be served and must be easily accessible and available throughout the event.
- b. At any event held at a location considered "out-of-town" by a chapter, each person must either return to campus via transportation provided by the chapter or provide the social chair with proof of lodging reservations at the location of the event. Any exceptions shall be approved by the chapter's Standards Board one week before the event.
- c. At least two active members must be designated as chaperones at each event to ensure that no one underage is drinking, no one is visibly intoxicated and anyone needing a ride home is taken back to their place of residence (apartment, house or dorm). Chaperones are expressly prohibited from consuming any alcohol beverages before or during the event. At the end of the event, the chaperones shall find all active members and candidates remaining at the function to make sure everyone leaves the event.

- d. Where chaperones prefer not to or cannot drive members home from the event, the chapter procedures to provide an alternate, yet safe, way home for members shall be put into effect, such being driven home by a taxi service, school service or another person who did not consume alcoholic beverages, or walked home by someone who is not under the influence of alcohol. At no time shall a chaperone walk someone home if it would require returning to the event alone. One chaperone must remain at the function at all times.
- e. Chaperones shall be chosen first on a voluntary basis. If fewer members volunteer than the chapter feels are needed (two is always the minimum), names will be randomly drawn from a list of members that have agreed to attend. No member shall have to serve as a chaperone again if she has previously done so during that term and there are members remaining who have not served during that period. Members who are in their final year of school (graduating seniors) shall be exempt from chaperone duty at significant annual events such as a formal dance.
- f. Any organization co-sponsoring a function with the chapter must first agree to comply with the Risk Management Policy of Phi Sigma Rho and these guidelines. To insure this, the signatures of the President and Social Chair of that organization must be obtained on a copy of the policy and guidelines before the function. All signatures must be kept on file for one year.

Source: NC meeting 1990, 11/4/1999, 8/5/2000

**3.19-3** Each chapter is encouraged to define a chapter risk management policy and procedure to address campus specific aspects. These policies and procedures must be approved by the National Council and may in no way conflict with or override the Phi Sigma Rho Risk Management Policy and procedures.

Source: NC meeting 1990

**3.19-4 Risk Management Policy and Procedures Violations:** Any suspected violation by an active member or candidate for membership of the Risk Management Policy and procedures or the chapter risk management policy and procedures shall be referred to the chapter's Standards Board to determine what action the chapter should take in response to the violation as specified by the chapter bylaws and policies. If an active member or candidate is determined by investigation by the chapter Standards Board to have been in possession of illegal drugs or controlled substances while on chapter premises or during a chapter event, a chapter hearing will be conducted immediately for a formal hearing and vote of expulsion from membership or removal from membership consideration.

- a. Any suspected violation of the Risk Management Policy and procedures by a chapter, including a chapter's failure to enforce the Risk Management Policy and procedures or the chapter policy and procedures, shall be submitted to the National Council. This notification should be in writing and signed, so that the National Council can contact the person if further details are necessary. This information will be kept confidential.
- b. Upon notification of the violation, the National Vice President of Collegiate Affairs or designated representatives will immediately investigate the allegations and bring her findings before the National Council. Any allegations on the violation of this policy or procedure from any source shall be investigated including, but not limited to, an active or alumnae member, other Greek organizations' national officers or the Dean of Students office. All finding shall be summarized in writing. Written testimony should signed; oral testimony should be recorded on tape.
- c. If the National Council finds the allegations true, the National Council may take actions as it deems necessary, such as, but not limited to, placing fines on individuals and the chapter, removing a member from a Sorority office or position, conducting or ordering the chapter to conduct hearings for suspension or expulsion from membership; and imposing chapter suspension for up to two years. National Council also reserves the right to use various ways and means to assure chapter conformation to this policy.

Source: NC meeting 1990, 11/4/1999, 8/5/2000

## IV. Organization

### A. Active Chapters

**4.02-1** The charter requirements include membership education requirements for the individual members and organizational requirements for the group.

Source: NC meeting 8/5/2000

**4.02-2** Organizational requirements for a group shall include establishing chapter leadership, chapter finances, chapter meetings and chapter development:

- a. Elect officers.
- b. Form chapter bylaws and policies in accordance with the Phi Sigma Rho Governing Laws.
- c. Select and approve a Faculty Advisor and an Alumnae Advisor.

- d. Gain recognition as an organization from the institution. If there are special requirements for Greek organizations on the campus, complete these terms as well.
- e. Determine dues for individual members.
- f. Develop and approve a budget for the organization.
- g. Open an account for checking purposes and, if maintaining a chapter house, one for a house fund.
- h. Pay national dues and fees on time.
- i. Conduct "chapter" meetings regularly (at least twice a month). It is recommended to conduct an executive board meeting before each chapter meeting.
- j. Conduct chapter meetings using Robert's Rules of Order as modified by the group.
- k. Establish a filing system for all official correspondence of the organization.
- l. Have representatives of the organization attend the National Convention or the National Leadership Conference each year.
- m. Participate in a drug and alcohol awareness program at least twice each academic year.
- n. Conduct a service project and a members-only activity at least twice each academic year.
- o. Form a program for membership recruitment and selection (Rush Program) and a program for membership education (Membership Education Program) based on the Phi Sigma Rho Governing Laws and institution regulations.
- p. Form a five-year plan of the organization's goals including how the new chapter's alumnae will support the chapter and the Sorority.

Source: NC meeting 8/5/2000, 12/14/2008

**4.02-3** Charter Fee: The Charter Fee is a one-time fee of \$650.00 for installation of a chapter.

Source: NC meeting 8/26/2001, 5/15/2011

**4.02-4** Each member of an interest group, as of the approval date by National Council to become a colony of Sorority, may be designated as part of the Alpha class regardless of the date of induction or initiation into the Sorority if approved by 3/4 of the interest group.

Source: NC meeting 2/2/2003

## **B. Alumnae Organizations**

**4.03-1** Organizational requirements for an alumnae organization shall include:

- a. designating a spokesperson,
- b. forming organizational bylaws in accordance with the Phi Sigma Rho Governing Laws, and
- c. compiling alumna member data for all alumnae members of the organization.

Source: Convention mail vote 11/2003; NC meeting 7/26/2004

## **C. National Convention**

**4.06-1** National Convention Meeting Location Selection: The regular meeting of the National Convention shall be held the third weekend of July, unless otherwise approved by National Council, of odd-numbered ended years at a hotel location determined by the National Council. National Leadership Conference Host Selection: The regular meeting of the National Leadership Conference shall be held the third weekend of July, unless otherwise approved by National Council, of even-numbered ended years and may be hosted by an active chapter. Each active chapter interested in hosting the National Leadership Conference shall notify the National Council in the form of a written bid proposal.

- a. The location selection for the National Convention must begin at least 24 months prior to the National Convention meeting date. The National Council will review all hotel proposals received and announce the location one-year prior to the National Convention meeting date. The location selection for National Leadership Conference must begin at least 14 months prior to the National Leadership Conference meeting date. The National Council will review all Chapter host proposals received and announce the hosting chapter one-year prior to the National Leadership Conference meeting date.
- b. The bid proposal should contain details of how the hotel or chapter intends to handle the convention and/or conference.

Source: NC meeting 10/31/1996, 8/5/2000, 4/5/2003, 12/14/2008

**4.06-2** Members of the Sorority shall make nominations for National Council. Upon acceptance of the nomination, the nominee shall submit her platform to the National Council. It is the responsibility of the Nominating Committee to distribute the nominees' platforms to the Sorority chapters and alumnae organizations for review before the National Convention convenes.

Source: Constitution 1989; NC meeting 8/5/2000, 12/14/2008

**4.07-1 National Convention Delegates:** Each chapter, colony and alumnae organization must formally designate National Convention Delegate(s). The chapter and alumnae organization delegates are, by virtue of their designation, empowered to vote on behalf of their constituents whenever a vote of the National Convention is required. National Council must be notified in writing of the identity, email and mailing address of each delegate in time to be included in all mailings relevant to the National Convention. The attendance of these delegates is also required whenever the National Convention meets as well as at National Leadership Conferences.

Source: NC meeting 10/31/1996, 12/14/2008

**4.07-2** Each active chapter must register and pay for at least one attendee for the regular meeting of National Convention or the National Leadership Conference or other National meeting in the year when National Convention does not convene. Each chapter is encouraged to register and pay for all their attendees during the early bird registration. If the chapter does not send at least one attendee to the Convention/Conference or does not pay for their one attendee, the chapter will be charged for one registration at the normal rate. That charge will be assessed on the chapter invoice for the fall term of the same year.

Source: NC meeting 2/1/2003, 12/14/2008, 8/15/2010

**D. Duties of National Council**

**4.11-1 National Meeting Date Selection:** The National Council shall set the date of the National Convention’s regular meeting, National Leadership Conference, and the dates and sites of the National Council’s two regular meetings.

Source: NC meeting 10/31/1996, 8/5/2000, 12/14/2008

**4.11-2** National Council may conduct business regularly by phone conferencing or e-mail. The following schedule includes approximate times when National Council may review submitted petitions or information and, if necessary, may send out a mail vote or call a special meeting. If National Council deems that a special meeting of National Convention is necessitated by a submitted petition or information, a minimum of three months notice should be given when possible to the National Delegates for scheduling and travel purposes.

Petition Received By	National Council Reviewed By	If Necessary, Send Mail Vote By
Jan 1	Jan 25	Jan 25
Mar 1	Apr 10	Apr 10
May 1	Jun 10	Sep 25
Jul 1	Aug 10	Sep 25
Sep 1	Sep 25	Sep 25
Nov 1	Dec 10	Jan 25

Source: NC meeting 2/1/2003

**E. Duties of National Positions**

**4.18-1** The Phi Sigma Rho Bulletin shall be distributed four times a year and shall consist of minutes from previous national meetings and workshops; information for upcoming national meetings; updates from national committees, chapters and alumnae organizations; and any other news that needs to be communicated within the Sorority.

- a. The bulletin will be sent to National Council members, chapter and alumnae organization presidents and chairpersons, National Convention delegates, alumnae advisors and members heading national committees or special projects. The bulletin will also be sent directly to any active alumnae member.
- b. Any submission to the Bulletin should be received by the National Vice President of Communications by the fifteenth of February, May, August and November. The National Vice President of Communications will distribute by the fifth of the following month (i.e., March, June, September, and December).

Source: NC meeting 1994, 8/5/2000, 11/2003, 1/29/2005

**4.18-2** Sergeant-of-Arms: The Vice President of Communications shall appoint a Sergeant-of-Arms to preserve order and execute commands at all regular national meetings. All members of the Sorority in good standing are eligible for consideration of this one-year appointment.

Source: NC meeting 4/4/1998, 8/5/2000, 11/2003, 1/29/2005

**4.20-1** Regional Field Directors: The National Vice President of Collegiate Affairs shall appoint Regional Field Directors to complete all site visits and coordinate the collection of documentation and data from the active chapters. Any alumna member of the Sorority in good standing is eligible for consideration of this two-year appointment. Each term shall begin and end on even years so as not to coincide with transitioning to a new National Council.

Source: NC meeting 2/1/2003, 11/2003, 1/29/2005, 6/27/2010

**4.21-1** Database Manager: The Vice President of Alumnae Affairs shall appoint a National Database Manager to oversee the maintenance and updates to the National Membership Database. Any alumna member of the Sorority in

good standing is eligible for consideration of this one-year appointment. The Vice President of Collegiate Affairs shall report applicable membership data (Officer List, Sister List, and Membership Database Forms) to the National Database Manager within one week of receiving the data from the Active Chapters. The Vice President of Alumnae Affairs shall report all Database updates to the National Database Manager within one week of receiving the data from Alumnae Members

Source: NC meeting 03/15/2004, 1/29/2005

**4.22-1** Expansion Award: It Only Takes A Spark Award, in the form of a certificate and/or torch-shaped item, may be issued by the National Expansion Director to those Active, Alumnae, or Honorary members, and in certain cases non-members, who have contributed to an expansion effort by a significant personal action rich in kindness (SPARK). Nominations for the award may be made by any active or alumna, individual or organization, to the National Expansion Director, who may issue award at any time.

Source: NC meeting 7/21/2001, 1/29/2005

**4.23-1** Leadership Director: The Vice President of Programming shall appoint a National Leadership Director to oversee all leadership development within the Phi Sigma Rho Sorority. Once a year, this director will assess the state of leadership within the organization and make recommendations to the Vice President of Programming regarding all findings. Responsibilities will include overseeing all leadership programming and education within the organization, researching new leadership programming and executing leadership workshops when requested. Additionally, the Leadership Director will act as a leadership consultant for Phi Sigma Rho and is thus required to attend at least one professional leadership workshop a year. The Vice President of Programming shall report all requests for leadership education and programming to the Leadership Director within one week of receiving the request. The leadership director position shall last no less than the duration of the Vice President of Programming term. There shall be no limit to the leadership director position.

Source: NC meeting 4/05/2005

**4.24-1** National Historian: The Vice President of Publications shall appoint a National Historian to oversee the maintenance and archival of National documents and materials. Any alumna member of the Sorority in good standing is eligible for consideration of this one-year appointment.

Source: NC meeting 3/31/2007

## V. Finances and Property

### A. Finances

**5.01-1** A balanced budget for the operation of Sorority for the fiscal year shall be presented by the National Vice President of Finance at a National Council meeting before the expiration of the current budget, preferably during the summer National Council meeting. If approved, it shall be adopted by the National Council and distributed to the Sorority organizations within 45 days after the meeting. Discrepancies must be appealed within 90 days of the meeting.

- a. All National Council members shall submit an estimate of their coming year expenses and incomes related to the Sorority. Estimates must be submitted by June 15. These estimates will be incorporated into the budget as much as possible. The National Vice President of Finance will inform each National Council member should there be any discrepancies between the estimates and budget amounts.
- b. All National Council members need National Vice President of Finance's authorization for expenses over \$100.00, which did not appear in their estimated expenses. Any disbursement from checking accounts over \$500.00 not in estimate expenses must receive a majority vote of National Council membership.
- c. Any disbursement from saving accounts or funds must receive prior approval of a three-fourths (3/4) vote of the National Council membership.
- d. The National Vice President of Finance will keep all treasurers informed of any changes in the financial structure of the sorority, in tax policies, and in any pertinent budget areas.

Source: NC meeting 1993, 4/7/2000, 4/8/2000

**5.01-2** The fiscal year for the sorority shall end on December 31.

Source: NC meeting 1993, 4/8/2000

**5.01-3** Reimbursement: The Sorority is a non-profit organization and, unlike most for-profit business, may not be able to reimburse for all expenditures because of its limited funding from dues and fees, donations and grants.

- a. Receipts are required for all expenditures. Travel directions with mileage are the receipt for mileage reimbursements. No reimbursement will be provided if receipt is missing. A "Cost Request/ Reimbursement" form must accompany all requests for reimbursement. The National Vice President of Finance reserves the right not to reimburse individuals for all expenses.
- b. Food: National Council members, individually or as a group, and National Volunteers shall not be reimbursed for personal food expenses at any national meeting, committee meeting, or site visit.
- c. Travel: The travel expenses incurred for national meetings by National Council shall be reimbursed for actual gas costs with rental cars. Reimbursement will not be made for gas costs, taxis, or rental cars when car pooling was actually possible. Any rental car expenses incurred by National Volunteers must be approved by the National Vice President of Finance prior to travel. Mileage reimbursement for official National Council business and National Volunteer required site visits shall be set yearly on June 15 to be 85% of the current Internal Revenue Service's business mileage rate rounded to the nearest cent effective for travel January 1 of the following year. Mileage reimbursement is not to exceed 800 miles round-trip plus parking and toll costs. Those traveling 800 miles or less shall be reimbursed up to a maximum amount of the mileage reimbursement for 800 miles or cost of alternative method of travel, whichever is less. Those traveling more than 800 miles round-trip shall be reimbursed for the cost of flights arranged at the best available rate up to \$450.00 and for airport parking.
- d. Hotel: Hotel expenses incurred by official National Council business will be reimbursed for actual costs per reasonable local rates. Any hotel expenses incurred by National Volunteers must be approved by the National Vice President of Finance prior to travel.
- e. Phone: Email should be the first line of correspondence. Reasonable phone expenses incurred for official Nation Council business and National Committees will be reimbursed.

Source: NC meeting 1993, 2/4/1998, 4/7/2000, 4/8/2000, 2/1/2003, 5/10/2003, 3/31/2007

**5.01-4** The National Treasury will be used to provide General Liability Insurance coverage for National Council members during their term in office, Alumnae Advisors while serving in an advisor capacity, and other Sorority members who are volunteering or working under the guidance of National Council.

Source: NC meeting 2/1/2003

## B. Dues and Fees

**5.03-1** The National Candidate Fee is a one-time fee of \$80.00. A portion of the National Candidate Fee may be refunded in accordance with **Policy 7.02-2** with the return of the signed Release Oath, Sorority manuals, and insignia including the badge and membership certificate to the National Vice President of Collegiate Affairs or designated representative upon expulsion or voluntary termination of membership.

Source: NC meeting 8/1999, 4/8/2000, 9/10/2001, 11/8/2003, 7/19/2009, 2/11/2011

**5.04-1** The National Active Fee is \$72.00 a year. The National Active Fee, once submitted, will not be refunded. This holds true even for those who are expelled or voluntarily terminate their membership from the Sorority.

Source: NC meeting 1991, 8/1999, 4/8/2000, 9/10/2001, 11/8/2003, 1/29/2005, 7/19/2009

**5.04-2** The amount that each chapter shall pay in National Active Fees shall be submitted to each chapter treasurer by the National Vice President of Finance on the National Invoice. The chapter payment is to be returned along with the National Invoice and is due to be received no later than December 1 and May 1 for semester schools and December 1, March 15 and June 1 for quarter schools. Schools with non-traditional semester or quarter systems shall have their billing system determined in conjunction with the National Vice President of Finance. If payment is not received by the due date, a \$25 fine will be charged for each week payment is late. If dues are not paid for the preceding term, no member materials will be released including, but not limited to, membership manuals, pearl pins, badges, and membership certificates.

Source: NC meeting 1993, 8/2/1997, 4/7/2000, 4/8/2000, 1/29/2005, 7/15/2007

**5.04-3** The General Liability Insurance fee for each active member and candidate for membership will be \$30.00 per calendar year regardless of status. Insurance fees will be billed separately from National Active Fee. A chapter may have its own separate comparable insurance policy, but the policy must meet the minimum coverage of the national policy and the chapter must receive prior written approval from the National Council.

Source: NC meeting 8/2/1997, 4/7/2000, 4/8/2000, 2/1/2003, 1/29/2005, 6/27/2010

**5.04-4** The amount that each chapter shall pay in National Active Fee and General Liability Insurance Fee will be based on the chapter information submitted to the National Vice President of Collegiate Affairs per **Policy 6.01-1**. Any changes to this information must be submitted to the National Vice President of Collegiate Affairs or her

representative no later than October 15 and March 15 for semester schools and October 15, February 1 and April 15 for quarter schools. The chapter will be held responsible for all changes not reported before that date.

Source: NC meeting 2/1/2003, 1/29/2005, 7/15/2007

**5.05-1** The National Alumnae Dues is \$19.84 a year.

Source: NC meeting 1991, 7/26/2004

**5.05-2** Payment of the lifetime dues membership of \$600.00 shall exempt an alumna from the annual dues.

Source: NC meeting 7/26/2004

**5.05-3** Alumnae dues shall be designated as such:

- a. \$15.00 shall be earmarked for national alumnae services and general national funds, and
- b. \$4.84 shall be earmarked for an alumnae emergency fund for either new or struggling alumnae organizations.

The lifetime membership funds shall be set aside and drawn from in the same amounts described above for each member who has paid lifetime dues.

Source: NC meeting 1991, 7/26/2004

### **C. Investments (Reserved)**

### **D. Property (Reserved)**

## **VI. Chapter Operation**

### **A. Chapter Responsibilities**

**6.01-1** In order to have relevant and updated data about the active chapters, each chapter shall submit the following to the National Vice President of Collegiate Affairs or her representative

- a. Within one week after a change in the position of chapter president or national delegate: new president and/or national contact information (name, address, phone, and email).
- b. Within 2 weeks after the commencement of the academic school term:
  1. Officer List (name, office, and email);
  2. Sister Member Data for the National Membership Database;
  3. Chapter Data and University Calendar for the National Membership Database; and
  4. Advisor Data for the National Membership Database.
- c. Within two weeks after the Induction ceremony for candidates: Candidate Member Data for the National Membership Database, class officer list, and scheduled initiation date. The finalized candidate list (full name and office held in candidate class) must be submitted no later than 2 weeks prior to Initiation. The chapter will be held responsible for any costs that are incurred for changes not reported before that date.
- d. Before the end of school term:
  1. Risk Management Policy form for each new active member;
  2. Alumna Member Data for the National Membership Database for each new alumna member;
  3. Survey Form for each new active member and alumna member; and
  4. Chapter bylaws and chapter membership education program changes.

Source: NC meeting 1993, 7/3/1995, 8/2/1997, 8/5/2000, 2/1/2003, 7/26/2004

**6.01-2** Each active chapter installed as a chapter for less than two years or currently on probationary status, shall also submit the following information to the National Vice President of Collegiate Affairs or her representative four times a year (i.e., March 15, May 15, October 15, and December 15):

- a. Update and description of the chapter's status on campus, including interaction with the College of Engineering, Greek Life, and Panhellenic Council;
- b. Progress made towards meeting goals in the chapter's 5-year plan;
- c. Plans toward meeting next steps in 5-year plan; and
- d. Concerns or questions that have been encountered.

Source: NC meeting 2/1/2003, 11/11/2007

**6.01-3** In order to know which active chapters are meeting and exceeding chapter standards, a calendar year-end chapter report shall be submitted by each chapter to the National Vice President of Collegiate Affairs or her representative by February 15.

- a. Chapter Survey;
- b. Recruiting information, including recruitment workshop and rush data collection forms;
- c. List of outside activities that active members are involved in;
- d. Chapter GPA for each semester/quarter;
- e. Service & Philanthropy information (use Community Service and Philanthropy Financial forms);
- f. Socials Interaction: types, who with, themes, etc. (use Activity and Social Verification Forms);
- g. Administrative/leadership information, including proof of officer transition meetings, names of members involved in national committees, and names of members who have attended leadership conferences;
- h. Copies of all minutes from chapter meetings;
- i. Information on alumnae participation;
- j. Award applications forms under **Policy 8.01**;
- k. Current Chapter Bylaws;
- l. Chapter financial information

Source: NC meeting 2/1/2003, 11/11/2007

**6.01-4** If the active chapter documentation outlined in the previous policies (i.e., **Policies 6.01-1 to 6.01-3**) is not postmark by the specified deadline, the chapter shall be fined \$25.00 a week. The National Vice President of Collegiate Affairs shall be responsible for issuing any fines and will notify the National Vice President of Finance of all fines issued and the due dates of each fine.

Source: NC meeting 2/1/2003

**6.01-5** All chapters that have been installed at least one full academic year, and have submitted the chapter information on time, will be eligible for any active chapter awards or honors. Any graduating senior in good standing is eligible for the National Senior Award even though her chapter may not be eligible for chapter awards.

Source: NC meeting 2/1/2003

**6.01-6** National visits, including, but not limited to, the National Awareness Campaign, LEAP workshops, and RFD visits, shall be coordinated between the visiting national volunteer and the chapter president at least three weeks in advance. Chapter attendance of 75% is required at these visits. If minimum chapter attendance is not met, said chapter will not be eligible for the LEAP incentive for a period of one year and may be charged for the visit at the discretion of National Council.

Source: NC meeting 6/27/2010

## **B. Chapter Bylaws, House Rules, Policies, and Amendments**

**6.03-1** All Sorority issues should be communicated first to the Vice President of Collegiate Affairs who will direct issues as needed.

Source: NC meeting 1993

## **C. Chapter Meetings (Reserved)**

### **D. Advisors**

**6.06-1** An alumna advisor must satisfy the following prerequisites: be a Sorority alumna member committed to the active chapter; live reasonably close to the chapter; agree to be an advisor for a minimum of one year; and receive approval of at least a majority of the chapter as specified by the chapter bylaws.

Source: NC meeting 8/5/2000

**6.06-2** Alumnae advisors of a chapter should work together to fulfill the following minimum activities:

- a. attend at least one chapter meeting each month and speak with the chapter president regularly;
- b. attend Initiation and encourage other alumnae to attend such activities;
- c. speak with the National Vice President of Collegiate Affairs and Faculty Advisor each term;
- d. answer questions when the chapter or an individual member has concerns involving the chapter; and
- e. take a stand on issues as circumstances may require including enforcement of the Constitution, Ritual, Bylaws, Policies and Risk Management Policy.

Source: NC meeting 8/5/2000

### E. Chapter Officers and Positions

**6.07a-1** Each chapter president is responsible for the safe-keeping and security of all ritual materials. If the ritual documents are lost, a fine of \$250 will be charged to the chapter, along with the costs of shipping a new manual. If other ritual materials are lost, the chapter is responsible for paying the cost to replace and ship the new materials.

Source: NC Meeting 5/15/11, 6/11/11

### F. Chapter Finances

**6.11-1** Each chapter shall submit a copy of its budget and financial status (if applicable, copy of filed taxes, transaction reports, budget reports, etc.) to the National Vice President of Finance. The year-end report will be due on January 15 of the following year.

Source: NC meeting 1993

**6.11-2** Each chapter treasurer is responsible for the re-establishment of incorporation and filing of taxes (both Federal and State), as well as communicating with the IRS regarding address/contact name changes. The chapter treasurer must inform the National Vice President of Finance when any major financial changes have taken place, such as an IRS status change and updated identification numbers.

Source: NC meeting 1993

## VII. Discipline

**7.02-1** If the decision is made for termination of membership, the following Release Oath shall be signed:

"I solemnly swear (affirm) that I will in no way reveal to others any of the secrets of Phi Sigma Rho. Nor will I ever express myself in any way so as to defame the name of Phi Sigma Rho or any of its members."

Source: Constitution 1989

**7.02-2** After a termination of membership, the chapter must send a memorandum to the National Vice President of Collegiate Affairs stating the name of the member, reasons behind the termination of membership and a copy of the signed Release Oath. The memo should be signed by the President, Vice President and Secretary. The chapter keeps the original copy of the signed Release Oath.

- a. If an active member was expelled from membership by a chapter vote, the memo must be accompanied by a tape or transcript of the chapter hearing and an explanation of steps taken if unable to obtain the Release Oath.
- b. It is the chapter's responsibility to take possession of the member manual, badge, member certificate, and any material containing Sorority secrets after which the National Candidate Fee may be refunded. Favors may be kept. After those materials are returned and the Release Oath is signed and a copy received by the National Vice President of Collegiate Affairs, half of the National Candidate Fee actually paid by the expelled or deactivated member may be refunded. The National Insurance Fee is not refunded.
- c. The National Vice President of Collegiate Affairs will forward the notification of the termination of membership to the National President, National Vice President of Standards, National Vice President of Finance, and the National Database Manager for their records.

Source: NC meeting 1993, 8/5/2000, 11/2003, 1/29/2005, 11/09/2008, 2/11/2011

## VIII. Honors

**8.01-1** The Rashmi Khanna Scholarship Award shall be presented to the active chapter that shows the greatest overall improvement in grade point average for the year. The National Council shall present the award at the summer meeting each year.

Source: NC meeting 1991, 4/5/2003

**8.01-2** The Abby McDonald Spirit Award shall be presented to the active chapter that participates in the most significant university social activities throughout the year. These social activities may include all-Greek activities, Greek social functions, intramural, campus-wide activities, or any other activity in which Phi Sigma Rho participates as a group or where the name Phi Sigma Rho is promoted at the university. The National Council shall present the award at the summer national meeting each year.

Source: NC meeting 1991, 4/5/2003

**8.01-3** The Christine Mooney Service award shall be presented to the active chapter that has the highest number of service hours per person during the year. The award shall be based only on the service hours from service events sponsored by Sorority active chapters or by the National Council. The average hours per person shall be calculated by the following formula:  $N = (\Sigma(m \cdot h))/M$ .  $N$  is the chapter's average service hours,  $M$  is the average number of



active members and candidates reported during each term, **m** is the reported number of members who worked on the particular event, and **h** is the reported duration in hours of the particular event. The National Council shall present the award at the summer national meeting each year.

Source: NC meeting 2/3/1996, 2/1/1997, 4/5/2003, 5/15/2011

**8.01-4** There shall be a National Senior Award presented to the senior in the Sorority who has best exemplified good character, given distinguished service to Phi Sigma Rho, and whose achievements in varied fields of student activity have brought honor and prestige to the name of Phi Sigma Rho. The recipient of the National Senior Award shall be selected from the recipients of the regional Senior Awards under the direction of the National Council. The National Council shall present the award at the summer national meeting each year.

Source: NC meeting 8/6/2000, 4/5/2003

**8.01-5** There shall be a Lifetime Achievement Award made to those alumnae and honorary members of the Sorority whose achievements in their field of endeavor have brought honor and prestige to the name of Phi Sigma Rho. Selection for the Lifetime Achievement Award shall be under the direction of National Council, which shall present the award at the next regular meeting of the National Convention. All recommendations for the award shall be directed to the National Vice President of Communications.

Source: NC meeting 8/6/2000

**8.01-6** The following awards may be presented annually by the National Council to the individual selected from among the nominations as submitted to the National Vice President of Communications:

- a. The Chapter Advisor Award, recognizing an outstanding alumnae advisor, faculty advisor, honorary advisor, or any other person serving in an advisor capacity of an active chapter.
- b. The Alumnae Officer Award, recognizing an outstanding alumnae member serving as an officer of an alumnae organization.

Source: NC meeting 8/6/2000

**8.01-7** The President's Commendation, in the form of a certificate, may be presented to active, alumnae or honorary members who performed outstanding service to the Sorority or active chapter, or to non-members in special circumstances. Individuals may be nominated for the award by any member or Sorority body and are designated for a commendation by the National President.

Source: NC meeting 2/6/1999

**8.01-8** The Rising to Excellence Award shall be presented to active chapters that meet a level of excellence as defined in the "Rising to Excellence" procedures. The award will be distributed to each chapter that reaches the achievement levels of "Orchid", "Pearl" or "Silver". Award winners will be chosen based on the submitted academic year-end chapter reports. The National Council shall present the award each year.

Source: NC meeting 2/1/2003

## **IX. Philanthropy, Fundraising, and Service (Reserved)**

## **X. Amendments (Reserved)**

**AMENDMENTS TO THE GOVERNING LAWS FROM  
FEBRUARY 1998 TO JANUARY 2009**

**February 1998: Constitution restructured, revised and adopted by the National Convention.**

**August 1999: Bylaws restructured, revised and adopted by a special meeting of the National Convention.**

**August 1999: Constitution Amendments by a special meeting of the National Convention.**

**Constitution Article IV, Section 4, Part 2** – changed title of “Panhellenic Director” to “Expansion Director”.

**Constitution Article VI, Section 2** – changed “in good standing” to “that is a member of the National Convention”.

**August 2000: Policies restructured, revised and adopted by the National Council.**

**August 5, 2000: New Policy 1.06-1 passed during a special meeting of the National Convention.**

**March 24, 2001: Official interpretation of Bylaws 3.06 and 3.07 in relation to Bylaw 4.02 passed unanimously by National Council.**

**Bylaws 3.06 and 3.07** – The official interpretation of 3.06 and 3.07 is that initiation of a candidate group must happen at the time of installation of the group or later. The Greek letter designation of the chapter is given at the time of initiation of the candidate group.

**November 2001: Bylaw Amendment by a mail vote of the National Convention.**

**Bylaw 4.02** – added fifth sentence “The members of the petitioning group shall be initiated into the Sorority at the time of installation as a chapter or later, and thereafter the chapter shall be given a Greek letter designation.”

**April 7, 2002: Official interpretation of Bylaw 4.02b passed by the National Council.**

**Bylaw 4.02b** – The official interpretation of 4.02b that “a colony must be in existence for a minimum of six months but no longer than two years” is the date from which the Induction Ceremony has been approved to the Initiation/Installation Ceremony.

**February 2003: Bylaw Amendments by a mail vote of the National Convention.**

**Bylaw 3.02** – changed “an undergraduate” to “a collegiate”

**Bylaw 3.03** – changed “when they have ceased their undergraduate studies” to “when they have completed their degree or ceased their collegiate studies”

**Bylaw 3.06a** – changed “a program of study leading to an undergraduate degree” to “a full-time program of study leading to a collegiate degree”

**Bylaw 4.10** – added a new Bylaw 4.10 and renumbered previous Bylaws 4.10-4.20 to Bylaws 4.11-4.21

**November 2003: Constitution, Bylaw, and Policy Amendments by a mail vote of the National Convention, effective starting January 1, 2004.**

**Article IV, Section 4, Part 1** – changed the second sentence from “The nine shall consists of an Executive Committee and four additional members.” to “The nine shall consists of a National President and eight National Vice Presidents.”

**Article IV, Section 4, Part 2** – replaced with the following sentence “The Vice Presidents shall serve as Vice President of Standards, Vice President of Communications, Vice President of Finance, Vice President of Collegiate Affairs, Vice President of Alumnae Affairs, Vice President of Expansion, Vice President of Programming, and Vice President of Publications.”

**Bylaws and Policies** – changed titles as follows “Executive Committee” to “National Council”, “Vice President” to “Vice President of Standards”, “Secretary” to “Vice President of Communications”, “Treasurer” to “Vice President of Finance”, “Field Director” to “Vice President of Collegiate Affairs”, “Alumnae Director” to “Vice President of Alumnae Affairs”, “Expansion Director” to “Vice President of Expansion”, “MAL” to “Vice President of Programming”, and “MAL” to “Vice President of Publications”.

**Bylaws 1.06** – added third and fourth sentences “The jeweled badge shall have ten semi-precious stones. All badges shall be the property of the Sorority.”

**Policy 1.06-1** – replaced with new policy

**Bylaw 3.05** – replaced with new bylaw

**Policy 3.06a-1** – added new policy

**Bylaw 4.03** – added second and third sentences “A petition to become an alumnae organization of the Sorority must be submitted to the National Council. Upon a majority vote of the National Council and completion of the organizational requirements, the petitioning group becomes officially recognized as an alumnae organization.”

**Policy 4.03-1** – added new policy

**Bylaw 4.22** – added new bylaw

**Bylaw 4.23** – added new bylaw

**September 2004: Constitution and Bylaw amendments by a mail vote of the National Convention, effective starting January 1, 2005.**

**Constitution, Article IV, Section 4, Part I** – changed National Council consists of “nine alumnae members” to “nine active alumnae members”.

**Bylaw 3.03** – removed “voluntary” from “voluntary national alumnae dues”; and replaced last clause “or is volunteering time for the betterment of the Sorority through a national position or national committee” to “All Alumnae members are encouraged to volunteer time for the betterment of the Sorority through a national position or national committee.”

**April 2005: Policies restructured, revised and adopted by the National Council.**

**Policy 4.22-1** – added description for Leadership Director.

**October 2005: Policy restructured, revised and adopted by the National Council.**

**Policy 6.01-3** – changed the chapter report from an academic year-end report to a calendar year-end report due by February 15.

**June 2006: Bylaw amendment by mail vote of National Convention, effective starting June 30, 2006.**

**Bylaw 4.05** – removed voting privileges of an alumnae organization.

**March 2007: Policies restructured, revised and adopted by the National Council.**

**Policy 4.23-1** – added description for National Historian.

**Policy 5.01-3** – added mileage reimbursement requirements, interpretation of food reimbursement for National Volunteers, prior approval needed by National Vice President of Finances for rental car expenses incurred by National Volunteers, parking and toll costs to scope of travel reimbursement, prior approval needed by National Vice President of Finance for hotel expenses incurred by National Volunteers, and National Committees to scope of phone expenses.

**April 2007: Policy restructured, revised and adopted by the National Council.**

**Policy 5.05-3** – designated a portion of alumnae dues to be earmarked to the alumnae association of the chapter from which the sister obtained alumna status.

**July 2007: Policies restructured, revised and adopted by the National Council.**

**Policy 5.04-2** – changed invoice process to accommodate schools on both semester and quarter systems

**Policy 5.04-4** – changed insurance invoice process to accommodate schools on both semester and quarter systems

**November 2007: Policies restructured, revised and adopted by the National Council.**

**Policy 6.01-2** – added scope of reports to include chapters on probationary status; changed due dates to the 15<sup>th</sup> day of each designated month; removed New Chapter survey as a requirement

**Policy 6.01-3** – added Chapter Survey, Current Chapter Bylaws, and Chapter Financial Information as report requirements

**February 2008: Bylaws restructured, revised and adopted by the National Council.**

**Bylaws 4.09–4.25** – amended Bylaws to reflect Sorority’s relationship with the Phi Sigma Rho Foundation and other grant making organizations

**Policies 4.09-1–4.24-1** – renumber Policies to reflect changes to Bylaws 4.09–4.25

**Bylaw 7.03** – amended Bylaws to set a limit on how long a chapter may be on probation

**November 2008: Policies restructured, revised and adopted by the National Council.**

**Policy 7.02-2** – amended to clarify that all members terminating membership qualify to have their candidate fee refunded upon returning all necessary sorority materials

**January 2009: Policies restructured, revised and adopted by the National Council.**

**Policy 4.02-2** – amended to clarify chapter requirements for national meetings

**Policies 4.06-1–4.07-2** – amended and renumbered as appropriate to clarify the requirements for national meetings, including location selection, logistics, and billing

**Policy 4.11-2** – amended to clarify that National Council makes scheduling decisions for national meetings



**AMENDMENTS TO THE GOVERNING LAWS FROM  
FEBRUARY 2009**

**July 2009: Policies revised and adopted by the National Council.**

**Policy 5.03-1** – amended to increase National Candidate Fee from \$65.00 to \$80.00, effective January 2010

**Policy 5.04-1** – amended to increase National Active Fee from \$60.00 per academic year to \$72.00 per academic year, effective January 2010

**June 2010: Policies revised and adopted by the National Council.**

**Policy 4.20-1** – amended to lengthen the RFD term so that it will stagger with National Council transition periods

**Policy 5.04-3** – amended to increase the insurance fee to \$30 per calendar year

**Policy 6.01-6** – added to require a minimum chapter attendance at national visits

**August 2010: Policies revised and adopted by the National Council.**

**Policy 4.07-2** – amended to clarify the responsibility of chapters to send and pay for at least one attendee to national meetings

**September 2010: Policy revised by the National Council.**

**Policy 3.02-2** – amended to clarify that the sister on Inactive Status is still required to pay the National Insurance Fee.

**October 2010: Policy revised by the National Council.**

**Policy 3.02-1** – amended to clarify that the sister on Cooperative Status is still required to pay the National Insurance Fee.

**November 2010: Bylaws amended and adopted by mail votes of the National Convention.**

**Bylaw 4.15** – amended to clarify National Council's role regarding Foundation grant proposals.

**Bylaw 4.26** – adopted to create an advisory position for the outgoing National President to aid the incoming National Council with transition or any other tasks as needed.

**December 2010: Bylaws and policies restructured, adopted, and amended by a mail vote of the National Convention.**

**Bylaw IX** – amended to Bylaw X, and adopted new Bylaw IX entitled Philanthropy, Fundraising, and Service which defines the Sorority's official philanthropic causes.

**Bylaw 6.02** – amended to require chapters to conduct one service project per year benefiting the recognized philanthropies.

**Policy 6.02-1** – removed.

**February 2011: Policies revised by the National Council.**

**Policy 5.03-1** – amended to require the return of a signed Release Oath to get any refund of the Candidate Fee in accordance with Policy 7.02-2.

**Policy 7.02-2** – amended to refund only half of the candidate fee actually paid upon a member's deactivation, and only if materials are returned.

**May 2011: Policies revised and adopted by the National Council.**

**Policy 4.02-3** – amended to increase the charter fee to cover the cost of materials.

**Policy 6.07a-1** – adopted to impose an obligation on Chapter Presidents to safeguard the ritual and to levy a \$100 fine for loss of the ritual manual.

**Policy 8.03-1** – amended to rename the Service Award to the Christine Mooney Service Award to recognize and honor a charter member of the Purdue-Alpha chapter.

**June 2011: Policy amended by the National Council.**

**Policy 6.07a-1** – amended to increase the fine from \$100 to \$250.

