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# PHI SIGMA KAPPA POLICY MANUAL

January 2020

***I. THE GENERAL CONVENTION/LEADERSHIP SCHOOL***

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

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

**Section 3.** All standing committee reports shall be submitted in written copy to the chief administrative officer, as requested.

**Section 4.** Annual meeting assessments shall be marked as a liability on Grand Chapter financial statements until applied as annual meeting expense.

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

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

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

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

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

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

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

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

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

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

**Section 13.** Those chapters/colonies not sending the appropriate representation of at least three members to the annual conference could face a fine and/or be placed on social probation for the fall semester. Any chapters/colonies that violate their probation could also face additional sanctions at the discretion of the chief administrative officer and/or Grand Council.

**Section 14.** If chapters/colonies cannot send the appropriate representation of at least three members to the annual conference, the International Headquarters must be notified. Cooperating with the International Headquarters during the registration period may alleviate any fine(s) and/or social probation. Unless there were prior circumstances accommodated by the chief administrative officer, it is expected that all chapters send the appropriate representation.

## **II. GENERAL CONVENTION COMMITTEE**

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

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

### ***III. THE COUNCIL***

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

**Section 2.** Council mail ballot procedures:

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

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

**Section 4.** The proposed agenda of all meetings of the Council will be distributed electronically to all brothers who request to be placed on a distribution list for the agenda at the same time such distribution is made to members of the Council. Specific names and information may be redacted or

paraphrased in the distribution agenda when in the opinion of fraternity legal counsel or the chief administrative officer such redaction or paraphrase is necessary for the good of Phi Sigma Kappa.

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

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

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

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

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

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

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

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

## ***IV. OFFICERS***

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

#### ***V. CHIEF ADMINISTRATIVE OFFICER***

**Section 1.** The job description for the chief administrative officer shall be a part of the Policies of the Grand Chapter. (See Appendix)

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

#### ***VI. REGIONAL ADVISER***

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

#### ***VII. CHAPTER ADVISERS***

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

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

#### ***VIII. CONCLAVES***

**Section 1.** Times and places of conclaves:

- a. Conclaves shall be held annually in regional locations as determined by the chief administrative officer upon approval of the President. The number of

conclaves to be held shall be dependent upon the geographical locations of chapters and colonies, which will be evaluated and determined annually.

- b. It shall be suggested that the six delegates required to attend conclaves from each chapter and colony be their six ritual officers, but groups are encouraged to send as many as possible. Chapters and colonies shall be billed for the required six delegates' registration fees, and notice for the date and location of said conclaves shall be given no later than the preceding November 1. Those chapters that do not send the required delegates and complete the conclave curriculum will be placed on alcohol probation February 1 to July 31. Chapters and colonies are not permitted to host or attend any event involving alcohol, no matter the location. Those chapters/colonies that violate their alcohol probation may face additional sanctions at the discretion of the chief administrative officer, which will include loss of intramural privileges, a \$25 per man fine, etc. In addition, chapters/colonies that do not send the required delegates will not be eligible for chapter awards at the annual meeting. Those chapters/colonies that remain in non-compliance may face possible additional action from the Council, which may include suspension or re-organization.
- c. The chief administrative officer shall be responsible for planning, organizing, and implementing all conclaves, utilizing both paid staff, qualified volunteer officers, and other persons as needed as conclave faculty.

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

**Section 3.** Chapters and colonies shall pay the annual conclave fee of \$120, billed in one installment of \$60 by September 15 and due October 15, and one installment of \$60 by January 15 and due March 15.

## ***IX. COLONIES***

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

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

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

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

## **X. CHAPTERS**

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

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



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

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

## ***XI. ALUMNI CLUBS***

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

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

**Section 3.** Alumni club charter fee will be \$200.00, which includes a 13" x 18.5" framed alumni charter.

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

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

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

**PLAN #1: ALUMNI CLUB DIRECT BILL**

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

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

**PLAN #2: GRAND CHAPTER DIRECT BILL**

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

**XII. BUDGET MATTERS**

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

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

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

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

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

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

**Section 7.** All expansion activity shall be coordinated with the chief administrative officer and any expense incurred thereby shall be subject to his approval.

### ***XIII. SIGNET LIFE SUBSCRIPTION MATTERS***

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

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

### ***XIV. CHAPTER FINANCIAL DIFFICULTY***

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

**Section 2.** Chapter house loans and/or other past indebtedness to the Grand Chapter, upon which the chapter or house corporation has defaulted on the

original terms, are to be refinanced at an appropriate interest rate, and other terms adjusted upon recommendation from the chief administrative officer, with the approval of the Grand Council.

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

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

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

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

**Section 7.** The chief administrative officer shall notify and keep informed the Grand President of any and all violations of our initiate fee and associate fee payment policy.

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

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

**Section 2.** The chief administrative officer shall request from all officers of the Fraternity that he be informed immediately of any and all violations of our hazing policies. Upon notification of such violation(s) the chief administrative officer shall put the involved parties on notice immediately and a recommended plan of action be immediately formulated and forwarded to the Council.

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

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

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

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

***XVI. RITUAL - ESOTERIC MATTERS***

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

**Section 2.** If possible, and where the venue lends itself, time shall be set aside for review of the Ritual for the Instruction and Examination of New Members and A Public Lecture on the Principle of True Fraternity.

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

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

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

## ***XVII. SCHOLARSHIP - PUBLIC RELATIONS - AWARDS***

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

**Section 2.** The special award for Devoted Service may be made to deserving brothers by the Grand Council upon the recommendation of the chief administrative officer.

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

## ***XVIII. HONORARY MEMBERSHIP***

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

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

## **XIX. THE SIGNET**

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

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

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

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

**Section 4.** The objective of the Publishing Board shall be to publish two issues of the *Signet* annually and that they be at least forty-eight pages each.

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

**Section 6.** The Grand Chapter's chief administrative officer shall be the publisher of the *Signet*, and handle the business responsibilities and day to day supervision of the magazine. All production work shall be handled by the International Headquarters staff.

## **XX.CHAPTER REPORTS**

**Section 1.** All Opening of School Reports, Closing of School Reports and Installations of Chapter Officer Reports received by International Headquarters will be made available within five (5) business days to the chapter and regional adviser(s) assigned to that specific chapter or colony.



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

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

**XXI. AMENDMENTS TO POLICIES OF THE GRAND CHAPTER**

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

**Section 2.** Whenever the policies are changed as provided in Section 1, it will be so noted in the minutes of the Council. The chief administrative officer shall update the Policy Manual after each Council meeting.

# **POLICY MANUAL APPENDIX**

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## JOB DESCRIPTION

### *The President*

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

1. To preside over the Council and its meetings and the General Convention. To prepare the agendas, with the assistance of the chief administrative officer, for all Council meetings and the Convention.
2. To appoint, on behalf of the Council, regional advisers as needed.
3. To appoint an adviser for each chapter and colony, as needed.
4. To appoint standing and Convention committees as stipulated in the Constitution and Bylaws. To appoint other officers, deputies, and special committees as they may be required.
5. To appoint staff officers as authorized by the Council and recommended by the chief administrative officer.
6. To appoint delegates and alternates to the National Interfraternity Conference.
7. To make such visitations as in his judgment will promote the welfare of the Fraternity.
8. To suspend a chapter or an alumni club when the circumstances warrant such suspension, or upon the advice of the Council or the appropriate officer having supervision over the chapter or club involved. To place chapters on probation when in his judgment such action is appropriate.
9. To consult regularly with the chief administrative officer, and make certain that the policies and directives of the Council are being carried out by the staff.

10. To make certain that the Council is kept apprised of the performance of the members of the professional staff, and all appointive officers of the Fraternity. To provide for an evaluation of the chief administrative officer prior to all salary reviews.
11. To approve or disapprove all expense vouchers submitted to him by the chief administrative officer.
12. To receive and review all reports of officers
13. To attend and participate in the meetings of the governing board of the Foundation as an ex-officio trustee and to receive copies of correspondence from the Foundation. Along with the chief administrative officer, ensure coordination of an aggressive fundraising program, and participate in the fundraising activities of the Foundation and Grand Chapter. To communicate to the governing board of the Foundation the priority needs of the Grand Chapter.
14. To disseminate information about the state of the Fraternity to all officers, chapters, and alumni clubs, as the occasion may arise, and at the time of the General Convention.
15. To prepare and submit to the editor of the *Signet* a President's Message for each issue.
16. To stay in touch with the Chancellor of the Court of Honor, and solicit the advice of the members of the Court, when appropriate.
17. To enforce all the laws, rules and regulations of the Grand Chapter, and whatever edicts are promulgated by the Council.
18. To forbid anything which, in his judgment, would be the means of bringing the names of any chapter, or its members, or the Fraternity into disrepute.
19. To stay in close touch with the Council Directors, and keep them informed as to his concerns regarding the welfare of the Fraternity, and request their assistance in resolving problems relating to the well-being of the Fraternity.
20. To require any officer, chapter or alumni club to submit a report on any subject involving the welfare of the Fraternity, as may be appropriate.

21. To attend, if practicable, the installation of all new chapters and serve as the inducting officer. If unable to attend, appoint a fourth or higher degree brother to function as the inducting officer.
22. To attend, if practicable, conclaves. If unable to attend, appoint another member of the Council as his representative, if necessary.
23. To appoint a fourth or higher degree brother to administer the Fourth Degree Ritual, upon the appointment of a new Fourth Degree brother.
24. To replace appointive officers and committee members who, in his judgment, are not functioning in a satisfactory manner.
25. To prepare a Founders' Day Proclamation each year and have it circulated to the chapters and alumni clubs to be used with the Candle Lighting Ceremony.

## JOB DESCRIPTION

### *The Directors*

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

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

11. To perform all the duties and responsibilities normally required of a corporate director.

## JOB DESCRIPTION

### *Chief Operating Officer (Chief Administrative Officer)*

**Purpose:** Strategic, tactical and administrative responsibility for the total operation and oversight of Phi Sigma Kappa, including the Grand Chapter, Phi Sigma Kappa Foundation and Phi Sigma Kappa Properties.

#### **Key Accountabilities:**

1. In concert with the Grand Chapter, PSKF and PSKP, set and execute the strategy for Phi Sigma Kappa's entities to meet the organizations' short- and long-term strategic goals as detailed by each board;
2. Provide senior leadership and direction to staff members for executing clearly articulated goals and objectives; ensure goals of all three entities – GC, PSKF and PSKP – are fully aligned and understood;
3. Ensure all levels of communication, cooperation and transparency between all three organizations, as well as each of the respective boards is executed and maintained effectively;
4. Establish clear expectations; drive organizational synergy and flexibility; ensure efficiency exists throughout the organization;
5. Maintain individual accountability of self and staff members for defined results

#### **Key Challenges:**

Whether it is for growing the Fraternity's operations, the expansion of fundraising initiatives, creating a new method for delivering undergraduate training and educational programs, or instilling an appreciation for the national fraternity with the undergraduates, his role must embrace a collaborative approach, think outside the box, benchmark other fraternities to understand and utilize best practices, and understand how technology will help the Fraternity reach its ultimate goals. This role must also take the lead in representing the Fraternity in the face of legal challenge, risk management issues, or any general negative perceptions surrounding Greek life



on campuses nationwide. Consequently, this role must think strategically to ensure the organization not only survives, but also thrives, ensuring Phi Sigma Kappa distinguishes itself as a leader in the Greek world while demonstrating its value to college campuses

The internal environment, including interaction with others, (both inside and outside the organization) policies/practices:

Strategic agility is key as it is critical for this role to “navigate the waters” between tradition and key accountabilities critical for long-term growth and success; the successful candidate must be able to embrace tradition when appropriate, and push back on long standing traditions – as well as individuals supporting those traditions – when those traditions become a barrier to long-term success;

Additionally, this role is the primary conduit for the flow of communications among all components of the Fraternity. The ability of this role to process needs, establish and achieve goals, articulate the vision of the various boards, and synthesize it all into a clear and concise message with the proper distribution to all appropriate groups and individuals is absolutely critical to this individual’s success.

With over 90,000 alumni across the globe, but only a small fraction engaged and involved with the Fraternity, the position must formulate a plan to increase the level of engagement of alumni and parents – this engagement is critical to the future of Phi Sigma Kappa.

The work itself, e.g., problems, opportunities, change:

This role is newly defined as a result of Phi Sigma Kappa’s organizational redesign efforts and the successful candidate must be totally and completely committed to leading the change, executing successful change management, making difficult decisions regarding staff personnel who are unable to operate in this type of matrix organizational structure, and be willing to ask for help where necessary and appropriate.

**Competencies for Success:**

*Creating and Communicating a Compelling Business Strategy:*

- Business acumen
- Perspective
- Strategic Agility

- Managing Vision and Purpose

*Making Things Happen Through People:*

- Timely Decision Making
- Informing
- Managing and Measuring Work
- Organizing
- Building Effective Teams

*Leading and Developing People:*

- Conflict Management
- Confronting and Developing Direct Reports
- Integrity and Trust
- Listening
- Motivating
- Sizing Up People

*Managing and Leading Change:*

- Dealing with Ambiguity
- Innovation Management
- Learning on the Fly
- Managerial Courage

*Ability to Execute:*

- Decision Quality
- Priority (and goal) Setting
- Problem Solving
- Process Management
- Drive for Results

*Being Effective with Customers:*

- Customer Focus
- Interpersonal Savvy

**Organizational Relationship:**

Must be able to successfully operate in a matrix organization with direct reporting responsibility to the Grand President and strong, dotted-line responsibilities to the Foundation and Properties Board Presidents.

## JOB DESCRIPTION

### *The Historian*

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

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

## JOB DESCRIPTION

### *Regional Adviser*

The regional adviser is appointed by the Chief Operating Officer, with the approval of the Council, to serve at the pleasure of the Fraternity. The regional adviser will be a Fourth Degree member of the Fraternity and will report to the COO. Regional advisers cannot be current chapter advisers. The responsibilities are as follows:

1. Serve a region of chapters/colonies as determined by the COO. Will complete the Volunteer Certification Process as outlined by the Fraternity.
2. Work with the chapter advisers in the region to ensure the understanding of all chapter operations and fraternity management issues (certification, finances, officer election, officer transition, member selection, member education, scholarship, etc.). Provide education (in-person or via distance) each semester.
3. Contact chapter advisers on a monthly basis.
4. Recruit and suggest qualified brothers to serve as a chapter adviser or advisory board member.
5. At the request of the International Headquarters, visit chapters in their region to provide educational resources and follow-up. All approved travel and lodging expenses will either be made by or reimbursed by the International Headquarters.
6. Submit reports with the International Headquarters and visitation reports following all chapter visits.
7. Identify campuses in region for expansion; where we would be successful and have a base of alumni support.
8. Identify and nominate at least one candidate to fill the regional adviser position following your resignation.
9. Include alumni clubs in regional communication.

10. To attend General Convention at least every other Convention, and/or an alumni training event at least once every three years and, regional conclave at least once every other year.
11. Notify the International Headquarters immediately when an incident occurs.
12. Attend monthly adviser calls.
13. Attend Regional Conclaves.
14. Support the Fraternity through the Phi Sigma Kappa Foundation on an annual basis.

## JOB DESCRIPTION

### *Chapter Adviser*

The chapter adviser is nominated by and serves the local chapter and is appointed through a process facilitated by the professional staff at the International Headquarters to serve a two (2) year term. A chapter adviser must be at least four (4) years post-undergraduate graduation. The duties and responsibilities of the chapter adviser are:

1. To serve the chapter as an adviser. Will complete the annual Volunteer Certification Process as outlined by the Fraternity.
2. To lead the Alumni Advisory Board (AAB) and serve as an official adviser to the chapter president. Will ensure all members of the AAB complete the Volunteer Certification Process.
3. To attend undergraduate chapter meetings and ensure at the very least, a member of the AAB attends chapter meetings in his absence.
4. To ensure alumni attendance at any chapter initiation event.
5. To assist the AAB and ensure chapter officers are conducting their offices in a competent manner.
6. To advise the chapter in the understanding of electing and training competent chapter officers.
7. To encourage the recruitment of quality men throughout the year.
8. To promote scholarship among the members of the chapter and encourage the recruitment of men dedicated to academic success.
9. To encourage the chapter to participate in at least one community service event and one philanthropy event each semester.
10. To attend General Convention at least every other Convention, and/or an alumni training event at least once every three years and, regional conclave at least once every other year.

11. To ensure the chapter's compliance on the reporting of associates and/or initiates and meeting of financial obligations.
12. Work with the chapter on understanding the legal implications as well as the general understanding of risk management.
13. Submit two reports to the regional adviser and COO at the end of each academic semester.
14. To ensure the chapter is preparing a financial statement each month or period and is filing the IRS Form 990 annually.
15. To provide advice on the condition and upkeep of the chapter house.
16. Identify and nominate at least one candidate to fill the chapter adviser position following resignation.
17. Notify the International Headquarters immediately when an incident occurs.
18. Attend monthly adviser calls.
19. Attend Regional Conclaves.
20. Support the Fraternity through the Phi Sigma Kappa Foundation on an annual basis.



### *Regional Adviser Appointment Procedure*

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

1. When a vacancy is created in a region, notification will go out to all regional advisers, chapter advisers and volunteers asking for recommendations of men to fill the vacancy. The outgoing regional adviser may also submit a recommendation. These names should be forwarded to the COO.
2. The International Headquarters Professional Staff will properly examine and vet all recommendations, contacting the nominees to share a job description, determine their level of interest in the position, and emphasize that attendance at training is mandatory for this position. If interested, the nominee should send a letter stating their interest in the position along with a current resume and the names of at least two Fraternity brothers that will serve as a reference.
3. Upon review of their information, the COO will confer with the Grand President on the nominee and officially appoint the regional adviser.
4. Upon direction of the COO, the International Headquarters Professional Staff will send the following information to the newly appointed regional adviser.
  - a. Letter of appointment
  - b. Confirmation of training dates for regional adviser training
  - c. Regional Volunteer Manual and welcome packet
  - d. Volunteer Certification Process Agreement

### *Chapter Adviser Appointment Procedure*

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

1. When a vacancy is created in a chapter adviser position, notification will go out to the chapter, alumni club, the regional adviser, and local alumni asking for recommendations of volunteers to fill the vacancy.
2. The outgoing chapter adviser will facilitate the process by contacting the nominees to share a job description, determine their level of interest in the position and to emphasize that attendance at training is mandatory for this position. In his absence, the Professional Staff will facilitate this process. If interested, the nominee should send a letter stating their interest in the position, along with a current resume and the names of at least two Fraternity brothers that will serve as a reference to the chapter president for review. At the next chapter meeting, a full vote will be called and the chapter will nominate their Chapter Adviser. That candidate name and information should be forwarded to the Professional Staff at the International Headquarters for proper vetting.
3. Upon review of their information, the COO will confer with the Grand President on the nominee and officially appoint the chapter adviser.
4. Upon direction of the COO, the International Headquarters Professional Staff will send the following information to the newly appointed chapter adviser:
  - a. Volunteer Certification Process Completion
  - b. Letter of appointment
  - c. Confirmation of training dates for chapter adviser training
  - d. A Chapter Adviser Manual and welcome packet
5. Every two years, the chapter must hold a full vote and reappoint their chapter adviser. The COO will have the authority to accept that re-appointment and complete any additional training requirements.

### *Policy for Charter Suspension/Reorganization*

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

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

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

### *Expulsion Procedure*

Upon receipt of expulsion charges through Officer Portal, filed as represented in Article XI of the Bylaws:

The International Headquarters shall send to the accused:

- a letter of notification via certified mail/return receipt
- A copy of the charges (expulsion form)
- An accompanying response form

The chief administrative officer or his designee will sign the letter. Copies of the letter and the expulsion form will be sent to:

- Chapter President
- Chapter Adviser
- Plaintiff (if other than above)

If the Grand Chapter does not have an address to send certified mail to the accused, it is the responsibility of the chapter to provide an address.

The Grand Council has the authority to establish fees in connection with cancellation or withdrawal of expulsion charges.

Waivers of this fee may be granted by the chief administrative officer if special circumstances warrant.

Upon receipt of the certified postage receipt from the post office, a reminder will be set up for 15 days from the day that the accused received the letter.

If the certified letter is returned as undeliverable or not claimed, an email will be sent to the accused, asking for an updated address. If no response is received from email, a phone message will be left asking for a new address. Once all efforts are exhausted, the person will be marked as expelled in the database.

Response to the letter:

1. If no response is received:

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

- 1.1 If the charges are sustained, a tickler will be set up for 10 days from the date of the letter advising the accused of this decision. If after the 10 days no appeal is received, an IHQ staff member will change the member's status to "Expelled" in the database. His name and ritual number shall always remain in our records.
- 1.2 If the charges are rejected, a letter will be prepared advising the accused of the decision. The chief administrative officer or his designee will sign the letter. Copies will be sent to the Grand President, chapter president, chapter adviser and plaintiff. The chapter will not incur an expulsion cancellation fee for this.

2. If a response is received:

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

- 2.1 If the accused does not request a hearing, the chief administrative officer will review the response and either sustain or reject the charges. See above for procedure.
- 2.2 If the accused does request a hearing, the Grand President or his designee shall appoint three responsible members at least one of whom shall be a member of the third or higher degree. These men shall hear the charges and the response of the accused, take such evidence as they deem suitable and recommend a disposition to the Grand President. Upon receipt of said recommendation, the Grand President shall either sustain or reject the charges. If the charges are sustained, the International Headquarters will prepare a letter over the Grand President's name advising the accused of the decision. If after 30 days no appeal is received, an IHQ staff member will change the member's status to "Expelled" in the database. His name and ritual number shall always remain in our records. If the charges are rejected, a letter will be prepared by the International Headquarters advising the accused of this decision. Copies of either of these letters will be sent to the

Grand President, chapter president, chapter adviser, plaintiff and committee hearing members.

If the accused appeals in writing within the time limit of 10 days:

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

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

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

If the Court of Honor members overturn the original decision, a letter will be sent to the accused advising him of this decision. Copies will be sent to the Grand President, chapter president, chapter adviser, plaintiff, Chancellor and Court of Honor members. The chapter will not incur an expulsion cancellation fee for this.

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

## Initiate and Associate Reporting Procedures

### REPORTING OF ASSOCIATES (for chapters and colonies)

The new members of your chapter/colony MUST be reported to the Grand Chapter within twenty-four (24) hours of the Ritual of Association. A twenty-five dollar (\$25) fine will be assessed for each new member who is reported after the aforementioned deadline. In addition, the associate fee of each new associate should be paid immediately upon reporting.

#### Step One:

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

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

#### Step Two:

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

At the point of validation, the associate member will create credentials for a myPhiSig account. From there, all modules of GreekLifeEdu must be completed prior to initiation.

Failure to comply will result in a delay of initiation and/or receipt of initiate materials.

#### **Ritual of Association**

##### A. Mandates

1. A chapter officer must ascertain from the college/university, or Interfraternity Council, or other relevant group that the candidate is eligible for membership in Phi Sigma Kappa.
2. It is the policy of the Grand Chapter that inventory of any kind may not be sent without prior payment or authorization of the chief administrative officer.

##### B. Receiving Associate Kits

1. To ensure that all associate materials are available for the Ritual of Association, it is recommended that the new member(s) be reported through the Officer Portal at least **one week** prior to date of the Ritual.
2. Rush Orders: calling and requesting a rush order could expedite the process. Overnight shipping is available; the extra shipping costs will be assessed to the chapter/colony.

C. Reporting Deadlines

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

\* \* \* \* \*

## REPORTING OF INITIATES (for chapters only)

### I. Completing the Initiation Report on Officer Portal

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

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

A. Receiving Initiate Materials

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

B. Reporting Deadlines



1. All initiates must be reported no later than 24 hours after the *Final Examination of New Members*
2. All chapters must submit the initiation within 6 weeks of reporting the new member(s).
3. A chapter must seek authorization from the chief administrative officer, or his designee, to be exempt from this policy.

### *Chapter Census/Insurance Fee Collection*

- September 1:** Letter (and email) to chapter president (copied to treasurer, adviser, alumni association) to explain all fees and collection procedures. Send statement (per updated roster).
- October 15:** Fall census and insurance fees due.
- October 16:** Staff calls chapter to remind, if not paid. Second notice sent to chapter treasurer with statement (copied to adviser, alumni president, house corporation president). Chapter is placed on probation and COD status.
- November 1:** Third statement and notice that chapter's charter is suspended.
- November 15:** Fourth statement and notice of debt assignment and possible charter revocation or alternative sanctions is sent to chapter treasurer (copied to adviser, alumni president, house corporation president, greek adviser, Grand Council).
- December 15:** The chapter is placed on the Grand Council agenda to discuss revocation of the charter, with copy of letter to chapter.
- February 15:** Send statement (per updated roster).
- March 15:** Chapter census fee due.
- March 16:** Second notice to chapter treasurer (copied to adviser, alumni president). Chapter is placed on probation.
- April 1:** Staff calls chapter to remind, if not paid.
- April 15:** Third statement and notice that chapter's charter is suspended.
- April 25:** Fourth statement and notice of debt assignment and possible charter revocation or alternative sanctions is sent to chapter treasurer (copied to adviser, alumni president, house corporation president, greek adviser, Grand Council).
- May 5:** The chapter is placed on the Grand Council agenda to discuss revocation of the charter, with copy of letter to chapter. **NOTE:** If the Council votes to revoke the charter, a certified letter is sent to the chapter president

(copied to adviser, housing corporation, Grand Council, greek adviser, all chapter members at home address) with a 15 days grace period.

## *The Awards of Phi Sigma Kappa*

### ALUMNI

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

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

A nominee for this award shall be an alumnus:

- a. who has distinguished himself through broad public service, or
- b. who has become a national public figure, or
- c. who has rendered outstanding service to Phi Sigma Kappa or to the fraternity system, or
- d. whose achievements have commanded national respect and recognition in a professional, business or educational field.

2. ***Distinguished Alumnus Award*** - Given to brothers who have distinguished themselves in their careers and/or service to Phi Sigma Kappa. The Council selects the winners and makes arrangements for the presentation of the award.

3. ***The Founders' Award*** - This silver medal, mounted on a wooden base, bearing the official crest and the names of the founding fathers, may be presented to any alumnus of the Fraternity who has distinguished himself with outstanding service to his Fraternity, community, or chosen profession. It may be presented by a chapter, alumni club, or the Council. The cost is defrayed by the awarding body.

4. ***Certificates of Membership in the Silver and Golden Chapters*** - of Phi Sigma Kappa are available to all chapters for their alumni who have completed membership in the Fraternity for 25 years and 50 years respectively. Chapters usually present these

certificates as a form of recognition of long service to the Fraternity at Founders' Day celebrations. The cost is de-frayed by the chapter of which the alumnus so honored is a member.

5. ***Devoted Service Award*** - This is a special award given by the Council to a member of a third or higher ranking degree of the Fraternity who has demonstrated consistent and continuing devotion to the Fraternity over a period of years through his contribution of time, effort and resources. The recipient must be an alumnus. The award is a golden replica of the Fraternity crest surrounded by a wreath, embedded in a lucite block, appropriately lettered and set upon a walnut base.

6. ***Chapter Adviser Award*** - Chapters can nominate their adviser for this award based on his outstanding service to the chapter. A selection committee will review the nominee's impact on the chapter, length of service, and dedication to our fraternal values and ideals. Recipients of the award are recognized at each Convention or Shonk Leadership School.

7. ***The President's Diamond Badge*** - In recognition of the devoted and time consuming service rendered by him, each President of the Fraternity is presented with the beautiful diamond badge at the Biennial Convention at which he is elected. It contains 15 matched diamonds with a ruby in the center of the Phi and a diamond in the gavel guard. This badge, emblematic of the Sixth (highest) Degree, may be worn only by a President or past President of the Fraternity.

## MEDALLIONS

8. ***The Council Medallion*** - This sterling silver medal, which depicts in replica form a segment of the original Phi Sigma Kappa Shrine at the University of Massachusetts where the Fraternity was founded, recognizes the continuing contributions made by the Grand Chapter officers of the Fraternity and is awarded to the members of the Council following their election to that body. It is emblematic of Fifth Degree status and features a beautiful ruby in its design. It is traditionally worn by the recipients at formal occasions of the Fraternity.

9. ***Fourth Degree Medallion*** - The Fourth Degree Medallion is awarded to those brothers who, having held the degree for at least one year, are approved by the Council for recognition of their meritorious service and contribution to the Fraternity. The Medallion will only be presented by a Fifth or Sixth Degree brother at an official Fraternity function.

## UNDERGRADUATE

10. ***Stewart H. Rudisill Leadership Award*** - This award is given to undergraduate members of the Fraternity who have exemplified true qualities of leadership on the chapter level. It is in the form of a medal showing the Fraternity crest surrounded by the words, Stewart H. Rudisill Leadership Award and embedded in a lucite block set upon a walnut base showing a brass plate with the recipient's name and engraved thereon. Nominees are made by the chapter and submitted to the chief administrative officer for his approval - the awarding body defraying the cost thereof.

11. ***The Third Degree Certificate*** - This certificate is now available to all chapters and alumni clubs for their use. It can be presented to brothers as they make the transition from undergraduate brother to alumni brother. It can also be presented to alumni at an appropriate occasion such as Founders' Day or Homecoming. It is a great way to recognize all they have done in the past, and an incentive to continued involvement. The cost is defrayed by the awarding body.

12. ***Order of the Diamond Circle*** - Established to recognize the outstanding undergraduate(s) of Phi Sigma Kappa Fraternity each year. Every chapter can nominate a candidate each year who has shown outstanding performance in the areas of chapter, campus, and community involvement, and scholastic achievement. A selection committee determines the award winner(s) who receive a distinguished chair in the Diamond Circle. Chairs are named after distinguished alumni who have made outstanding contributions to the Fraternity. The award(s) are presented annually at the General Convention or Shonk Leadership School.

## UNDERGRADUATE AND ALUMNI

13. ***The Stewart W. Herman, Sr. Medallion of Cardinal Principles*** - This award memorializes one of Phi Sigma Kappa's most distinguished chaplains, Stewart W. Herman, Sr., and signifies the Fraternity's lasting appreciation for his having authored the Phi Sigma Kappa Creed for her members. Undergraduates, alumni and members of all degrees may be nominated for this award on the basis of their having closely evidenced a code of personal conduct and ethics based upon our Cardinal Principles – Brotherhood, Scholarship and Character. It is in the form of a sterling silver medal appropriately stamped with the original emblem of the Fraternity, the three T's super-imposed upon the open Bible. Nominations are voted upon in secret ballot by the chapter or alumni club and the cost of the award is defrayed by the awarding body.

14. ***Charles V. Loring Interfraternal Service Award*** - This award is presented to members and friends of the Fraternity who have provided outstanding service and support to

chapters of Phi Sigma Kappa or to the greek world. The award is presented by the Council upon recommendation of the International Headquarters staff.

15. ***The President's Special Achievement Award*** - This plaque, consisting of the Phi Sigma Kappa official crest above a small plate, upon which is inscribed the type of achievement, recognizes chapter superiority particularly in the areas of alumni programming, scholarship, member selection, member education, risk management, and philanthropy/campus involvement.

16. ***Herbert L. Brown Outstanding Chapter Award*** - During each year, the active chapters and colonies of the Fraternity compete for the coveted Outstanding Chapter Award. Criteria for determining the classification of these units are size of chapter, size of campus, and the scope of the fraternity system on that campus. The awards encompass all areas of chapter operation including manpower, scholarship, community service, alumni relations, financial operations, campus involvement, Grand Chapter involvement and special projects.

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

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

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

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

19. ***The Chapter Centennial Anniversary Award*** - On the occasion of the Centennial Anniversary of its chartering into Phi Sigma Kappa, each chapter receives the beautiful 100-Year Anniversary Award from the Grand Chapter. It is in the form of a plaque upon which is mounted the Phi Sigma Kappa official crest in bronze surrounded by a bronze

wreath with an appropriately inscribed plate underneath. The cost is defrayed by the Grand Chapter.

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



### *Accounts Receivable Policy*

All chapter accounts with the Grand Chapter of Phi Sigma Kappa must be in good standing. Any account not in good standing will be assessed an 18% annual interest fee.

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

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

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

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

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

Payments received for associates or initiates that have not yet been reported will be posted as a credit on the account for 2 weeks.

After this period the credit will be applied to the oldest open invoice.

*Rev. 2/2011*

*Chapter Constitution*

- SECTION 1.** The name of this society shall be the \_\_\_\_\_ Chapter of Phi Sigma Kappa, and its purpose shall be to foster the Cardinal Principles of Phi Sigma Kappa and the Golden Rule.
- SECTION 2.** (also being Article XIV, section 1 of the Grand Chapter Bylaws). The official colors of Phi Sigma Kappa shall be silver and red.
- SECTION 3.** (also being Article XIV, Section 2 of the Grand Chapter Bylaws). The official flowers of Phi Sigma Kappa shall be the red carnation and the white tea rose.
- SECTION 4.** (also being Article XIV, Section 3 of the Grand Chapter Bylaws). The official flag of Phi Sigma Kappa, in dimensions seven (7) by five (5) feet, shall consist of three lengthwise horizontal bars. The bottom bar, emblematic of the basis of the Fraternity, the First and Second Degree members, shall be plain red. The middle bar, emblematic of the wide field of fraternal service, the Third and Fourth Degree members, shall be silver with the Greek letters—Phi Sigma and Kappa—in red centered therein. The top bar, emblematic of administration and meritorious service to the Grand Chapter, the Fifth and Sixth Degree members, shall be red with the original three T's and circle emblem inscribed in a triangle of silver at the extreme left.
- SECTION 5.** (also being Article XIII of the Grand Chapter Bylaws).
- paragraph a) the following shall be the Grand Seal and the only seal allowed to be used on all official papers of the Grand Chapter required to be under seal:
- paragraph b) The official membership emblem of the Grand Chapter, which must be ordered from the chief administrative officer, shall be a badge of the three Greek letters— Phi, Sigma and Kappa. The letter Phi in the badge, either in plain gold electro plate or plain gold or crown set with fifteen (15) pearls, either whole or half, shall be superimposed upon a rose engraved and rose finished chased gold electroplate or gold letter Sigma to the left, the similarly engraved and finished chased gold

electroplate or gold letter Kappa to the right; the total dimensions being seventeen (17) millimeters in length and ten and one-half (10-1/2) in height.

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

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

## ARTICLE II

### *Qualifications and General Terms of Membership (also being Article I of the Grand Chapter Constitution)*

- SECTION 1.** Membership in the Grand Chapter of Phi Sigma Kappa shall be open only to those classes of persons described in this Article and shall be conferred only as provided in this Article.
- SECTION 2.** A male student, officially enrolled at a degree granting college, university, technical institution, community college or other institution of higher education may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by the local chapter of the Fraternity chartered at the institution where he is enrolled, provided he is not affiliated with any other nationally recognized collegiate social fraternity, and provided he meets all financial requirements as set forth in the Bylaws. A male student at any such institution who meets all of the foregoing qualifications may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by a local chapter of the Fraternity chartered at an institution where he is enrolled, and provided that his initiation would not violate the regulations or policies of the institution where the local chapter initiating him is chartered.

- SECTION 3.** A male graduate of, a male former student of, or a male faculty member at a degree granting college, university, technical institution, community college or other institution of higher education may be associated and initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by the local chapter of the Fraternity chartered at the institution from which he graduated, or which he attended, or where he is on the faculty, provided he is not affiliated with any other nationally recognized collegiate social fraternity, and provided he meets all financial requirements set forth in the Bylaws. A male graduate of, a male former student, of or a male faculty member at any such institution who meets all of the foregoing qualifications may be initiated into the Grand Chapter of Phi Sigma Kappa as provided in the Bylaws by a local chapter chartered at an institution other than the one from which he graduated, or which he would not violate the regulations or policies of the institution where the local chapter initiating him is chartered.
- SECTION 4.** Honorary membership may be conferred upon any deserving man as provided in the Bylaws.
- SECTION 5.** Membership in Phi Sigma Kappa shall be designated by degrees numbered consecutively from one through six, with rights and privileges appertaining to each degree as described in the Bylaws.
- SECTION 6.** Membership in Phi Sigma Kappa can be dissolved only by death or expulsion, as provided in the Bylaws.

### **ARTICLE III**

#### ***Degrees of Membership (also being Article I of the Grand Chapter Bylaws)***

- SECTION 1.** The six Degrees of Membership of Phi Sigma Kappa are defined as follows:
- a) First Degree - an undergraduate who shall have completed the Initiation Ritual, subscribed to the Constitution and Bylaws, paid in full all financial obligations to the Grand Chapter, as set forth in Article IX of the Bylaws, and purchased one of the four official badges.
  - b) Second Degree - a member of the First Degree who is installed in any of the symbolic offices of a chapter of which he is a member.

c) Third Degree - a member of the First or Second Degree who graduates; or who is certified by the chapter adviser (or chapter president with concurrence of the Director of Fraternity Operations in the absence of an appointed adviser) as one who is no longer enrolled at the school, is not expected to enroll within the next year, and who would have been expected under normal circumstances to have completed undergraduate studies prior to the time of certification and whose financial obligations to the chapter and to the Grand Chapter shall have been paid in full; also any graduate, former student, faculty or honorary member who shall have completed the required Initiation Ritual and subscribed to the Constitution and Bylaws of the Grand Chapter, and in respect of whom all financial obligations to the Grand Chapter, as set forth in Article IX of the Bylaws, shall have been paid in full.

d) Fourth Degree - a member of the Third Degree who is named to any appointive office of the Grand Chapter.

e) Fifth Degree - a member of the Third or Fourth Degree who is elected to the Council.

f) Sixth Degree - a member who is elected to the office of President of the Grand Chapter.

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

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

#### **ARTICLE IV**

##### ***Voting on Membership***

***(also being Article II of the Grand Chapter Bylaws)***

**SECTION 1.** An undergraduate candidate for membership may, as provided in the Rituals, be initiated into the Grand Chapter only after receiving the affirmative vote of at least seventy-five percent of those present at a

legally called meeting of a chapter in good standing where a legal quorum is present.

- SECTION 2.** An undergraduate candidate for membership through a colony may, as provided in the Rituals, become associated with the Grand Chapter at the invitation of any colony of the Fraternity in good standing only after receiving the affirmative vote of a majority of those present at a legally called meeting of a colony where quorum is present.
- SECTION 3.** The Council is empowered to waive the minimum seventy-five percent vote required in Article II, Section 1, only upon written request from a chapter. In the case of a colony, the Council may authorize the association and initiation of such colony member as the chief administrative officer shall recommend, and until the colony is chartered as a chapter any candidate so initiated shall be a member-at-large of the Grand Chapter.
- SECTION 4.** A graduate member of the faculty or former student, may as provided in the rituals, be initiated into the Grand Chapter as a member of the Third Degree only upon receiving the affirmative vote of at least seventy-five percent of those present at a legally called meeting of a chapter in good standing where a legal quorum is present.
- SECTION 5.** A candidate for honorary membership, who may or may not be an undergraduate, graduate, member of the faculty or former student at an institution where there is a chapter of Phi Sigma Kappa, may, as provided in the Rituals, be initiated into the Grand Chapter as a member of the Third Degree only upon receiving the affirmative vote of at least seventy-five percent of those present at a legally called meeting of a chapter in good standing where a legal quorum is present; provided that an application for such membership is made to the Council and such application is approved by that body.
- SECTION 6.** No one shall be initiated into Phi Sigma Kappa who is a member of any other nationally recognized collegiate social fraternity nor shall any member of the Grand Chapter become a member of any such fraternity.

## ARTICLE V

### *Initiation and Obligations of Membership*

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

**SECTION 2.** Affiliation:

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

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

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

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



## ARTICLE VI

### *Suspension*

*(also being Article X of the Grand Chapter Bylaws)*

- SECTION 1.** Suspension of a member is the temporary removal of chapter privileges, including participation in meetings. The causes for suspension may be infraction of house rules, or chapter Bylaws, and/or conduct unbecoming a member of Phi Sigma Kappa.
- SECTION 2.** A member of the First or Second Degree may be suspended by the president of his chapter, the chapter, the adviser or the Council or its representatives in this order of increasing authority.
- SECTION 3.** The order of suspension shall become effective immediately and shall stand effective until terminated by the power imposing the suspension or a higher authority.
- SECTION 4.** The financial obligations of a suspended member of the Grand Chapter shall continue during the period of suspension.

## ARTICLE VII

*(also being Article XI of the Grand Chapter Bylaws)*

- SECTION 1.** Expulsion of a member is the permanent removal of all privileges inherent to all who are duly initiated into the Grand Chapter of Phi Sigma Kappa. The causes for expulsion may be failure to meet financial obligation to the Grand Chapter or the chapter, violation of the law or of any oath made pursuant to the rituals, or any repeated or flagrant conduct unbecoming a member of Phi Sigma Kappa.
- SECTION 2.** Charges of expulsion against any member shall be made in writing to the chief administrative officer. Such charges may be brought by the affirmation of sworn statements of:
- a) Two or more members of the Third Degree or higher ranking Degree.
  - b) A chapter president where a majority or a legal quorum of the chapter agrees to prefer charges.
  - c) A chapter treasurer with respect to financial delinquency.
  - d) A chapter adviser.

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

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

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

## **ARTICLE VIII**

### ***Membership Education and Rituals (also being Article XII of the Grand Chapter Bylaws)***

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

- a) A constructive orientation program looking toward making the candidate a better student, fraternity man and citizen.
- b) Instruction in the history of Phi Sigma Kappa.
- c) Indoctrination in the traditions and customs of the chapter and the institution at which the chapter resides. The course of new member education may include duties about the chapter house and other duties about the chapter, but shall not include any personal services for members of the chapter or visiting alumni. No member shall be paddled or subjected to any form of corporal punishment or mental harassment or be placed physical peril. Undignified conduct, in private or public and all practices which have been known as "Hell Week" are strictly forbidden.

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

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

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

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

## **ARTICLE IX**

### ***Chapter Officers***

**SECTION 1.** The symbolic officers of the chapter shall be president, vice president, secretary, treasurer, sentinel and inductor, all to be chosen by ballot and to serve until their successors be duly elected and installed as provided in the Rituals. No member may hold any chapter office who is not an active member or an affiliate of the chapter, or who is financially delinquent to the chapter or to the Grand Chapter.

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

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

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

**SECTION 5.** The treasurer shall collect all fees and dues and remit promptly to the International Headquarters those belonging to the Grand Chapter, for which express purposes he shall be agent of the Council, and keep others subject to the order of the chapter. His chapter accounts shall be kept in a manner and form prescribed by the Council. He shall make such reports of the financial condition of the chapter as may be required by the

chapter, the adviser, the Council or other Grand Chapter Officers. He shall prepare and forward to the chief administrative officer charges for expulsion against any member who fails to comply with the financial requirements of his chapter or the Grand Chapter. He shall ascertain the state of account between a prospective affiliate and other chapters. All persons administering chapter funds may be bonded in an amount to be determined by the Council.

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

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

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

## ARTICLE X

### *Fees and Dues*

*(also being Article IX of the Grand Chapter Bylaws)*

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

#### **For Chapters**

- (a) An associate fee of eighty-four dollars (\$84.00) payable prior to his association and not refundable, regardless of whether he shall

complete his initiation. This fee includes both an associate pin and a *Hills and a Star*.

- (b) An initiation fee of three hundred fifteen dollars (\$315.00), payable before his initiation. This fee includes both the initiate badge as well as a risk management fee. The foregoing fee may be increased by vote of Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. The payments required by this Section 1 shall be the obligation of the individual candidate for membership and shall cover all Grand Chapter fees and undergraduate dues, provided, however, that any chapter which initiates a candidate without having collected all such payments and forwarding them to the Grand Chapter shall be jointly liable on such obligation. Said payment shall entitle the candidate, upon his initiation, to all the privileges of membership in the Grand Chapter for life and so long as he shall not be suspended or expelled.

#### **For Colonies**

- (a) An association fee of eighty-four dollars and fifty cents (\$84.00) payable prior to his association and not refundable, regardless of whether he shall complete his initiation. This fee includes both an associate pin and a *Hills and a Star*.
- (b) An initiation fee of three hundred fifteen dollars (\$315.00), payable before his initiation. This fee includes both the initiate badge as well as a risk management fee. The foregoing fee may be increased by vote of the Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. The payments required by this Section 1 shall be the obligation of the individual candidate for membership and shall cover all Grand Chapter fees and undergraduate dues, provided, however, that any chapter which initiates a candidate without having collected all such payments and forwarding them to the Grand Chapter shall be jointly liable on such obligation. Said payment shall entitle the candidate, upon his initiation, to all the privileges of membership in the Grand Chapter for life and so long as he shall not be suspended or expelled.

- SECTION 2.** Each chapter shall pay into the treasury of the Grand Chapter twice each year a member census fee, computed and payable as follows:
- a) one payment, due and payable on October 15th, totaling sixty-three dollars and fifty cents (\$63.50) for each associate and each undergraduate initiated member of such chapter as of the previous October 15th, and
  - b) one payment, due and payable on March 15th, totaling sixty-three dollars and fifty cents(\$63.50) for each associate and each undergraduate initiated member of such chapter as of the previous February 15th, except that no such fee shall be payable on any due date with respect to any associate who shall have become associated with such chapter within the same semester as the due date. The foregoing fee may be increased by vote of the Grand Council in accordance with, and up to a maximum of, the July 1 to June 30 Consumer Price Index for each year thereafter. For the purpose of the member census fee under this section, an initiated member is considered to be an undergraduate until he leaves school or graduates, regardless of his degree of membership. The payments required by this Section 2 shall be the obligation of each chapter. Each chapter may provide in its own bylaws the means of funding this obligation.
- SECTION 3.** A chapter shall purchase one of the four official badges and shall pay into the treasury of the Grand Chapter for each graduate, former student, faculty or honorary member it initiates an initiation fee of fifty dollars (\$50.00 - includes badge) prior to his initiation except in the case of a graduate who was a member of the local fraternity prior to its induction into Phi Sigma Kappa.
- SECTION 4.** All members regularly initiated after paying the Grand Chapter initiation fee in effect at the time of their initiation shall be entitled to receive an annual issue of the *Signet* without paying any further subscription fees so long as they remain members. The Council shall provide full subscriptions to undergraduate members. The Council may provide full subscriptions to the *Signet* to alumni members upon such terms and at such rates as the Council shall determine.
- SECTION 5.** The Grand Council is authorized to establish an alumni dues program. Members of the Third, Fourth, Fifth or Sixth Degree who pays dues, or

have dues paid for them by an alumni organization, will be considered sustaining members.

## ARTICLE XI

### *Quorum*

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

## ARTICLE XII

### *Question*

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

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

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

## ARTICLE XIII

### *Chapter Bylaws*

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

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

## ARTICLE XIV

### *Amendments*



- SECTION 1.** Those portions of the chapter constitution which derive from the Grand Chapter Charter and Constitution may be amended by two-thirds (2/3) of the votes cast at a General Convention as provided in Article V of the Grand Chapter Constitution.
- SECTION 2.** Those portions of the chapter constitution which derive from the Grand Chapter By-laws may be amended by two-thirds (2/3) of the votes cast at a General Convention, but the Convention shall consider and act only upon amendments presented to it for consideration at the Convention by the Constitution, Bylaws, and Policy Committee, as provided in Article XVI of the Grand Chapter Bylaws.
- SECTION 3.** Portions of the chapter constitution other than those mentioned in Sections 1 and 2 of this article are passed by the Council pursuant of its authority to establish policy for the Fraternity, and may be amended by the Council, provided that the General Convention shall have the power to veto, as provided in Article V of the Grand Chapter Constitution.

## Social Media Policy

### WHAT SOCIAL MEDIA MEANS TO US

Countless conversations take place online about Phi Sigma Kappa every day. These *Social Media Principles* should guide your participation in social media, both personally as well as when you are acting in an official capacity on behalf of the Organization. It is critical we always remember who we are in the world and that we continue to build our brand. The same considerations that apply to our messaging and communications in traditional media still apply in the online social media space, including on what you might consider “internal” platforms.

Have fun, but be smart. Use sound judgment and common sense, adhere to the Organization’s Cardinal Principles and Core Values, and follow the same Company policies that you follow in the offline world. To get you started or to help you improve your social media skills, we offer training to our employees and our volunteers through our online learning portals (Spreecast), and we’ll continue to regularly evaluate our training classes and update them as social media evolves.

### ORGANIZATIONAL COMMITMENTS

The Fraternity makes certain commitments concerning how we interact with the public and each other, and these commitments apply to interactions that occur on social media platforms as well. We expect the same commitments from all official Fraternity representatives, including staff, volunteers and members:

1. Phi Sigma Kappa will be **transparent** in every social media engagement.
2. Phi Sigma Kappa will **protect** our members’ privacy in compliance with applicable Privacy Policies, IT Security Policies, and laws, rules, and regulations.
3. Phi Sigma Kappa will **respect** copyrights, trademarks, rights of publicity, and other third-party rights.
4. Phi Sigma Kappa will be **responsible** in our use of technology and will not knowingly align our Fraternity with any organizations or Web sites that use excessive tracking software, adware, malware or spyware.
5. Phi Sigma Kappa will reasonably **monitor** our behavior in the social media space, establish appropriate protocols for establishing our social media presence, and keep appropriate records of our participation as dictated by law and/or industry best practices.

## **STAFF AND VOLUNTEER SOCIAL MEDIA ACTIVITIES**

The Fraternity respects the rights of its staff and its volunteers to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the Fraternity. It is important our staff and our volunteers are aware of the implications of engaging in social media and online conversations that reference the Fraternity, its brands, or its business, and that they recognize when the Fraternity might be held responsible for their behavior. Our expectations for personal and professional/official use of social media are set forth separately below.

### ***PERSONAL USE OF SOCIAL MEDIA: OUR EXPECTATIONS***

Whether you are an authorized Fraternity spokesperson or not, when you're talking about our Fraternity, our brands, or our business on your personal social networks, keep in mind that:

1. All Fraternity policies that apply offline, still apply in an online environment.
2. You are responsible for your actions. We encourage you to get online and have fun, but use sound judgment and common sense.
3. You are an important ambassador for our Fraternity's brands, and you're encouraged to promote them as long as you make sure you disclose that you are affiliated with the Fraternity. How you disclose can depend on the platform, but the disclosure should be clear and in proximity to the message itself.
4. Be conscientious when mixing your business and personal lives; be sure to know policies regarding personal use of social media at work or on Fraternity devices.

### ***COMPANY SPOKESPEOPLE: OUR EXPECTATIONS***

When acting as an official Company spokesperson, we expect you to:

1. Be trained. All authorized Fraternity spokespersons must complete the necessary internal training before speaking on behalf of the Fraternity.
2. Follow all applicable Fraternity policies.
3. Disclose your affiliation with the Fraternity. All staff who are speaking for the Fraternity must be transparent and disclose their affiliation with the

Fraternity. How exactly you make this disclosure may vary depending on the circumstances and the platform, but the important thing is to make sure people reading your statement will be able to immediately identify that you are affiliated with the Fraternity. These disclosure requirements are equally important for any agency/vendor/partner/third party who is representing the Fraternity online.

4. When in doubt, do not post.
5. Give credit where credit is due and don't violate others' rights. DO NOT claim authorship of something that is not yours. If you are using another party's content, make certain they are credited for it in your post and they approve of you utilizing their content. Do not use the copyrighted material, trademarks, publicity rights, or other rights of others without the necessary permissions of the rightsholder(s).
6. Remember that your local posts can have global significance. The way that you answer an online question might be accurate in some parts of the organization, but inaccurate in others. Keep that "world view" in mind when you are participating in online conversations.
7. Remember the Internet is permanent.

# PHI SIGMA KAPPA FRATERNITY



## *Resolution Regarding “Little Sister” Groups*

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

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

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

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

August, 1989

# PHI SIGMA KAPPA FRATERNITY



## *A Statement of Fraternal Values and Ethics*

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

BE IT THEREFORE RESOLVED that the following basic expectations of Fraternity membership have been established

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

9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

# PHI SIGMA KAPPA FRATERNITY



## Fraternity Expansion Resolution

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

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

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

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

*Adopted by the Grand Council  
August 1990*



# PHI SIGMA KAPPA FRATERNITY



## *Resolution on Academic Achievement*

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

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

WHEREAS, fraternities across the country have experienced a decrease in the level of academic achievement in their members as measured by grade point average, and

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

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

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

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

*Adopted by the 53rd General Convention  
August 10, 1991*

# PHI SIGMA KAPPA FRATERNITY



## *RISK MANAGEMENT POLICY OF PHI SIGMA KAPPA*

The following Risk Management Policies will be distributed by the Grand Chapter annually. A copy is available on the [Phi Sigma Kappa website](#).

### **EXPECTATIONS**

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

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

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

If the Fraternity discovers that its members or chapters have not adhered to the promised behavior, the Fraternity reserves the right to take various actions with respect to membership which may range from warning to re-education and re-commitment of the member or chapter to the standard of behavior as a condition of continued membership in the Fraternity, to removal of the member or chapter from membership in the Fraternity, and the removal of permission to use the

symbols of Fraternity. The gradation and nature of the Fraternity's actions may be uniquely tailored to respond to unique situations.

Behavior which is considered to be in breach of the promises by members and/or chapters includes illegal and/or dangerous activities, which includes but is not limited to, the use of illegal substances, underage drinking or providing drinks to those who are visibly intoxicated, encouraging intoxication from alcohol abuse, and encouraging activities or actions by a person who may be intoxicated, where intoxication would render such activities or actions dangerous or more dangerous; engaging in or encouraging hazing behavior, any sexual misconduct or assault and battery; use of firearms, explosive devices or incendiary devices; or engaging in retaliation all as further explained in the following paragraphs:

The following points are important to remember:

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

As an aid to its members and chapters in their efforts to promote safe and legal behavior, the Fraternity has set the following guidelines/expectations gathered from sources including its chapters, other fraternities and college/university administrators.

These guidelines/expectations are considered to be among the standards of behavior to which members and chapters promise to adhere and are expectations of Phi Sigma Kappa for all men and chapters who wish to be members of Phi Sigma Kappa. These are the expectations of Phi Sigma Kappa. Your university may have additional requirements:

## **ALCOHOL AND DRUGS**

In any activity or event sponsored or endorsed by the Phi Sigma Kappa, including those that occur on or off Phi Sigma Kappa chapter premises:

(1) Phi Sigma Kappa members, and guests are expected to comply with all federal, state, provincial, and local laws which provide, in general, that no person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.

(2) Phi Sigma Kappa members, and guests are expected to follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on Phi Sigma Kappa premises or at any activity or event sponsored or endorsed by Phi Sigma Kappa.

(3) In furtherance of the promise to promote our Cardinal Principle of Brotherhood, which includes the safety of our brothers and guests, it is expected that chapters and brothers not permit alcoholic products with above 15% alcohol by volume (ABV) on their premises or at their events and that any alcoholic beverages either be (a) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (b) brought by individual members and guests through a bring your own beverage (“BYOB”) system; and (c) that common sources of alcohol, including bulk quantities that are not being served by a licensed and insured third party vendor, not be permitted on their premises or at their events.

(4) Phi Sigma Kappa’s concept of our Cardinal Principles of Brotherhood and Character includes guarding our chapters and members from the jeopardy of legal responsibility for the actions of others. Therefore it is expected that our chapters and members will not cause or allow alcoholic beverages to be purchased with chapter funds or funds pooled by members or guests (e.g. admission fees, cover fees, collecting funds through digital apps, etc.); that our chapters will not co-host or co-sponsor, or in any way participate in an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances; and that our chapters will not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor (however, a chapter may rent a bar, restaurant or other licensed and insured third-party vendor in which to host a chapter event).

(5) In furtherance of guarding our chapters and members from the jeopardy of legal responsibility for the actions of others, it is expected that chapters will control the number and identity of the non-members it permits at any event where alcohol is present by allowing only invited non-members to attend (using a guest list system), inviting no more than three guests per member, and not allowing the total of members and guests to exceed the local fire or building code capacity of the place of the event.

(6) To begin the process educating members as early as possible and continuing that education through the association and initiation process, it is expected that all activities or events related to recruitment, rushing, “bid night”, associate meetings,

associate education, associate activities or events, family events or activities, “Big/Little” activities or events, and initiation, be substance, drug and alcohol free either of presence or use.

(7) Phi Sigma Kappa further expects that its chapters and members will not themselves, or permit their guests to, permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol (such as in drinking games).

## **HAZING**

Phi Sigma Kappa’ Cardinal Principles of Brotherhood and Character, and its Motto of the Golden Rule, are completely incompatible with hazing. Chapters and members are expected to neither participate in nor allow other members to participate in hazing.

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Phi Sigma Kappa property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- a. Be coerced to violate federal, state, provincial, local law, or Phi Sigma Kappa policy.
- b. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- c. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- d. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- e. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line

ups, calisthenics, or personal, physical, or financial servitude.

## **SEXUAL MISCONDUCT**

Phi Sigma Kappa' Cardinal Principles of Brotherhood and Character, and its Motto of the Golden Rule, are completely incompatible with sexual misconduct. Phi Sigma Kappa and its members are expected to comply with all federal, state, provincial, and local laws related to sexual misconduct. This includes, but is not limited to non-consensual sex, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event is contrary to the Fraternity's expectations.

## **ASSAULT & BATTERY**

Phi Sigma Kappa's concept of our Cardinal Principles of Brotherhood and Character includes safely guarding our chapters and members. The fraternity therefore expects that in any activity or event sponsored or endorsed by Phi Sigma Kappa, including those that occur on or off Phi Sigma Kappa premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statues in which the activity or event occurs.

## **FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES**

Phi Sigma Kappa's concept of our Cardinal Principles of Brotherhood and Character includes safely guarding our chapters and members. Phi Sigma Kappa and its members are expected to comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

This expectation includes that firearms or explosive or incendiary devices shall not be permitted in the chapter facility and at all fraternity activities or events.

## **RETALIATION**

Phi Sigma Kappa' Cardinal Principles of Brotherhood and Character, and its Motto of the Golden Rule, are completely incompatible with retaliation against others. Phi Sigma Kappa expects that there be no retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report concerning a violation of the Risk Management Policy of Phi Sigma Kappa.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.





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

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

1. Because the “international organization” consists of all chapters, colonies, alumni organizations and members, members are unable to authorize the setting up of a “page” or site on the internet (or world-wide-web) which represents itself as the homepage of the international organization. The international organization takes official actions as authorized in convention and under our Constitution, through the Grand Council (the board of directors of our corporation) and through the International Headquarters staff. Individual homepages and chapter homepages shall clearly identify themselves as such.
2. The name, crest, flag, ritual symbols, and other marks of the Grand Chapter of Phi Sigma Kappa are registered with the U.S. Patent and Trademark Office. Because these are corporate marks, and therefore require protection of use, any person who wishes to use the name of this Fraternity or any registered trade name, trademark, service name, servicemark, or any copyrighted material has to receive the express consent of the Grand Chapter of Phi Sigma Kappa. Permission may be obtained by contacting the International Headquarters of Phi Sigma Kappa.
3. Since many sites on the internet contain pointers to other sites, permission is hereby given (unless specifically withheld on an individual basis) to use the name of this Fraternity and any registered trade name, trademark, service

name, servicemark, for the legitimate listing of informational material. Examples of such legitimate use include a “Greek Pages” listing of the location of an international homepage URL or a chapter’s URL; university homepage listings of student organizations on-campus which may note the existence of a chapter or address and telephone contact information concerning the chapter or International Headquarters of Phi Sigma Kappa. Pointers should not point to other sites if those others do not meet the standards of good taste set out in paragraph 9 (below).

4. Individual brothers in good standing may use the name of this Fraternity and any registered trade name, trademark, service name, servicemark in noting his membership in Phi Sigma Kappa, his chapter and alumni affiliation(s), and other pertinent information such as year of initiation and positions held in the Fraternity. Brothers may include pointers to other Phi Sigma Kappa sites.
5. No person shall set up a publicly accessible newsgroup or discussion area using our name or our symbols or representing itself as being affiliated with or sanctioned by our Fraternity without permission from Phi Sigma Kappa.
6. Because the membership data of the Fraternity is the property of the Grand Chapter of Phi Sigma Kappa and the Phi Sigma Kappa Foundation, persons cannot post any Phi Sigma Kappa membership data of the Fraternity or of any individual member in any publicly accessible (including on-line service) or retrievable system, without the express permission of the member concerned. Data that is created for the purpose of being retrievable by the public, such as a “Phi Sig Registry” should have a warning that the registry is obtainable by the public and that those who choose to register could end up on mailing lists that are both unknown to, and unauthorized by the Fraternity.
7. An on-line area where a person purports business networking to be affiliated with or sanctioned by this Fraternity requires the permission of the Grand Chapter.
8. Information concerning the secrets or ritual of this Fraternity over the internet are not to be sent, unless that information is encrypted using an encryption method of at least as secure as dual-key asymmetric algorithm methodology, and is in furtherance of legitimate fraternal business. Transmissions shall include only portions of the Fraternity’s ritual or secrets and shall be restricted to internal (within the Fraternity) discussions of those items. A complete copy of the ritual, or a complete copy of a particular

ceremony, are not to be sent. Complete copies are numbered, controlled, and restricted in circulation. Complete copies of the ritual may only be obtained by contacting the International Headquarters of Phi Sigma Kappa.

9. Chapters and individual brothers shall use prudence and discretion concerning the contents of postings on the internet. Comments will not be made that divulge internal policy disputes, constitute any negative comment toward this or any other fraternity or greek organization, constitute any negative comments that denigrates other human beings or is not respectful of human dignity, nor constitute any comment concerning the consumption or use of alcohol or illegal drugs.
10. In order to provide a professional looking, thorough and informative homepage, chapters should have the following items on chapter homepages:
  - a. Chapter designation and the name of an individual person responsible for the contents and maintenance of the chapter homepage, together with an internet email address to the chapter and/or the responsible person.
  - b. A standard short history of Phi Sigma Kappa, which is obtainable from the International Headquarters. A pointer should point to the national homepage which will contain a more detailed history of the Fraternity.
  - c. A disclaimer in the following terms. "This website and pages are unofficial and provided for information only,. The contents have not been approved by the Grand Chapter of Phi Sigma Kappa."
  - d. Information that encourages prospective members. As a suggestion, the word "rush" and "rushee" should be avoided as many prospective members are not familiar with those words; ("candidate" or "candidates" are perhaps better words). Similarly, the name Phi Sigma Kappa should be spelled out in English, as many prospective members are unable to read Greek letters. Recruitment messages should be dignified and should avoid stressing parties and social events to the exclusion of scholarship, leadership, and philanthropic events. Interested persons should be provide with a means of leaving their name, email address, mailing address, telephone number, and other information for use by the chapter and the International Headquarters in providing the interested person with additional information.

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



*Phi Sigma Kappa  
Transgender Policy Statement*

Phi Sigma Kappa is a national fraternity built on the brotherhood and fellowship of men. Any individual who identifies as a man is welcome to seek membership in the Fraternity. This policy is intended to uphold the mission of Phi Sigma Kappa as a fellowship of men and should not be interpreted as changing the all-male character of the Fraternity or as a waiver of the Fraternity's exempt status under Title IX.



## *Phi Sigma Kappa Medical Good Samaritan Policy*

### **Individual**

If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, will not be subject to individual disciplinary action from the Grand Chapter, with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency, provided that if the assisting member was a principal actor in maliciously causing the emergency, he may only be eligible for mitigation of individual disciplinary action from the Grand Chapter. An individual may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

### **Chapter**

A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter must contact and be forthcoming with the Grand Chapter, as soon as possible. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.