

THE BYLAWS OF PHI KAPPA SIGMA

FRATERNITY Delta Gamma Chapter

Rowan University

Last revised: September 10th, 2017

Preamble

We, the members of the Delta Gamma Chapter of Phi Kappa Sigma, to fully realize our purpose, do hereby adopt and establish these bylaws as the guiding instrument of our organization.

Vision:

The Delta Gamma Chapter of Phi Kappa Sigma takes pride in creating a state of actively engaged brothers that are committed to lifelong growth through academics, service, and leadership development.

Mission:

The brothers of the Delta Gamma chapter of Phi Kappa Sigma are committed to be men of honor; always going above and beyond the expectations to reach greater lengths of wisdom and integrity; the development of brotherhood and comradery; and the building of the foundation of greater education.

Article I. Name and Purpose

Section A: Name of This Society

The name of this society shall be “The Delta Gamma chapter of the Phi Kappa Sigma International Fraternity,” hereinafter shall be referred to as “the Chapter.”

Section B: Laws Governing the Chapter

The Chapter shall be governed by the Constitution and Acts of the Phi Kappa Sigma Fraternity, by these bylaws, and by the permanent resolutions that the Chapter may enact, in order of decreasing authority. All Chapter affairs shall be conducted in accordance with the rules of the Rowan University Interfraternity Council, hereinafter referred to as “the I.F.C.” and the rules of the Rowan University, hereinafter referred to as “Institution”.

The bylaws of this Chapter must at all times cover the following:

1. Policies/processes to address unmet financial and academic obligations by members
2. Outlines for committees including but not restricted to finance, recruitment, philanthropy, and judicial.
3. Judicial Committee process
4. Mandatory academic mentoring program for members below a 2.5 GPA

Section C: Amendments and Suspension of Bylaws

All proposed amendments to these bylaws shall be posted on the Chapter Chapterspot account in the amendment folder under documents prior to the meeting at which the proposed amendment is first brought before the Chapter. The proposed amendment must then be tabled for a period of two weeks. All proposed amendments must be approved by a 2/3 vote of at a quorum meeting before it becomes an approved bylaw.

The bylaws are not meant to be suspended except for unusual circumstances. The Chapter may suspend bylaws that deal with time if there is a time-sensitive issue. The Chapter may also suspend any bylaw that may cause the Chapter an extreme financial burden. No bylaw may be suspended out of sheer inconvenience. Bylaws may be suspended by three-fourths of the members present and voting at a quorum meeting. When suspending the bylaws, the specific bylaw and the duration of the suspension must be named in the motion. Suspension of bylaws cannot supersede Phi Kappa Sigma’s Constitution and Acts or Policies.

Article II. Membership

Section A: Definition of Members

The membership shall be distinguished in the following categories:

1. Good Standing: An initiated undergraduate or graduate active member of the Fraternity who is currently enrolled at Institution, is not delinquent in any financial account with the Chapter, Institution, and/or the Fraternity at the beginning of the current school semester, is paying the required dues to the Chapter in full or on a payment plan authorized by the Tau with Promissory Note on file, and has a cumulative and semester grade point average greater than or equal to 2.500 while enrolled as a full time student as defined by the institution.
2. Probation: A brother is placed on probation if they do not meet the requirements of being a member with good standing. A brother has the right to appeal a probation if he sees it unfit at the next quorum meeting. A two thirds vote is required for it to be overturned.
 - a) One will be placed on academic probation until they are able to demonstrate to the pi that they are to meet the academic standards of the chapter.
 - b) One will be placed on financial probation until they prove to the Tau that they are able to fulfill the fraternity payment plan.
3. Suspension: A suspended member is unable to attend any fraternal event hosted by the chapter until they are in good standing again. One becomes suspended by a two thirds vote at a quorum meeting. One's suspension can be reversed through a two thirds vote at a quorum meeting.

Reason for suspension include:

1. Failure to follow the Constitution of Act of the Fraternity
2. Failure to conform to rules and regulations of the chapter.
3. Any violation of the obligations undertaken by their initiation.
4. Failure to uphold financial commitments to the Chapter
5. Failure to maintain a cumulative GPA greater than 2.00, or consecutive semester GPAs above 2.50.
6. Failure to perform the minimum 16 hours of community service.
7. Acting in a general manner that contradicts the core values of the fraternity.

The process for suspension should be the following:

- a) One shall be brought before the Judicial board for his actions prior to a vote for suspension.
- b) The Judicial Board will then decide on a sanction for the brother based on their actions.
- c) The decision of the Judicial Board can be either ratified, edited, or vetoed by a two thirds vote

of the present chapter in a quorum meeting.

4. Alumnus: Any initiated member of Phi Kappa Sigma who is no longer matriculated at the host institution.

5. New Member: An uninitiated undergraduate student of the Institution who has accepted a bid from the Chapter, has fulfilled his financial obligations to the Fraternity, and is proving and readying himself through the new member education program.

6. Depledged Members: Any member who:

a) Voluntarily withdraws himself from the new member education process or is removed from the new member education process by the chapter.

b) Is removed from the new member education process with a two thirds approval during a quorum vote.

7. Every initiated brother is required to participate in a committee for at least one year.

Section B: New Member Education

1. Voting on Prospective New Member: After a potential new member has been proposed in accordance with the Bylaws for a bid, a Chapter vote shall be taken. A potential member must receive two thirds vote at a quorum meeting.

2. Expiration of Bid: A bid shall expire one semester after it was given to the potential new member. (For clarity: If the bid was given during Fall Rush, then it shall expire at the end of the following Spring Rush.)

3. Termination of New Members: A new member can be terminated for the following reasons:

a) Failure to abide by the Statement of Core Values.

b) Failure to abide by the Doctrine of Excellence

c) Academic Dishonesty

d) Violation of the Constitution and Acts of the Fraternity

e) Any Illegal Activity

f) To be terminated, a vote must be taken by the active chapter, and two thirds at a quorum meeting, whichever is greater, must vote to terminate a new member's education.

Article III. Officers

Section A: Elected Offices

The elected officers of the Chapter shall be: Alpha, Beta, Pi, Iota, Sigma, Tau, Phi, Chi, Psi, Upsilon, and Theta(s).

Section B: Election of Officers

1. Elections shall occur in the fall in the following manner:
 - a) Nominations will be taken five weeks before the end of the Semester.
 - b) Elections will be held three weeks before the end of the semester.
2. Each office shall be voted on separately and in the following order: Alpha, Beta, Pi, Iota, Sigma, Tau, Phi, Chi, Psi, Upsilon, and Theta(s).
3. To be elected to an office, a candidate must receive a majority of the votes of all active brothers in good standing present.
4. If no candidate receives a majority of the votes, the candidate with the least amount of votes is eliminated and the procedure is repeated until one receives a majority of the votes.
5. During the election of officers, each candidate nominated from the floor for a particular office shall be given a period not to exceed four minutes in which to present his qualifications, views, and proposals concerning the office for which he is a candidate. The total time devoted to the discussion of candidates for any office shall not exceed fifteen minutes.
 - a. All potential candidates must step out of the room while all other potential candidates for the position take the floor.
6. **No brother shall be elected to an office without his consent.**
7. An officer of the Chapter must be an active brother in good standing for the duration of his term.
8. Officer-elects will be installed at the same meeting they are elected. In the event that any officer-elect is absent from the meeting at which he is elected, he must be installed as an officer, as described in the Constitution and Acts, at the first regular Chapter meeting at which he is present.

Section C: Filling Vacancies:

1. In the event of a vacancy of an elected office, the Alpha may select an active brother in good standing to fulfill any duties, which require immediate attention, of the vacant office until such time as it is feasible to conduct an election.
2. Provided that at least seventy-two hour notice is given, a special election shall be called during

a regular Chapter meeting as soon as possible as the vacancy of an office becomes known. The election shall immediately follow nominations.

3. All rules for regular elections shall be observed, including the installation of the new officer as described in the Constitution and Acts.

Section D: Impeaching Officers:

1. A motion must be made for impeachment.

2. If the motion passes, the officer has the opportunity to state his case to the chapter.

3. The officer will leave the room, and after discussion if there is a quorum vote, the officer is impeached.

Section E: Annual Officer Audit:

1. In place of a spring election, elected Officers will undergo a performance review three weeks before the end of the semester, or when unanimously agreed upon by the Judicial Board.
2. Officers under review include: Alpha, Beta, Pi, Iota, Sigma, Tau, Phi, Chi, Psi, Upsilon, and Theta(s).
3. The process should be conducted as follows:
 - a. Each officer is given the opportunity to step down from their position.
 - b. Each officer will leave the room and a vote is taken to renew that officer, an officer should receive two-thirds approval of the members present at the meeting to be renewed.
 - c. If an officer receives less than two-thirds approval for renewal, a Chapter discussion should commence.
 - d. If an officer receives greater than two-thirds approval, the Executive Board will take a majority vote to bring the officer to discussion. If no discussion commences the officer is renewed.
 - e. After discussion a majority vote will decide whether to renew the officer.
 - f. Any position that was resigned or non-renewed shall be open to nominations for an election the following Chapter meeting.
 - g. No current officer may replace a non-renewed position, with the exception of Alpha and Beta which must be replaced by a current officer. The Thetas can be elected to take on a second role.
 - h. If an officer moves to Alpha or Beta due to an Annual Officer Audit, their position should be treated as a resignation and a replacement is chosen by the new or renewed Alpha.

Article IV. Duties of Officers

Section A: Duties

1. All officers shall be required to maintain officer notebooks for recording and retention of files, documents, and notes. These notebooks are to be turned over upon the end of his term to the succeeding officer.
2. All officers shall possess all the powers and duties granted to them by the Constitution and Acts, in addition to the following duties.
3. All officers shall submit a financial budget to the tau within tau's required time frame.

Section B: Alpha Duties

1. The Alpha shall be responsible for initiating action outside the normal operating procedures of the Chapter, should a situation arise requiring such action.
2. He shall make certain that at least one advisor attends meetings at least once per month during the academic year.
3. He shall ensure that the Chapter representative attends all I.F.C. council meetings throughout the year.
4. He shall ensure the chapter conducts weekly Chapter meetings during the academic year
5. He shall ensure that the Chapter has 50% or greater attendance at all I.F.C. Council sponsored events.
6. He shall ensure that the Chapter complies with all University policies regarding recruitment, hazing, alcohol, drugs and risk management.
7. He shall ensure that a Chapter representative meets with the Greek advisor at least once per month to discuss their office, chapter operations, or another fraternity/chapter related topic.
8. He shall ensure the Chapter submits all required information and documentation to the University when requested.
9. He shall organize and appoint chairmen to all non-standing committees, and at the time of inception of said committees shall state the objectives to be fulfilled.
10. He shall dissolve all such committees upon completion of their objectives.
11. He shall countersign in the book of minutes, the minutes approved at the previous meeting.
12. Is an ex officio member of all standing committees
13. To be eligible for this position, a candidate must have held a prior office, unless during rare circumstances there is no one qualified who has held a previous office.
14. He shall oversee and monitor all Judicial Board actions.

Section C: Beta Duties

1. The Beta shall be in charge of supervising all standing committees and non-standing committees.
2. He shall assume the role of Alpha in his absence or if the office becomes vacant.
3. He shall head the Mitchell Chapter Standards submission.
4. He shall oversee the documentation of officers on their positions for MCS.
5. He shall train the officers on documentation strategy for MCS.
6. He shall oversee an Officer Training and Transition Retreat after officer elections and ensure the submission of Officer Transition Forms
7. He shall assist the Alpha in the day to day monitoring of the Chapter.
8. He shall oversee the maintenance and development of officer notebooks.
9. He shall help facilitate officer retreats and transition.
10. He shall plan and facilitate all chapter retreats and transition.
11. Is an ex officio member of all standing committees.
12. To be eligible for this position, a candidate must have held a prior office, unless during rare circumstances there is no one qualified who has held a previous office.

Section D: Pi Duties

1. The Pi shall be responsible for maintaining an organized, up-to-date academic file for the use of the Chapter.
2. He shall, in the absence of the Alpha and the Beta, assume the duties of those officers.
3. He shall create and/or facilitate the creation of active member academic probation criterion and be responsible for the enforcement of said criteria.
4. He shall have a program to promote scholarship among members (i.e. the making the grade program)
5. He is responsible to oversee that the Chapter achieves at least 90% participation level of applicable members successfully completing the GreekLifeEdu program
6. He shall verify with HQ that the chapter GPA is at a minimum of 2.70 by individual records or verified through submission of Greek Advisor Verification Form.

Section E: Sigma Duties

1. He shall post all enacted amendments or resolutions of the Chapter within forty-eight hours of enactment.
2. He shall maintain the active chapter roster on chapterspot. (name, address, phone #'s, initiation and graduation dates, etc.)
3. He shall make vital information accessible to members including:
 - a. The contact information of the alumni advisor(s) and housing corporation board
 - b. The current set of bylaws
4. He shall keep minutes at all regular and executive council meetings.
5. He shall make sure that all required information is sent to the International Headquarters

when requested.

6. He shall see that each of the officers present reports at each of the regular meetings. He
7. shall also see that these reports are properly filed.

Section F: Tau Duties

1. He shall produce a budget for the next semester at a minimum of two weeks before the last meeting of the current semester; he shall present the budget to be approved by the Chapter.
2. He shall collect all fines levied by other officers.
3. He shall use every effort to secure prompt liquidation of all debts due the Chapter and upon receipt of any monies or remittances due the Chapter, shall immediately offer a proper receipt.
4. He shall give invoice a charge a minimum of 60 days before that charge is due.
5. He shall oversee all fundraising committees assigned to him.
6. He shall update the Chapter as to the balance of all accounts at every meeting.
7. He shall maintain a posted list of brothers who have outstanding balances.
8. He shall maintain a checking account, under the name of Delta Gamma of Phi Kappa Sigma. He shall deposit all monies and remittances received by him in said account.
9. He shall prepare, or cause to be prepared, the filing of the taxes of the Chapter.
10. He shall submit income statements and balance sheets through web form on a monthly basis to HQ.
11. He shall complete & submit IRS Form 990 for previous fiscal year.

Section G: Iota Duties

1. The Iota shall see that all brothers are present for mandatory initiation functions.
2. He shall supervise and administer the big brother program.
3. He shall make sure that the new members are properly educated using the Pillars program.
4. He shall ensure New Members submit completed Membership Agreements to HQ prior to initiation
5. He shall act as the liaison between new members and active brothers.
6. He shall organize new member events and retreats.
7. He shall install the incoming Iota who shall then install the other incoming officers.
8. He shall ensure that the chapter conducts one Ritual meeting per month using all Ritual Paraphernalia.

Section H: Upsilon Duties

1. The Upsilon shall be responsible for all the official correspondence of the Chapter and shall be responsible for the publication of the Chapter newsletter each semester.

2. He shall send, or cause to be sent, a copy of the newsletter to every alumnus of the Chapter, to each of the other active Chapters, to each of the Grand Officers, and to the International Headquarters. A copy shall be filed in the Chapter files.
3. He shall maintain in the Chapter file a complete and correct file of the addresses of the alumni of the Chapter and any other persons of firms with which there may be considerable correspondence.
4. He shall be responsible for organizing alumni activities.
5. He shall serve as the coordinator for all social media.

Section I: Theta's Duties

1. He shall act as teller for all elections and ballots.
2. He shall ensure privacy and security of all Chapter functions as deemed necessary.
3. He shall be responsible for the Risk Management of the Chapter
4. He shall be in charge of parliamentary procedure
5. He shall maintain order during chapter meetings and have the ability to throw any brother out of chapter.

Section J: Chi's Duties

1. He shall be in charge of Recruitment.
2. He shall be the Chairman of the Recruitment Committee.
3. He shall use the Foundations manual to set recruitment policy, subject to the approval of the Chapter.
4. He shall prepare and maintain a legible and complete record of the Chapter's prospective members.
5. He shall ensure the Chapter implements year round Recruitment.
6. He shall extend, or cause to be extended, to prospective members the invitation to pledge when the Chapter has favorably decided on such an invitation.

Section K: Psi's Duties

1. He shall organize and coordinate social events with Greek organizations at Institution and any other groups that are to be involved and that they fully comply with both FIPG guidelines and the International Fraternity's Risk Management policy.
2. He shall be in charge of the social committee.
3. He shall oversee two properly programmed social events per year.

Section L: Phi's Duties

1. The Phi shall take charge of all philanthropy and community service events and be

responsible for all subsequent hours the Chapter earns.

2. He shall act as the liaison between the Chapter and all volunteer organizations.
3. He shall see that the Chapter sponsors at least two philanthropic events per academic year, one of which must be in the Fall semester, one of which benefit the Leukemia and Lymphoma Society.
4. He shall raise a minimum of \$500 per academic year to benefit the Leukemia and Lymphoma Society.
5. He shall be in charge of monitoring community service hours and requiring a minimum of 16 volunteer hours per man.
6. He shall be in charge of documenting community service hours and events for MCS.

Article V. Meetings

Section A: Regular Meetings

Regular meetings of the Chapter shall be held once a week. Exceptions being that no regular meetings shall be held during Recessed Chapter and the week of final exams. All regular meetings shall be called by the Alpha, or, in his absence, the ranking officer.

Section B: Special Meetings

Special meetings may be called by the Alpha, unless specified otherwise, provided that he give at least seventy-two hour notice and a quorum is expected.

Section C: Formal Meetings

Formal meetings shall be held at least once a month during Chapter meeting. Dress at formal meetings shall consist of tie, collared shirt, dress pants, and dress shoes.

Section D: Recessed Chapter

Recessed Chapter is defined as any time that classes are not in session (Spring/Fall Breaks, semester breaks, etc.) and the summer semester.

Section E: Meeting Procedure

1. The following order of business shall be used in every meeting by the Chapter, as outlined in Act VII of the Constitution and Acts:

- a) Call to order and roll call
- b) Reading of a section of the Constitution and Acts or Chapter Bylaws
- c) Reading of minutes of the previous meeting
- d) Communication and letters
- e) Proposals and election of New Members
- f) Initiation
- g) Reports of Officers and Committees
- h) Election of Officers
- i) Installation of Officers
- j) Unfinished business
- k) New Business
- l) Comments by the Chapter Advisor, Academic Advisor, and/or guest(s)
- m) Correction of minutes

- n) Second roll call
- o) Closing comments
- p) Adjournment

2. When necessary, certain features may be omitted.

3. It should be understood by all members that one rap of the gavel calls the assembly to order or seats the members when standing, two raps call the officers (or particular officers as required) to their feet, three raps call the entire assembly to its feet.

Section F: Quorum

A quorum is defined as fifty percent plus one person of the active members of the Chapter in good standing, shall be required in attendance at a meeting in order to enact governing or taxing legislations.

Section G: Voting Privileges

Only the active brothers and new members who have completed new member education in good standing shall have the right to vote on any motion brought before the Chapter.

Section H: Disorderly Conduct

The presiding officer shall have the authority to expel a person from a meeting for, in his opinion, actions that are disorderly or disruptive in nature.

Article VI. Executive Board

Section A: Definition of Executive Board

The Executive Board shall be a committee of the Alpha, Beta, Pi, Iota, Sigma, Tau, Phi, Chi, Psi, and Upsilon, Theta(s). whose purpose shall be the review and recommendation concerning those matters brought before it.

Article VII. Committees

Section A: Standing Committee

1. Recruitment Committee:

- a. Shall be chaired by the Chi
- b. Members shall be appointed by the Chi
- c. Committee shall be limited to 6 active members not including the Alpha, Beta and Chi.

2. Social Committee:

- a. Shall be chaired by the Psi
- b. Members shall be appointed by the Psi
- c. Committee shall be limited to 6 active members not including the Alpha, Beta and Psi.

3. Financial Committee:

- a. Shall be chaired by the Tau
- b. Members shall be appointed by the Tau
- c. Committee shall be limited to 6 active members not including the Alpha, Beta and Tau.

4. Philanthropy Committee:

- a. Shall be chaired by the Phi
- b. Members shall be appointed by the Phi
- c. Committee shall be limited to 6 active members not including the Alpha, Beta and Phi.

Section B: Non-Standing Committees

The Alpha, with the input of the individual officers, shall appoint committees as he sees necessary to perform distinct duties. All such committees shall be supervised by the Executive Board and chaired by an active brother in good standing appointed by the Alpha.

Article VIII. Finances

Section A: Chapter Accounts

The Chapter shall have a checking and saving account controlled by the treasurer and monitored by the finance committee. Secondary accounts may also be established for large fundraising, philanthropic or community service projects.

Section B: Bills

- 1) The due date for payments shall be set by the Tau a minimum of 60 days before they are due
- 2) All bills must be paid within 30 days of invoice.

Article IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Article X. Conflict Resolution

Section A: Judicial Board

1. The purpose of the Judicial Board will be to present an alternate means of resolving Chapter conflicts internally when said conflict appears to be more than the Executive Board can easily resolve in an open discussion.

2. Membership for the Judicial Board will be determined as follows:

a. The Judicial board shall be composed of a Judicial Head and four additional members of the Chapter.

i. The Judicial head shall be elected in the same manner as officers of the chapter on a semesterly basis. The Alpha must ratify the appointment before the meeting is adjourned following the election.

ii. The additional members of the Judicial Board shall be appointed by the Judicial Head from a pool of members nominated by the Chapter.

iii. In the event of a vacancy the Judicial Chair must appoint a new member with majority vote approval by the Chapter.

iv. No members of the Executive Board shall be able to be a member of the Judicial Board.

b. In the event that the case brought before the Judicial Board directly involves one of the members, then he will be removed and another brother in good standing, appointed temporarily by the Judicial Head, will replace him until the case is resolved. This temporary appointment must be approved by the Chapter Alpha. After the case is resolved the member in question must be reinstated by a majority vote of the Chapter. If the Judicial Head is the member in question the Alpha shall appoint a temporary head from the Judicial Board.

c. The Judicial head shall act as judge during Judicial Board proceedings.

3. Complaints

a) Complaints: Any member of the Chapter against any other member may file Complaints.

b) Form and Timing: Complaints must be in written form and signed by the accusing individual(s). Complaints must be based on fact. Complaints shall contain a description of the incident, the parties involved, rules in question, and witnesses to the incident. Complaints shall be filed to the Judicial Board Chair. In the event that the Judicial Board Chair is filing a complaint, or one is being filed against the Judicial Board Chair, it shall be filed another member of the Judicial Board.

4. The process of the Judicial Board is as follows:

a) The member brought on charges will either accept or refute the charges, if he accepts he will

state the reasons for his actions. If he refutes the charges he can present his case to the Judicial Board, calling witnesses as necessary.

b) Witnesses and all members involved shall be sworn to secrecy about the proceedings of the trial. Excepting instances where outside institutions or people need to be contacted to enact the resolution.

c) A member of the Judicial Board will keep thorough records of all meetings and investigation procedures of the Judicial Board during the proceedings.

d) Each case will be closed when the Judicial Board has reached a suitable resolution agreed upon by majority vote or when by unanimous vote the Judicial Board agrees that no fair resolution can be reached.

5. The Judicial Board should be prepared to meet in person when called upon by the Judicial Head or Chapter Alpha, with the exception of Institution breaks, holidays, finals week and the week preceding finals where they should be available through electronic methods.

Section E: Report of Resolution

1. Upon resolution of the conflict, either internally or externally, all appropriate outside sources will be contacted and informed, in detail, of all conflicts and steps taken by the Chapter to reach an accepted resolution.

2. Upon voting a conflict to go before the Judicial Board, all appropriate outside sources will be contacted and informed of the decision and thereafter updated weekly until the case is closed.

3. All final resolutions will be brought before the Chapter in full detail.

5. Any member is able to appeal a sanction by the Judicial Board to the chapter.