

**Phi Sigma Pi National Honor Fraternity**  
**Eta Pi Chapter Bylaws**  
**Ratified: 2/18/2019**  
**Last Amended: 8/23/2021**  
**Revised: 4/14/2023**

The **Eta Pi Chapter Bylaws** (hereinafter referred to as “**Chapter Bylaws**”) of the Eta Pi Chapter of Phi Sigma Pi National Honor Fraternity shall contain governing policies specific to the Eta Pi Chapter and shall be adhered to in conjunction with other required policies, as stated by the **National Constitution**.

## **Article I: Name, Insignia and National Affiliation**

The name of this organization shall be the Eta Pi Chapter of Phi Sigma Pi National Honor Fraternity (hereinafter referred to as the “**Eta Pi Chapter**” or “**Chapter**”). The Eta Pi Chapter shall be located at the Christopher Newport University, in Newport News, Virginia. The Eta Pi Chapter is a chartered Chapter of Phi Sigma Pi National Honor Fraternity, which is a non-profit student organization.

## **Article II: Purpose**

In carrying out the purpose of Phi Sigma Pi, the Chapter shall strive to personify and encourage three ideals:

- A. the acquisition and dissemination of knowledge through scholarship,
- B. the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity,
- C. and the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi’s ranks.

The Chapter shall constantly endeavor to make these ideals dynamic in the lives of its Members. All aims and activities are legal under local, state, and federal law.

## **Article III: Membership**

### **Section 1: Non-Discrimination Policy**

The Eta Pi Chapter shall not discriminate on the basis of race, color, religion, National origin, ancestry, sex, gender identity or expression, sexual orientation, age or disability status in admission to, access to Phi Sigma Pi's programs and activities.

### **Section 2: Membership Eligibility**

Persons of good academic standing and excellent character shall be eligible for Membership in the Eta Pi Chapter. Collegiate Membership in the Chapter shall be open to undergraduate students of the Christopher Newport University who:

- A. have completed a minimum of one (1) semester or one (1) quarter of college credits, dual enrollment or AP credits count;
- B. have one (1) semester or two (2) quarters of prescribed undergraduate study remaining following the Initiation semester; and
- C. have earned at least a 3.00 Cumulative Grade Point Average (GPA) on a 4.00 scale (where an A=4.00)

All new Collegiate Members of the Eta Pi Chapter must meet the Initiation requirements of the Eta Pi Chapter.

### **Section 3: Requirements of Active Collegiate Members**

To remain an Active Collegiate Member in good standing, the Member shall:

- A. Attend all regularly scheduled General Body Meetings per academic term. Two excused absences are permitted; however, notification for an excused absence must be given to the Chapter Secretary, in writing, no later than twenty-four hours after the missed General Body Meeting.
  - a. Member is also permitted to have two unexcused absences in which they do not have to notify the Chapter Secretary.
  - b. If a member has a class or regular work (where they do not have control over scheduling), they must notify the Chapter Secretary no more than 24 hours before the semester begins.
- B. Serve on at least one permanent committee per academic term and attend all regularly scheduled committee meetings per academic term. Three excused absences are permitted; however, notification for excused absences must be given to the committee chair, in writing, no later than twenty-four hours after the missed meeting.
- C. Attend at least two Chapter service events, two Chapter social events, two scholarship events, and one Chapter fundraising event during each academic term. In addition, attend one risk management and one tripod event each academic term.
- D. Attend 75 percent of all recruitment events per semester and the Pinning and the Formal Induction Ceremonies during each academic term where a membership drive is held.
- E. Pay all National Dues, National Fees, Local Dues, and any outstanding balances by the third regularly scheduled Chapter meeting of the academic term.

### **Section 4: Membership Benefits of Collegiate Members**

Collegiate Members have the right to all listed membership benefits as outlined in the **National Constitution**, National governing documents, **Chapter Bylaws**, Chapter governing documents, and University policies.

### **Section 5: Local and National Inactivity**

- A. A Collegiate Member may request National Inactivity for the academic term, provided that the Collegiate Member is eligible for National Inactivity as defined by the **National Constitution**. The Member must enter the request in writing and must be approved by the Executive Board. Nationally Inactive Collegiate Members shall be exempt from paying National Dues and Fees and shall be waived of all requirements of Active Collegiate Members.

- B. A Collegiate Member may request Local Inactivity for the academic term. The Member must enter the request in writing for reasons such as excessive academic schedule, family emergency, or other situations beyond the Member's control. The granting of Local Inactivity by the Executive Board shall waive any attendance and committee requirements of Active Collegiate Members. The Member shall be exempt from Local Dues, but must pay National Dues and Fees.
- C. Nationally and Locally Inactive Members relinquish the right to vote during General Body Meetings during their term of inactivity.

### **Section 6: Alumni Membership**

Alumni Membership is automatically bestowed on any Active Collegiate Member or Inactive Collegiate Member in good standing that graduates from the Christopher Newport University or who leaves the Christopher Newport University.

## **Article IV: Composition and Election of the Executive Board**

### **Section 1: Composition of the Executive Board**

The Executive Board Members (or officers) of the Eta Pi Chapter are the Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, Chapter Initiate Adviser, Chapter Recruitment Adviser, Chapter Historian and Chapter Brother-at-large. These officers comprise the Executive Board.

### **Section 2: Requirements for Executive Board Members**

All Executive Board Members (officers) must be an Active Collegiate Member. An Executive Board Member (officer) must be in good standing academic standing at the time of election, appointment, and throughout the duration of his/her term of office; and may not be under disciplinary action from the Eta Pi Chapter, the Christopher Newport University, or from Phi Sigma Pi National Honor Fraternity.

### **Section 3: Election of Executive Board Members**

- A. A simple majority of the Collegiate Members present at a General Body Meeting shall be required to elect Executive Board Members. If there are more than two candidates and none receives a simple majority, a run-off shall be held between the two candidates with the greatest number of votes.
- B. Election of Executive Board Members shall be held at a General Body Meeting with nominations having been taken from the floor at the previous General Body Meeting. If an office fails to garner nomination of a Collegiate Member, then nominations for that office may be taken at the General Body Meeting in which elections are being held.
- C. All Executive Board elections shall be conducted as a secret ballot.
- D. Executive Board Members shall be elected no later than the fourth to the last General Body Meeting before the end of the fall academic term to insure officer transition.
- E. Executive Board Members shall be elected (and installed using **The Ritual**) each academic year to serve for the ensuing term of office.
- F. The term of office shall be one (1) calendar year. The outgoing officer must facilitate an officer transition program that is four (4) weeks in duration.

### **Section 4: Vacancies in the Executive Board**

- A. Vacancies in the Executive Board shall be filled by nomination and election by the Chapter no later than the second General Body Meeting after the vacancy occurs.
- B. The officer-elect shall be installed after election and shall serve out the remainder of the predecessor's term of office.

#### **Section 5: Selection of Additional Officers**

Additional officers may be nominated and elected at the discretion of the Chapter and shall be considered Members of the Executive Board.

#### **Section 6: Voting in Executive Board Meetings**

All Executive Board Members shall have one (1) vote during Executive Board Meetings.

### **Article V: Duties of the Executive Board Members**

#### **Section 1: Additional Responsibilities set forth for Executive Board Members**

- A. All Executive Board Members shall adhere to the duties as listed in the **National Constitution**, in addition to the duties listed below.
- B. All Executive Board Members shall submit an end of academic term report to the Chapter Secretary by a date predetermined by the Chapter Secretary.

#### **Section 2: Duties of the Chapter President**

The Chapter President shall:

- A. Preside at all meetings of the Chapter;
- B. Have removal power of all non-elected positions in the Chapter subject to the approval of the Executive Board;
- C. Be recognized as the official representative of the Chapter;
- D. Serve as the chair of the Executive Board;
- E. Be responsible for advising the Chapter Secretary on all correspondence, in accordance with the Chapter;
- F. Call special meetings of the Chapter;
- G. Prepare the agenda in consultation with the Executive Board;
- H. Be responsible for informing the Chapter about the National activities of Phi Sigma Pi;
- I. Serve as the Risk Management Adviser for the Chapter;
- J. Assist and oversee the officer transition at the end of each Executive Board Member's term;
- K. Assume or delegate the responsibilities and roles of vacant Executive Board and committee chair positions until the vacant position can be filled via special election.

#### **Section 3: Duties of the Chapter Vice President**

The Chapter Vice President shall:

- A. Be responsible for all duties of the Chapter President in the Chapter President's absence;
- B. Act as coordinator and serve as an ex-officio Member of the Chapter's Standing Committees, excluding the Executive Board;
- C. Accept all official responsibilities and obligations deemed necessary by the Chapter President;
- D. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
- E. Have the authority to form special (ad-hoc) committees with the approval of the Executive Board when the need arises;

- F. Solicit reports from all the Chapter Standing Committees.

#### **Section 4: Duties of the Chapter Secretary**

The Chapter Secretary shall:

- A. Keep a record of all proceedings of General Body Meetings and Executive Board Meetings and enter such minutes in a permanent record;
- B. Be responsible for the distribution of the minutes to the Membership of the Chapter and the Executive Board before the next General Body Meeting and have the minutes available for review;
- C. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
- D. Preserve, supply, and submit all National and Chapter Forms, documents, records, the **National Constitution, Chapter Bylaws, The Ritual**, other documents, and supplies;
- E. Submit to the National Office the most up to date **Chapter Bylaws** with the Form 110 reports as prescribed by the National Office;
- F. Be responsible for the attendance records of the Chapter;
- G. Maintain for the Chapter the approved Fraternity Roll Book requiring the signatures of all Members at the time of the Member's Induction. All Members shall be numbered sequentially in the Chapter Roll;
- H. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation;
- I. If necessary, choose, with the approval of the Executive Board and a majority vote of the Active Members present at a General Body Meeting, an Assistant Secretary to aid in performing the duties of the office;
- J. Preside over the meetings of the Chapter in the absence of the Chapter President and the Chapter Vice President.

#### **Section 5: Duties of the Chapter Treasurer**

The Chapter Treasurer shall:

- A. Report at meetings the financial status of the Chapter accounts, including, but not limited to, delinquent Dues;
- B. Remit appropriate moneys to the National Office by the specified due date;
- C. Propose, in conjunction with the Fundraising Committee, the budget for the next fiscal year;
- D. Receive and record all moneys of the Chapter and provide for the moneys' security;
- E. Adhere to the budget approved by the Executive Board and the Membership of the Chapter;
- F. Pay all debts and expenses;
- G. Maintain a record of receipts and expenditures, and balance the accounts;
- H. Serve as an Ex-officio Member of the Fundraising Committee and all other general Chapter purpose monetary generating committees;
- I. Provide explanations to questions posed by the Financial Review Board (a group of Active Collegiate Members conducting the Chapter's Annual Financial Review) for the completion of the Financial Review Board's report;
- J. Preside over the meetings of the Chapter in the absence of the Chapter President, Chapter Vice President, and Chapter Secretary;
- K. Relinquish possession of the records to the newly elected Chapter Treasurer prior to the new officer installations.

## **Section 6: Duties of the Chapter Initiate Adviser**

The Chapter Initiate Adviser shall:

- A. Be responsible for reviewing and updating the Initiation Program of the Chapter;
- B. Be responsible for maintaining and upholding the integrity of the recruitment program and Initiation Program of the Chapter in relation to the rules of the sheltering institution, and any rules established by the Chapter;
- C. Ensure that all Recruitment and Initiation activities are in accordance with the **National Constitution**;
- D. Be responsible for the planning and implementation of the Initiation Program approved by the Members of the Chapter at the General Body Meeting prior to the first meet night held by the Chapter;
- E. Collect contact and emergency contact information for all Members of the Initiation Program in any given academic term;
- F. Report Initiation Activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
- G. Be responsible for ensuring that all newly inducted Members be taught the fraternal grip and word;
- H. Preside over the Chapter meetings in the absence of the aforementioned Executive Board Members.

## **Section 7: Duties of the Chapter Historian**

The Chapter Historian shall:

- A. Keep, collect, and preserve an accurate history of the Chapter;
- B. Be responsible for placing news items concerning the Chapter in local and collegiate publications;
- C. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion;
- D. Preside over the Chapter meetings in the absence of the aforementioned Executive Board Members.

## **Section 8: Chapter Parliamentarian**

The Chapter Parliamentarian shall:

- A. Maintain order at all official Chapter meetings and events;
- B. Be responsible for maintaining and upholding **Robert's Rules of Order**;
- C. Review the **Chapter Bylaws** and submit proposed changes to the Chapter for their approval;
- D. Preside over the Chapter meetings in the absence of the aforementioned Executive Board Members.

# **Article VI: Chapter Standing Committees**

## **Section 1: Term of Chapter Standing Committees**

Chapter Standing Committees (hereafter referred to as “committees”) exist each academic year.

## **Section 2: Definition of the Executive Council**

The Chapter Vice President and the chair of each committee shall serve on the Chapter's Executive Council.

### **Section 3: Committee Assignments**

At the start of each academic year, every Active Collegiate Member shall be assigned to a committee. New Collegiate Members will be assigned to committees as they enter the Chapter for the remainder of any given academic year.

### **Section 4: Requirements for Committee Chairs**

All Committee Chairs shall possess at least the minimum requirements of an Active Collegiate Member in good standing and may not be under disciplinary action from the Eta Pi Chapter, the Christopher Newport University, or from Phi Sigma Pi National Honor Fraternity.

### **Section 5: Committee Chair Elections**

- A. A simple majority of the Collegiate Members present at a General Body Meeting shall be required to elect committee chairs. Thus, if there are more than two candidates and none receives a simple majority, a run-off shall be held between the two candidates with the greatest number of votes.
- B. Election of committee chairs shall be held at a General Body Meeting with nominations having been taken from the floor at the previous General Body Meeting. If a committee chair position fails to garner nomination of an Active Collegiate Member, then nominations for that position may be taken at the General Body Meeting in which elections are being held.
- C. All committee chair elections shall be conducted as a secret ballot.
- D. Committee chairs shall be elected no later than the fourth to the last General Body Meeting before the end of the fall academic term to ensure officer transition.
- E. Committee chairs shall be elected each semester to serve for the ensuing term of office.
- F. The term of office shall be one (1) year. The outgoing officer must facilitate an officer transition program that is four (4) weeks in duration.

### **Section 6: Committee Chair Responsibilities**

- A. The chair of each committee will serve as a voting Member on the Executive Council, which will help to advise the Executive Board on each committee's activities.
- B. The chair of each committee shall submit an end of academic term report to the Chapter Vice President by a date predetermined by the Chapter Vice President.

### **Section 7: Standing Committees**

- A. External Relations Committee: This committee focuses on three core areas:
  - 1. *Alumni Relations*: Keeps Alumni Members informed of Chapter events and activities, facilitates ongoing communication and relations among Alumni Members, maintains a database with up-to-date addresses of the Chapter's Alumni Members, and plans Alumni functions which allow the alumni to interact with Chapter Members.
  - 2. *Inter-Chapter Relations*: Keeps other Chapters informed of Chapter events and activities and facilitates ongoing communication and relations with other Chapters.
  - 3. *Public Relations/Fundraising*: Promotes the public image of the Chapter to the University and surrounding communities and Chapter events in the media and

through campus contacts. Coordinates fundraising and revenue-generating opportunities for the Chapter

- B. .
- C. Recruitment and Initiation Committee: Plans and implements the recruitment of new Members through the recruitment program as approved by the Chapter, ensures that all recruitment activities are in accordance with the **National Constitution**, and assists the Chapter Initiate Adviser with implementation of the Chapter's Initiation Program by promoting and instilling in the Initiates the ideals of Phi Sigma Pi.
- D. Scholarship Committee: Plans educational and cultural events for the Chapter, provides speakers for the Chapter on topics concerning the Collegiate Members and other college students, and maintains a program to ensure each Collegiate Member is upholding the high academic standards of Phi Sigma Pi.
- E. Service (Leadership) Committee: Organizes projects to provide hands-on or financial assistance to charities and philanthropies (including our National Philanthropy) and plans opportunities for the Chapter Members to become involved with service to the University and surrounding communities.
- F. Social (Fellowship) Committee: Organizes events that allow for social interaction and the fostering of fellowship.

## Section VII: National Delegates

### Section 1: National Delegate (Grand Chapter Delegate)

The Grand Chapter Delegate should be selected and reported to the National Headquarters no later than two weeks prior to the scheduled Grand Chapter meeting.

## Article VIII: Chapter Advisors

### Section 1: Eligibility of Chapter Advisors

The Eta Pi Chapter shall have a Chapter Advisor. This advisor shall meet any requirements for student organization advisors, as stipulated by the Christopher Newport University. This advisor shall be a full-time faculty or staff member at the Christopher Newport University.

### Section 2: Selection of Chapter Advisors

The Chapter Advisor of the Chapter shall be elected by the Active Collegiate Members of the Chapter following a nomination by a Chapter Member in a manner approved by the Christopher Newport University. The Chapter may choose more than one Chapter Advisor, at its discretion.

### Section 3: Responsibilities of Chapter Advisors

The advisor shall make a reasonable attempt to ensure that all business conducted by the Chapter meets the Christopher Newport University policies. It shall be the advisor's responsibility to review the budget and financial statements with the officers.

## Article IX: Dues and Finances



### **Section 1: Fiscal Year and Budgeting**

In accordance with the **National Constitution**, the Eta Pi Chapter's fiscal year begins July 1 and ends the following June 30. The financial policies of the Chapter shall be governed by a budget adopted by the third General Body Meeting of each semester.

- A. Each semester, the Treasurer and President shall work in conjunction to prepare a budget for approval by the Chapter by the second meeting of the semester.
- B. Each committee chair shall be expected to submit a proposed budget with their proposed events. These shall be compiled and reviewed by the treasurer and president before presentation to the Chapter. Each committee chair shall present their portion of the budget for approval to the Vice President, which will then be verified by the Chapter President. The treasurer shall also make available a budget composition at the time of consideration to aid in the Executive Board's decision.
- C. Once budgeted, the approved amounts shall not be exceeded without prior approval of the Chapter or, under emergency circumstances, by a majority of the Executive Board.
- D. Ideally, all costs shall be known prior to each event and funds shall be paid directly from the Chapter's account. To receive the monies the Member requesting the funds should bring a request to the Treasurer, at least a week in advance, that will include the items being purchased and itemized prices. If however the Chapter cannot pay in advance, the Brother(s) in charge of the event may elect to incur the initial costs and be reimbursed by the Chapter. The Chapter shall require receipts, invoices, or other proof of payment prior to reimbursement. It is highly recommended that every Brother maintain copies of any proof of payment submitted to the treasurer for their own records.
- E. If the budget for any event or purchase is exceeded, any unexpected costs must be approved by the Chapter before being reimbursed.
- F. Budget surpluses for any event or purchase are not for discretionary use and are not approved for "spur-of-the moment" expenses. Any extra money is considered to be part of the Chapter's reserve and must be approved for use as is any other spending.
- G. By the second to last meeting of each semester, the President and Treasurer will schedule a financial review with the Chapter Advisor. At this meeting a financial statement must be provided.
- H. In the event of dissolution, any remaining funds will be distributed as stated in Article XIII: Section 3.

### **Section 2: Dues**

- A. The Chapter shall levy semester dues from each active and locally inactive member. Semester dues are to be paid on or before the second meeting of the semester, unless alternative arrangements have been approved by the treasurer.
- B. Payment plans may be established through the Treasurer.
- C. Semester dues must be paid in full in all circumstances on or before the second regular Chapter each semester. Late dues shall incur a fine of \$25 fine.
- D. Semester dues shall include national dues (\$78) and local dues (\$28) totaling \$106 each semester. Members on local inactivity are required to pay national dues only.
- E. Initiate dues shall be paid through the treasurer. The Chapter initiation fee and dues must be paid in full on or before the Pinning ceremony. Initiate dues shall include a one-time national initiation fee (\$105), national dues (\$78), and local dues (\$28) totaling \$211 for the first semester only.

## **Section 2: Financial Risk Management**

- A. All cash funds of the Chapter shall be deposited in the name of the Eta Pi Chapter in an insured Eta Pi financial institution or with the sheltering institution. Deposits shall be made within 72 hours of receipt.
- B. To ensure financial security, the signatures of at least two Executive Board Members shall be required on any fraternity financial disbursements. Only dual-signature payment instruments shall be used to draw funds against the financial accounts of the Chapter.
- C. All bonds, securities, and other investments acquired by the Chapter shall be held in the name of the Eta Pi Chapter in an insured financial institution.
- D. The Executive Board shall arrange for an annual review and audit of all Chapter accounts. In addition a yearly financial statement will be provided to the student organization advisor for review.

## **Section 3: Authority to Levy Local Dues**

The Chapter shall levy additional Local Dues, in accordance with Chapter needs. Collegiate Members shall pay these dues as listed under **Article III, Section 3: Requirements of Active Collegiate Members**.

## **Section 4: Minimum Balance Requirement**

A minimum balance of two hundred dollars or what is required by the financial institution at which the Chapter's accounts are held, whichever is greater, shall be established for the treasury.

# **Article X: General Body Meetings**

## **Section 1: General Body Meetings**

The Chapter shall hold General Body Meetings once a week at a time and place to be determined by the Chapter. The date of the first scheduled General Body Meeting of the following academic term shall be called by the Chapter President at the last General Body Meeting of the previous academic term.

## **Section 2: Definition of Quorum**

Quorum shall consist of a simple majority of the Collegiate Members in good standing.

## **Section 3: Rules Governing General Body Meetings**

The following rules shall be followed for conducting the General Body Meeting: the **National Constitution**, National governing documents, the **Chapter Bylaws**, and **Robert's Rules of Order, Newly Revised**.

The Eta Pi Chapter's voting procedures shall follow **Robert's Rules of Order, Newly Revised**.

# **Article XI: Rules and Regulations**

## **Section 1: Federal and State Law; University Rules and Regulations**

The Eta Pi Chapter shall follow federal and state laws and abide by the rules and regulations of the Christopher Newport University.

## **Section 2: Policies of Phi Sigma Pi National Honor Fraternity**

The Chapter shall follow the rules/regulations as provided in the **National Constitution**, the **National Operating Policy**, the **National Risk Management Policy**, and other governing documents provided by the National Office.

### **Section 3: Precedence of Conflicting Policies**

Federal and state laws, University rules and regulations, the **National Constitution**, and other National governing documents (in this order) take precedence over these **Chapter Bylaws**.

## **Article XII: Disciplinary Actions of the Chapter**

### **Section 1: Rights of Active Collegiate Members**

No Member who meets all requirements as an Active Collegiate Member shall be denied the rights and privileges granted to Active Collegiate Members, so long as the Collegiate Member is in good standing.

### **Section 2: Membership Delinquencies**

- A. All reports, fees, and outstanding balances called for by the National Office or the Executive Board of the Eta Pi Chapter shall be forwarded promptly to the respective party by the due date.
- B. The Executive Board shall contact a delinquent Collegiate Member as soon as possible regarding any reports, fees, and outstanding balances by the appropriate due date.
- C. Failure to submit reports, fees, or outstanding balances by the appropriate due date shall subject the Collegiate Member to a fine to be determined by the Executive Board. Further disciplinary action may be taken if deemed necessary by the Executive Board.
- D. Multiple or recurring offenses may subject the Collegiate Member to further disciplinary action under the provisions listed below.
- E. Fine Tiers

No. of Unexcused Absences	Individual Fine	Total Fine Accumulated for the Respective Semester
2	\$0	\$0
3	\$5	\$5
4	\$10	\$15
5	\$15	\$30
6+	\$20+	\$50+

F. Upon return to the Chapter after the fourth (4th) unexcused meeting, a Brother will be placed on probation or two (2) weeks. In the event that the second (2nd) fine (i.e., for the fourth [4th] meeting) is not paid within two (2) weeks, said Brother's probation will be extended for the remaining thirteen (13) weeks of a Probation Semester.

G. 2. Probation may be imposed for conduct unbecoming of a Brother. Brothers shall be required to meet for two (2) hours each week for the length of the probation period with

either the President, Vice-President or the Parliamentarian. ii. Brothers placed upon probation must attend all mandatory events for the minimum two (2) week probationary period. The Brother may also be required to complete forms required by the National Office, as deemed necessary by the Eta Pi Chapter Executive Board. The Executive Board will not be allowed to assign more than one (1) national form per probationary period.

H. 1. If a Brother is placed on probation twice in one (1) semester, that Brother may be further disciplined, including suspension or expulsion. Brothers who have completed the terms of probation must make either a written or oral appeal for reinstatement to the Chapter at any general business meeting.

### **Section 3: Payment of Dues**

Any Collegiate Member that has not paid Local or National Dues or Fees by the deadline prescribed without consulting the Chapter Treasurer for alternate financial arrangements or payment plans shall automatically be brought up for expulsion at the next General Body Meeting under the provisions listed below.

### **Section 4: Due Process**

Any Collegiate Member who is found facing disciplinary action shall be given all applicable rights, and is entitled to due process. All violations of Chapter or National policies shall be addressed at a local level by following the steps outlined below:

- A. No Member shall be expelled, suspended, or impeached without prior and purposeful notice.
- B. The Chapter notices a Collegiate Member's action(s) is not in accordance with Chapter or National policy.
- C. Another Collegiate Member discusses with the Collegiate Member his or her actions and encourage them to make changes in his/her behavior.
- D. If the behavior does not change, the Collegiate Member is then brought up for disciplinary action (i.e. probation, impeachment, suspension, or expulsion).
- E. The Executive Board informs the Collegiate Member of the specific charges that are being brought against him/her; and the meeting details related to his/her hearing (typically one week prior to the actual date of the hearing)
- F. The Chapter follows appropriate protocol for facilitating a hearing to include time for the case to be explained, the Collegiate Member to make his or her case, debate amongst the Collegiate Members, and voting (in accordance with the **National Constitution**).
- G. In a case where an individual Member is not satisfied with the course of action that the Chapter has taken, the Member may then follow the route of due process outlined in the **National Operating Policy**.

### **Section 5: Probation**

- A. A Collegiate Member may be placed on probation for willful misconduct; breach of the **Chapter Bylaws, National Constitution**, or other Chapter or National governing documents; or conduct unbecoming of a Member of Phi Sigma Pi by a majority vote of the Executive Board or two-thirds vote of the Active Collegiate Members in good standing of the Collegiate Chapter. Terms and length of probation shall be left to the discretion of the Executive Board or the Chapter.

- B. Collegiate Members on probation relinquish their right to vote in General Body Meetings, may not be assigned an Initiate in the Initiation Program, and may not hold an Executive Board or committee chair position. Collegiate Members that currently hold an Executive Board or committee chair position when placed on probation shall serve out the remainder of his or her term, but may not be appointed or elected to an Executive Board or committee chair position at the end of the term.
- C. A Collegiate Member who has been placed on probation may be reinstated at any subsequent General Body Meeting by at least a two-thirds vote of the Active Members in good standing of the Collegiate Chapter, after the terms of any disciplinary action have been completed.
- D. Collegiate Members on probation are expected to continue to fulfill regular requirements and expectations unless otherwise specified in the probationary term. Additional requirements may also be set as part of the disciplinary action taken.

## **Section 6: Hearing Procedures for Motions calling for Impeachment, Suspension, or Expulsion**

- A. A motion calling for impeachment, suspension, or expulsion of a Collegiate Member shall be accepted from an Active Collegiate Member for failure to meet probationary requirements; gross willful misconduct; non-payment of National Dues or Fees; breach of the **Chapter Bylaws, National Constitution**, or other National or Chapter governing documents; or conduct unbecoming of a Member of Phi Sigma Pi. This motion must be accepted by a two-thirds vote of the Active Members in good standing of the Collegiate Chapter before any action can be taken.
- B. The Executive Board shall take all necessary and reasonable measures to notify the accused Member and the official Chapter Adviser if there is to be a hearing to impeach, suspend, or expel a Collegiate Member of Phi Sigma Pi. The notice shall advise the accused Member of the time and place of the hearing.
- C. A trial board shall be convened to investigate the validity of the motion for impeachment, suspension or expulsion. The trial board shall consist of seven Active Members in good standing, with at least one trial board member being an Executive Board Member (as defined in these **Chapter Bylaws**). All trial board members shall be chosen at random (not including the accused or the accuser). For further information regarding trial boards, see **Robert's Rules of Order, Newly Revised**.
- D. The trial board shall meet within two weeks of convening. The trial board shall investigate the charges and make a recommendation to the Chapter within two General Body Meetings. In order for the trial board to reach an objective decision, both the accused and the accuser shall be granted equal time to present positions in relation to the case.
- E. After the trial board makes its recommendation, it shall take a two-thirds vote of the of the Active Members in good standing of the Collegiate Chapter to impeach, suspend or expel the accused.

## **Section 7: Impeachment**

- A. A Collegiate Member may be impeached following a hearing as part of disciplinary action from the Chapter, following the guidelines listed above.
- B. If the accused is impeached from a specific office or position, immediate resignation from those office(s) or position(s) shall be required.

- C. Those impeached are expected to continue to fulfill regular requirements and expectations unless otherwise specified in the terms of disciplinary action. Additional requirements may also be set as part of the disciplinary action taken.

### **Section 8: Suspension**

- A. A Collegiate Member may be suspended following a hearing as part of disciplinary action from the Chapter, following the guidelines listed above.
- B. A Collegiate Member who is suspended shall have limited rights and requirements, and these limitations shall be prescribed in the disciplinary motion made for the individual case presented.
- C. A Collegiate Member who has been suspended may be reinstated at any subsequent General Body Meeting by at least a two-thirds vote of the Active Members in good standing of the Collegiate Chapter, after the terms of any disciplinary action have been completed.

### **Section 9: Expulsion**

- A. A Collegiate Member may be expelled from the Chapter following a hearing, following the guidelines listed above.
- B. A Member who is expelled shall immediately be relinquished from all obligations to Phi Sigma Pi. Should a Member owe any items, reports, fees, etc to the Chapter or the National Office, the Member shall be required to complete these items prior to expulsion.
- C. Any Member found to be expelled will no longer be considered part of Phi Sigma Pi, locally or nationally. As per the **National Constitution**, a former Member may re-apply to a Chapter while an undergraduate student at a sheltering institution. However, a Chapter may appropriately deny this appeal for Membership. Once an individual is no longer an undergraduate student at an institution with a Phi Sigma Pi Chapter, Active or Alumni Membership status cannot be reinstated by the local Chapter or National Office.

## **Article XIII: Adoption, Amendments, and Dissolution**

### **Section 1: Adoption**

These bylaws shall become effective upon approval by the Membership of the Eta Pi of Phi Sigma Pi Honor Fraternity and by the Christopher Newport University administration, if such approval is required in order to remain in good standing with the sheltering institution.

### **Section 2: Amendments**

These bylaws may be amended at any General Body Meeting or special Chapter meeting by a two-thirds vote of the Collegiate Members, provided the amendment was submitted in writing to the entire Chapter at the previous General Body Meeting. The Updated bylaws including any new amendments shall be submitted to the Christopher Newport University upon approval by the Collegiate Members, if such submission is required in order to remain in good standing with the sheltering institution.

### **Section 3: Dissolution**

In the event of dissolution of the Eta Pi Chapter of Phi Sigma Pi National Honor Fraternity, either by operation of the law, action of the sheltering institution, action of the National Council, or action of the Grand Chapter, after the payment of all creditors, the Chapter's assets shall be distributed to

the National Office as a donation to the Phi Sigma Pi National Honor Fraternity for use in the Richard Cecil Todd and Claudia Pennock Todd Tripod Scholarship fund.