



PHI SIGMA SIGMA

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*Once, Always.*

CONSTITUTION AND BYLAWS  
2019

## PREAMBLE

We, the members of Phi Sigma Sigma, Inc. (hereinafter referred to as “Phi Sigma Sigma Fraternity” or the “Fraternity”), believing in the furtherance of higher education, in the advancement of womanhood through a close union of congenial friends of high character and intelligence, and in a mutuality of philanthropic purpose, do, for the encouragement of these qualities in the Phi Sigma Sigma Fraternity, ordain and establish this constitution.

## ARTICLE I

### Organization – General

SECTION 1. The Phi Sigma Sigma Fraternity shall be composed of:

First – initiated members of collegiate chapters, established at various colleges and universities of the United States and Canada and designated by the letters of the Greek alphabet, with the prefix beta for a second series, the prefix gamma for a third series, etc.

Second – initiated members of alumnae groups, including clubs and chapters, conducted in accordance with the provisions hereinafter, and known by the names of the cities or geographic areas in which they are located.

Third – initiated alumnae members not affiliated with an established alumnae group.

SECTION 2. Charters to establish collegiate chapters shall not be granted until the executive director or her designee has conducted a thorough evaluation of the campus and prepared a written report on the opportunity to establish a new chapter. The written report shall be submitted to Supreme Council. A two-thirds vote of Supreme Council shall be required to establish a new chapter.

SECTION 3. In the event that Phi Sigma Sigma is extended an invitation to colonize on a campus with or without an existing college Panhellenic system, the executive director or her designee shall conduct a thorough evaluation and prepare a written report on the potential colonization. The written report shall be submitted to Supreme Council. A two-thirds vote of Supreme Council shall result in a commitment to establish a colony of Phi Sigma Sigma on the campus. The post-recruitment colonization group must include the required number of collegians determined by Supreme Council. Supreme Council will also designate the number of collegians who must be returning to the institution for at least one semester, quarter, or trimester following the establishment of the colony.

SECTION 4. Alumnae chapters shall be established in the following manner:

A petition, signed by not fewer than seven alumnae, resident or doing business within the city or geographic area in which the alumnae chapter is to be located, shall be forwarded to Headquarters. Before a member may be affiliated with an alumnae chapter, the alumnae chapter shall ascertain her standing as an alumna in good standing of the Fraternity.

If two-thirds of Supreme Council votes in favor of the petition, the chapter shall be duly organized by the direction of the grand archon and under the supervision of the executive director or her designee. An alumnae chapter must comply with the constitution, bylaws, policies, and ritual of the Fraternity, and tender an annual donation to the Phi Sigma Sigma Foundation in order to maintain its status as an alumnae chapter in good standing.

SECTION 5. If Supreme Council determines that an alumnae group does not meet the requirements for an alumnae chapter, an alumnae club may be established.

## ARTICLE II

### Organization - Communities

SECTION 1. The Fraternity shall be divided into communities bearing proper designations as determined by Supreme Council. As the chapter roll changes, the executive director or her designee shall review the composition of the communities and make expedient recommendations to Supreme Council such as to create a new community, to withdraw a community, or to transfer a chapter from one community to another.

## ARTICLE III

### Membership

SECTION 1. To be eligible for collegiate membership in the Fraternity, a candidate must be a female collegiate, post-graduate or professional student of the college or university where (1) the chapter is located; (2) Supreme Council has voted to establish a chapter; or (3) Supreme Council authorizes the collegian to be initiated.

SECTION 2. No candidate shall be extended a bid or initiated until she has demonstrated her interest in working toward the goals of the Fraternity and has met the scholastic requirements of the Fraternity, her chapter, and the institution at which the initiating chapter is located. The scholastic requirement for Phi Sigma Sigma membership is a G.P.A. of not less than 2.5 on a 4.0 scale. In the case of a first semester student, her final high school G.P.A. shall be used to determine academic eligibility. Supreme Council may waive the requirements of this section on a case by case basis for good cause.

No candidate shall be eligible for initiation until she and the chapter have met the obligations of the Fraternity for initiation. The candidate's obligations include paying initiation fees, satisfying all other financial obligations to the chapter and Fraternity treasuries, and agreeing to financial, housing and other policies. The chapter's obligations include providing all initiation information to Headquarters. The Fraternity finance committee may make special arrangements for candidates who are unable to make full payment of their initiation fees prior to initiation. No candidate shall be initiated or deemed initiated unless prior consent to initiate has been obtained from Headquarters.

SECTION 3. Honorary members, patrons, patronesses, and alumnae members may be proposed by any chapter to Supreme Council. Supreme Council shall investigate and vote upon the admission of the candidates. Honorary members, patrons, patronesses, and alumnae members shall be either college graduates or shall have received honorary degrees, or shall have evinced an unusual interest in the Fraternity.

SECTION 4. The following women shall not be entitled to become members of the Fraternity: (1) individuals who are not candidates for a degree; (2) preparatory students (i.e., individuals who are members of classes inferior to the first year class); or (3) individuals who are, or have been, initiated members of an existing National Panhellenic Conference fraternity, provided however, that the members of professional fraternities designated by Supreme Council and the members, alumnae, and actives, of any Greek letter fraternity uniting with or absorbed by Phi Sigma Sigma shall be eligible for membership in the Fraternity.

SECTION 5 Any duly initiated collegian may petition for alumna status if she meets one of the following requirements: (1) she is enrolled in an institution where her chapter is inactive; (2) she transfers to a school where there is no Phi Sigma Sigma chapter; (3) she is no longer attending school full-time as determined by the university she attends; (4) her chapter has been reorganized or recolonized; (5) she is married and/or has a child or children; (6) she experiences a documented personal or family circumstance that prohibits meeting the minimum standards of sisterhood; (7) a collegian in her final semester, quarter, or trimester before graduating whose academic, professional and/or personal circumstances prohibit her from participating in chapter activities; or (8) she is a fifth-year senior.

Eligibility for alumnae status under any of these circumstances requires that the collegian be a member in good financial standing.

SECTION 6. Phi Sigma Sigma adheres to the National Panhellenic Conference Unanimous Agreements. Accordingly, any woman who was duly initiated into the Phi Sigma Sigma Fraternity shall be forever barred from membership in any other Greek letter fraternity which is a member of the National Panhellenic Conference.

## ARTICLE IV

### Government - Legislative

SECTION 1. The legislative power of the Fraternity shall be vested in the Convention. The Convention shall constitute the annual meeting of Phi Sigma Sigma, Inc. in the years it is held.

SECTION 2. The Convention shall be composed of the following: one delegate designated by Supreme Council from each collegiate chapter of the Fraternity, one delegate from each alumnae chapter, chapter key advisors, standing committee chairs, other non-voting delegates designated by Supreme Council, and the members of Supreme Council.

All collegiate chapters shall be in good financial standing in order to vote. Each collegiate and alumnae delegate, each chapter key advisor, each standing committee chair, and each Supreme Council member shall be entitled to one vote if the chapter or member is in good standing with the Fraternity. No delegate shall vote in more than one capacity. Quorum shall consist of 100 voting members.

Voting on resolutions and amendments to the Fraternity's constitution and bylaws shall be weighted based on the number of voting members at a particular Convention. Collegiate votes will be weighted in such a manner to account for 51% of the total vote, while alumnae delegate votes will account for 49% of the total vote.

SECTION 3. All collegiate and alumnae members who pay international dues, are in good standing with the Fraternity, and who have furnished the Fraternity with their current mailing address will be entitled to vote for Supreme Council members.

SECTION 4. The ranking member of Supreme Council present at conclave shall act as chairman and shall vote only in case of ties.

SECTION 5. The Convention shall keep a journal of its proceedings which shall be duly published. The yeas and nays of each voting delegate on all roll call votes shall be entered in the journal.

SECTION 6. The Convention shall meet biennially. If circumstances arise which render it either impossible or impractical to hold conclave at the designated time and/or place, Supreme Council may, by a majority vote, change the time and/or place of conclave provided collegiate and alumnae chapters are given at least 30 days notice prior to the convening of conclave.

SECTION 7. In off-Convention years, the annual meeting shall be held at a date and time acceptable to the Fraternity board of directors.

SECTION 8. Supreme Council shall have the power, by a two-thirds vote, to call an extra session of the Convention at such time and place it may designate. A majority of the collegiate and alumnae chapters in good standing may also issue a call for an extra session of the Convention and forward the request to the grand archon, who shall call an extra session of the Convention to meet within 30 days following receipt of the request. The grand archon or her designee shall announce the time and place of the extra session. Funding of an extra session may be the responsibility of the conference delegates.

SECTION 9. The Convention shall have the power to levy special assessments and to provide for the general welfare of the Fraternity.

SECTION 10. The Convention shall have the final authority to make all laws which shall be necessary and proper for carrying into execution all powers vested by this constitution in the government of the Fraternity or in the government of any department or officer thereof.

SECTION 11. Approved room and board, plus the actual cost of transportation to and from the conclave site from home or nearer point of departure, not to exceed economy air coach fare shall be paid from the general fund for delegates from each collegiate chapter. No collegiate chapter delegate's expenses shall be reimbursed unless the delegate attended all sessions of conclave, unless her absence or lateness was approved in advance by the executive director.

Unless approved by Supreme Council in advance, delegates from alumnae chapters shall not be reimbursed for transportation, room and board expenses from the general fund; these expenses shall be the obligation of the delegate and/or the alumnae chapter she represents.

Approved room and board, plus the actual cost of transportation to and from the conclave site, from home or nearer point of departure, not to exceed economy air coach fare, shall be paid from the general fund for Supreme Council and additional personnel as designated by Supreme Council. No officer's expenses shall be reimbursed unless the officer fulfilled the obligations of her office. No officer's expenses shall be reimbursed unless the officer attended all sessions of the conclave, unless her absence or lateness was approved in advance by the grand archon.

SECTION 12. Any collegiate chapter or alumnae chapter which is indebted to the treasury of the Fraternity shall be deprived of the privilege of its vote at Convention, unless it can show good reason why the indebtedness was not paid. Good reason shall be determined by the executive director. No collegiate chapter that is on disciplinary status according to the Disciplinary Procedures may vote.

SECTION 13. Any Fraternity member with voting privileges who receives, or may receive an honorarium, payment or other compensation under a contract with Phi Sigma Sigma, Inc., shall have voice but no vote on matters related to the project or contract for which she is, or may be, paid. Any question as to the privilege of voting shall be decided by the grand archon, whose decision shall be final. Reimbursement for documented expenses such as postage, travel, or telephone shall not be considered compensation for purposes of this section.

SECTION 14. Any collegiate chapter that is unrepresented by a collegiate delegate at conclave shall be subject to disciplinary action under the Disciplinary Procedures.

## ARTICLE V

### Government – Executive

SECTION 1. The grand archon, grand vice archon and grand vice archon – finance shall be the corporate president, vice president/secretary and treasurer, respectively of Phi Sigma Sigma, Inc. The executive power of the Fraternity shall be vested in the Fraternity’s board of directors. The board of directors shall be called Supreme Council. Supreme Council consists of the grand archon, grand vice archon, grand vice archon – finance, and four directors. The immediate past grand archon shall serve as a non-voting ex-officio member of Supreme Council for one term.

SECTION 2. Supreme Council shall be elected biennially by the electorate by a plurality. Votes cast at Convention shall be tallied by the executive director and the parliamentarian in the presence of all past grand archons not running for office and, if available, legal counsel. If the executive director and the parliamentarian are not available, one or more past grand archons of the Fraternity, who are not candidates for office, may be substituted. If votes are cast electronically or by mail, they shall be tallied at the direction of the executive director by a third party entity, or by the executive director and individual(s) appointed by Supreme Council. If votes are cast at Convention, no proxy voting shall be permitted. No individual may hold the same elected position for longer than six consecutive years or three consecutive terms, whichever is longer.

SECTION 3. Members of Supreme Council shall assume their respective offices immediately succeeding the course of business of the conclave at which they are elected or appointed and shall serve until constitutionally replaced.

SECTION 4. As the highest council and sovereign body of the Fraternity, Supreme Council constitutes the board of directors of the Fraternity and shall provide strategic leadership for the Fraternity, including setting direction, making policy and strategic decisions, overseeing and monitoring organizational performance, and ensuring overall accountability. Supreme Council shall have the power to (1) determine the Fraternity’s mission and purpose; (2) select, support, and assess the overall performance of the Fraternity’s executive director; (3) provide proper financial oversight and ensure adequate resources; (4) ensure legal and ethical integrity and maintain accountability; (5) ensure the recruitment and orientation of new board members and the assessment of board performance; and (6) enhance the Fraternity’s public standing. Supreme Council shall also have the power to (1) make agreements with other fraternities; (2) control the extension of the Fraternity; (3) suspend and expel members from the Fraternity consistent with the constitution, bylaws, policies, and ritual of the Fraternity; (4) fill vacancies in the offices of Supreme Council as hereinafter provided; (5) recommend legislation to the Convention; and (6) exercise all other functions of government consistent with the constitution, bylaws, policies, and ritual of the Fraternity.

In case of emergency, the grand archon, with the approval of Supreme Council, shall be authorized to appoint a committee of not fewer than three alumnae members to supervise and control the organization, personnel, and finances of any collegiate chapter, with power to suspend members of the chapter, and to take such other action as the emergency may demand.

SECTION 5. Supreme Council shall be the authorized representatives of the Fraternity. Supreme Council is empowered to exercise all the powers and discharge all the duties conferred by the corporate charter granted by the State of New York. Supreme Council shall have full charge of the Fraternity, the conduct of Headquarters, and Fraternity employees.

SECTION 6. The decisions, orders, judgments, and decrees of Supreme Council on all questions submitted for determination shall be final.

SECTION 7. Supreme Council shall be responsible to the Convention for its acts and for wholesome, just and efficient government of Phi Sigma Sigma, Inc. Supreme Council members shall be liable for impeachment, deposition and removal from office by the Convention for dereliction of duty and other cause. Any member of Supreme Council may be removed for cause by the unanimous vote of its remaining members at any poll of Supreme Council.

SECTION 8. The grand archon (president) shall be president of Supreme Council and president of the Fraternity. She shall have the power by and with the advice and consent of Supreme Council to appoint ambassadors and make agreements with other fraternities. She shall have the power in the case of removal, death, inability, inefficiency, or dereliction of duty of any officer of the Fraternity, by and with the consent of Supreme Council, to appoint an officer to temporarily discharge the powers and duties of the office until the office is filled by election or appointment or Supreme Council determines that the officer is capable of resuming her duties. She shall, from time to time, give the chapters information on the state of the Fraternity. She shall recommend for the consideration of the Convention such measures as she shall judge necessary and expedient and she shall take care that the laws of the Fraternity are faithfully executed. The grand archon or her designee may serve as an ex-officio member of all committees with exception of the nominating committee. The grand archon, with the advice and consent of the corporate officers, shall oversee Headquarters and its staff. The grand archon shall sign, together with the grand vice archon, all contracts entered into or documents executed on behalf of the Fraternity. The grand archon may sign, together with the grand vice archon, all contracts entered into or documents executed on behalf of collegiate chapters, in accordance with policy.

The grand archon shall decide all questions of law arising under the constitution, bylaws, policies, and ritual of the Fraternity. Any chapter or member of the Fraternity may appeal a decision on a question of law to Supreme Council.

SECTION 9. In the event Supreme Council determines that the grand archon is (1) unable to serve; (2) suffers a disability that renders her unable to perform her duties; or (3) engages in dereliction of duty, the grand vice archon shall discharge all such duties until the office is filled by election or appointment or Supreme Council determines that the grand archon is capable of resuming her duties. In the event the grand vice archon cannot fulfill the grand archon's duties, succession shall proceed to the grand vice archon - finance. In the event the grand vice archon - finance cannot fulfill the grand archon's duties, the remaining directors shall elect a grand archon from amongst the remaining members of the Supreme Council.

## ARTICLE VI

### Government - Administrative

SECTION 1. There shall be a grand archon advisory board composed of a maximum of five members, one of whom shall be the immediate past grand archon. They shall be appointed by the grand archon and must have served in an official capacity in the Fraternity. They shall be available for consultation on all phases of Fraternity activities.

SECTION 2. The chapter key advisors shall be appointed for each collegiate chapter and confirmed by the executive director. The chapter key advisor shall be the deputy of Supreme Council in and for the chapter. It shall be her duty to implement all orders of Supreme Council, to keep Headquarters staff fully and accurately informed of the affairs of the chapter, and to perform the duties enumerated for her in the ritual of the Fraternity.

## ARTICLE VII

### Standing Committees

SECTION 1. Supreme Council is authorized to establish and discharge project task forces, standing committees and special committees. Supreme Council shall appoint the chairman and members of each project task force, standing committee and special committee. Standing committees include, but are not limited to, the awards committee, finance committee, standards committee, and Panhellenic relations committee. The chairman of each of these committees and the bylaws committee and the nominating committee shall be a voting member of the Fraternity. The special committees include the bylaws committee and the nominating committee.

SECTION 2. The awards committee shall collect information and applications in various areas in which the awards are made. The committee shall review the information and select award recipients. The awards committee will work directly under the supervision of the executive director or her designee.

SECTION 3. The bylaws committee shall solicit, review, and submit constitutional and bylaws amendments to the electorate. The grand vice archon shall be an ex-officio member of this committee. The committee shall consist of a minimum of five voting alumnae members, one of whom is the chairman, and as many additional non-voting members as is deemed necessary. Submissions will be considered by the bylaws committee and those submissions receiving a majority vote by the bylaws committee will be submitted to Supreme Council for approval. Those submissions receiving a majority vote of Supreme Council shall be presented to the electorate for approval. All submissions rejected by the bylaws committee or not approved by Supreme Council shall be provided to the electorate and identified as either rejected by the bylaws committee or not approved by Supreme Council. The electorate shall be advised in writing that any submission that was rejected by the bylaws committee or not approved by Supreme Council may be placed before the electorate upon a two-thirds vote of the electorate. Upon written petition of two-thirds of the voting delegates, a bylaw amendment previously rejected by the bylaws committee or not approved by Supreme Council shall be presented to the electorate.

SECTION 4. The finance committee shall prepare a budget for the Fraternity general fund and oversee and regulate the finances of the Fraternity. The budget shall be approved by Supreme Council. The committee shall consist of the grand archon, grand vice archon - finance (who shall be the chairman or appoint the chairman), executive director, and such other persons as is deemed necessary.

SECTION 5. The standards committee shall oversee chapters subject to disciplinary action by the Fraternity, in accordance with the Disciplinary Procedures.

SECTION 6. The nominating committee shall promote the process of nominations and elections, recruit nominees for Supreme Council, and ensure there are candidates for office. The committee shall submit a timeline for the nominations and elections process to be approved by Supreme Council. Only candidates approved by the nominating committee may be placed on the ballot. No candidates may be nominated from the Convention floor.



SECTION 7. The Panhellenic relations committee shall support Phi Sigma Sigma on matters related to college and alumnae Panhellenic matters. The committee shall consist of the delegate to the National Panhellenic Conference (NPC) Council of Delegates (the grand archon or her designee), chief Panhellenic officer, executive director or her designee, volunteers to the National Panhellenic Conference, and such other persons as is deemed necessary. As the delegate to the NPC Council of Delegates, the grand archon or her designee shall represent the Fraternity in all matters pertaining to the National Panhellenic Conference, and shall act on behalf of the Fraternity with the consent of Supreme Council. The chief Panhellenic officer shall serve as a liaison to and primary contact for the NPC and other member organizations on all college and alumnae Panhellenic matters.

## ARTICLE VIII

### Government - Collegiate Chapters

SECTION 1. The collegiate chapter officers and their duties shall be as follows:

It shall be the duty of the archon to preside at all meetings of her chapter, call all special meetings, and enforce due observance of, and compliance with the constitution, bylaws, policies and ritual of the Fraternity, and perform all other duties typically assigned to the presiding officer and executive head of an organization. She shall serve as delegate to Fraternity conclaves. She shall be directly responsible for Fraternity correspondence and her chapter's performance. The archon shall sign, together with the vice archon, all contracts entered into or documents executed on behalf of her chapter.

SECTION 2. It shall be the duty of the vice archon to perform the duties of the archon in the archon's absence. She shall be custodian of the ritual and shall enforce due observance of and compliance with the constitution, bylaws, policies and ritual of the Fraternity. She shall be responsible for Fraternity education and the implementation of the chapter constitution. She shall be an ex-officio, non-voting member of the standards board. She shall chair the executive board and executive council of the chapter and shall supervise chapter chairmen and committees.

SECTION 3. It shall be the duty of the bursar to collect and disburse all funds belonging to the chapter and pay all claims on the treasury, to keep an accurate account of all money received and expended, and to render a report at each meeting concerning the financial affairs of the chapter. The bursar will assist the executive director and/or designee with composing the chapter's annual budget. She shall chair the chapter finance committee, which shall be responsible for the collection of dues and chapter spending based on the annual budget.

The signature of the bursar and either the archon or chapter key advisor shall be required on the chapter's annual budget and compilation. If the chapter has an active housing corporation, the housing corporation shall be responsible for preparation of the house's annual budget and compilation.

The bursar shall reimburse only those chapter expenses which have been duly approved in advance and for which proof of expenditure is presented. She shall chair the chapter finance committee which shall be responsible for the preparation of the chapter's annual budget and compilation.

SECTION 4. It shall be the duty of the scribe to conduct all correspondence of her chapter. She shall preserve files of her correspondence. She shall notify all members of special meetings. She shall collect the ballots at elections if an alumna is unavailable. She shall be in charge of and maintain the collegiate and alumnae files and shall annually compile and maintain an up-to-date record of the names and addresses of the collegiate and alumnae members of her chapter as part of the chapter's permanent record book.

SECTION 5. It shall be the duty of the tribune to keep an accurate, permanent account of the proceedings of her chapter. She may serve as historian. She shall take roll at all Phi Sigma Sigma events, excluding those that pertain directly to committee chairmen.

SECTION 6. It shall be the duty of the member at large to serve as chairman of the standards board and ensure that standards of the chapter are upheld. She shall process chapter-approved membership status changes in a timely manner. The member at large shall serve as the liaison between the executive board and the chapter. In conjunction with the archon, vice archon and standards board, she shall interpret the constitution, bylaws, policies and ritual of the Fraternity.

SECTION 7. It shall be the duty of the membership recruitment chairman to oversee all membership recruitment events. She shall be responsible for planning and implementing the Fraternity-approved membership recruitment program. She shall manage the chapter's compliance with the international Membership Recruitment Policy. She shall supervise assistants.

SECTION 8. It shall be the duty of the sister development chairman to oversee all activities related to member development programming. She shall work with new sisters during the orientation program as well as the chapter as a whole at all times throughout the year.

SECTION 9. It shall be the Panhellenic delegate/Inter-Sorority Greek Council representative's duty to represent Phi Sigma Sigma in all fraternity/sorority activities. She shall report through her archon to Headquarters. She shall act on behalf of the chapter, representing Phi Sigma Sigma's interests in all matters related to the College Panhellenic Association as directed by her archon in consultation with Headquarters.

SECTION 10. The archon, vice archon, bursar, scribe, tribune, member at large, membership recruitment chairman, sister development chairman, and Panhellenic delegate in conjunction with those other officers elected in accordance with the chapter bylaws, as prescribed in Article VI, Section 1 of the bylaws, shall serve on the chapter's executive board. The executive council shall be composed of the executive board and duly appointed chairmen.

SECTION 11. Each executive board officer of the collegiate chapter shall be a student, registered as a candidate for a degree, and in good standing. No member shall be eligible for office if she is scheduled to graduate or otherwise leave school before the next regular annual election.

SECTION 12. The annual election of officers of the collegiate chapter shall be held no later than 10 weeks before the beginning of the spring term's final examinations, or shall comply with university rules or Panhellenic rules requiring otherwise. Exceptions to this rule must be approved by Supreme Council.

SECTION 13. A member who is not in good standing shall not be eligible to serve in any office in the chapter or as a delegate to conclave.

## ARTICLE IX

### Emblems

SECTION 1. There shall be two recognized membership badges. The plain badge shall consist of a gold sphinxhead with eyes of sapphire on a gold base bearing the Greek letters of the Fraternity in blue enamel. The jeweled badge shall have the sphinxhead superimposed on a gold pyramid with three sapphires in each corner.

Badges shall be furnished to alumnae and collegiate members through Headquarters. The membership badge shall be worn by collegians near or over the heart. Alumnae may also wear the membership badge on a necklace, bracelet or ring. The membership badge shall never be sold, given or loaned to any person who is not a duly initiated member of the Fraternity.

SECTION 2. The Supreme Council badge is a sphinxhead superimposed on a gold pyramid with sapphires on all sides except that the grand archon's Supreme Council badge has alternating diamonds and sapphires on all sides. Each badge is inscribed on the back with the office.

SECTION 3. The new member pin shall be a blue pyramid superimposed on a pyramid of gold forming a border on which is inscribed in Greek script the open motto of the Fraternity, "Diokete Hupsala."

SECTION 4. The colors of the Fraternity shall be king blue and gold.

SECTION 5. The coat-of-arms of the Fraternity shall be a sphinxhead on a shield superimposed on a pyramid, at its apex a rose, at its base twin scrolls, bearing, in Greek, Diokete Hupsala, 1913.

SECTION 6. The American Beauty Rose shall be the official flower of the Fraternity.

SECTION 7. Supreme Council is authorized to create and retire awards based on the recommendation of the awards committee. Awards shall include, but are not limited to, the following:

- a. The Sisterhood Award charm is an open gold pyramid. It shall be presented to recipients of the Sisterhood Award.
- b. The Order of the Sapphire Award charm is an open gold pyramid with four sapphires and three diamonds alternating across the base. It shall be presented to recipients of the Order of the Sapphire Award.
- c. The Pyramid Award charm is an open gold pyramid with seven diamonds across the base. It shall be presented to recipients of the Pyramid Award.

## ARTICLE X

### Discipline

SECTION 1. All disciplinary actions of the Fraternity will be governed by and subject to the Disciplinary Procedures of Phi Sigma Sigma.

The executive director or designee shall act on referrals for disciplinary action of collegiate chapters, alumnae chapters, or any Fraternity member. The executive director or designee shall be empowered to collect facts, conduct hearings as necessary, and take appropriate disciplinary action following the procedures set forth in the Disciplinary Procedures.

SECTION 2. If a chapter fails to comply with the constitution, bylaws, policies or ritual of the Fraternity, or if it appears that the interests of the Fraternity suffer by the maintenance of any particular chapter, the chapter's charter may be withdrawn or suspended by a two-thirds vote of Supreme Council.

In the event of a recommendation of withdrawal of a charter, the chapter shall be notified in writing and will have 15 calendar days to appeal the recommendation to Supreme Council in writing. The appeal is limited to three pages in length. Once the 15 calendar days have passed, a vote of Supreme Council shall be taken, and a two-thirds vote of Supreme Council shall be required to revoke the charter.

SECTION 3. If the membership of any alumnae chapter falls below five members, its charter may be recalled by a two-thirds vote of Supreme Council, and its status changed to that of alumnae club. Once the group again meets all requirements for an alumnae chapter, it may petition Supreme Council to have its charter reinstated.

SECTION 4. The chapter treasury and all books, papers, records and all other archives in the possession of any chapter that ceases operations shall be transmitted to Headquarters. Headquarters shall deposit the treasury and shall retain the documents in the archives of the Fraternity until the chapter is re-established.

SECTION 5. Supreme Council shall have the power to disaffiliate from the Fraternity any member whose membership is detrimental to the best interest of Phi Sigma Sigma, who has violated her Fraternity oath, or who has been found guilty of conduct unbecoming a Fraternity member by unanimous vote.

In the event of a disaffiliation of membership, the member shall be notified in writing and will have 15 calendar days to appeal the recommendation to Supreme Council in writing. The appeal is limited to three pages in length. If a member files an appeal with Headquarters that is postmarked 15 days or less after the member received notification of her disaffiliation, Supreme Council will have 30 days to reconsider its decision. Any decision reaffirming the disaffiliation must be unanimous. This decision is final and binding. If the affected member does not timely appeal the decision to disaffiliate, Supreme Council's initial decision to disaffiliate the member is final and binding.

The executive director or her designee shall be responsible for bringing disaffiliation matters to the attention of Supreme Council. The executive director or her designee shall ensure that due process has been followed and the case properly investigated. The recommendation of the executive director or her designee shall be made in writing and shall be presented to Supreme Council for a vote.

SECTION 6. Supreme Council shall disaffiliate from the Fraternity any member who has been convicted of a felony.

SECTION 7. Each collegiate chapter shall establish a standards board, which shall consist of at least five members, defined as follows: one first-year student; one sophomore; one junior; one senior, the member at large, and the vice archon as ex-officio member. The standards board may not include members of the chapter's executive board other than the vice archon. In situations where there is no member of a particular academic class, an additional member of the academic class with the most representatives may be substituted.

SECTION 8. Through its chapter standards board procedure, each collegiate chapter shall have the authority to recommend to the executive director or designee disaffiliation from its chapter any active member, if an initiate of said chapter, whose continued presence is detrimental to the harmony and standing of the chapter and the Fraternity, or who has violated her Fraternity oath. Upon receipt of such recommendation, the executive director and/or designee shall review said recommendation and collect facts as necessary to make a determination as to whether the member should be disaffiliated. If a member has withdrawn from college, the chapter shall have the power to discipline her for any acts which occurred while she was a member of the chapter, provided, however, that not more than six months shall have elapsed between the date of the act or acts in question and the filing of the charges against the member.

SECTION 9. Each alumnae chapter shall have the authority to disaffiliate from membership an alumnae chapter member guilty of conduct injurious to the chapter or the Fraternity. A unanimous vote of the alumnae chapter excluding the member under consideration shall be necessary for disaffiliation of the member.

SECTION 10. In the case of disaffiliation by either a collegiate or alumnae chapter or Supreme Council, the disaffiliate's badge, new member pin, and membership certificate shall be returned to Headquarters.

SECTION 11. Any member who has been disaffiliated by a collegiate or alumnae chapter may petition Supreme Council for reinstatement, and by a unanimous vote of Supreme Council she may be restored to good standing in the Fraternity.

The petition shall set forth fully all circumstances and reasons for the application for reinstatement. The petition is limited to three pages in length. It shall be endorsed by at least five members of the Fraternity, all of whom must be in good standing, and three of whom shall be alumnae or active members of the petitioner's chapter. Each endorsement is limited to two pages in length.

Upon receipt of a petition for reinstatement from a disaffiliation, the executive director or her designee shall collect facts as necessary and make a written recommendation for or against the reinstatement. The petition, supporting documents, and recommendation will be presented in writing to Supreme Council for a vote.

SECTION 12. Supreme Council shall have the power, for cause, by a two-thirds vote, to suspend any member of the Fraternity from any or all of the privileges of membership in the Fraternity. In the event of a suspension of membership, the member shall be notified in writing and will have 15 calendar days to appeal the decision. The appeal is limited to three pages in length. Suspension by Supreme Council shall be for a definite, specified period. During the suspension, the member's badge, new member pin and membership certificate shall be deposited with her chapter key advisor or Supreme Council.

SECTION 13. Through its chapter standards board procedure, each collegiate chapter shall have the authority to suspend any active member or deprive her of any and/or all privileges of membership in the chapter, as a penalty for any violation of law, rules and regulations, unbecoming conduct, disrespect of established authority, unsatisfactory scholarship, disregard of orders officially given, and financial delinquency. The suspension of any member leaving school not in good standing may include the suspension of life membership privileges including the right to receive the Fraternity magazine. Suspension by a collegiate chapter shall be for a definite, specified period. During the suspension, the member's badge, new member pin and membership certificate shall be deposited with her chapter key advisor or Supreme Council.

The suspension of a member does not remove the chapter's jurisdiction in cases of disaffiliation under Section 7 of this Article.

SECTION 14. Each alumnae chapter shall have the authority to suspend from membership an alumnae chapter member guilty of conduct injurious to the chapter or the Fraternity. A two-thirds vote of the alumnae chapter shall be necessary for suspension of the member. Suspension by an alumnae chapter shall be for a definite, specified period. During the suspension, the member's badge, new member pin and membership certificate shall be deposited with her chapter key advisor or Supreme Council.

SECTION 15. Any member suspended by a collegiate or alumnae chapter may petition Supreme Council for reinstatement, and by a two-thirds vote of Supreme Council she may be restored to good standing in the Fraternity.

The petition shall set forth fully all circumstances and reasons for such application for reinstatement. The petition is limited to three pages in length. It shall be endorsed by at least five members of the Fraternity, three of whom shall be alumnae or active members of the petitioner's chapter. Each endorsement is limited to two pages in length.

Upon receipt of a petition for reinstatement from a suspension, the executive director or her designee shall collect facts as necessary and make a written recommendation for or against the reinstatement. The petition, supporting documents, and recommendation will be presented in writing to Supreme Council for a vote.

SECTION 16. Each collegiate chapter shall have the authority to remove a chapter officer from office due to her continued neglect of her duties.

A petition, signed by one-third of the active chapter (excluding the standards board) stating the nature of the charges, shall initiate a review by the chapter standards board. A four-fifths vote of the standards board shall be necessary for the removal of an officer from office. A two-thirds vote of the active chapter within 15 days following the standards board vote to remove shall be required in order to reinstate an officer to her office.

The impeachment of an officer does not remove the chapter's jurisdiction in cases of disaffiliation or suspension under Sections 7 and 12 of this Article.

SECTION 17. Each alumnae chapter shall have the authority to remove a chapter officer from office due to her continued neglect of her duties. A four-fifths vote of the alumnae chapter shall be necessary for the removal of an officer from office.

SECTION 18. Any chapter officer removed from office may petition Supreme Council for reinstatement. The petition must be filed within seven calendar days from her removal from office. Upon a four-fifths (4/5) vote of Supreme Council, she may be returned to office. The officer shall be suspended from the duties and privileges of her office while her petition for reinstatement is being considered.

SECTION 19. A hearing shall be required for all disciplinary action taken at the collegiate or alumnae level, and each chapter's constitution and standards board procedure shall set forth the steps to be taken in such matters.

## ARTICLE XI

SECTION 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Fraternity operations in all cases in which they are not inconsistent with the constitution and bylaws and any special rules of order the Fraternity may adopt.

## ARTICLE XII

### Amendment

SECTION 1. This constitution may be repealed, altered, or amended at any Convention by a two-thirds (2/3) vote of the electorate.

SECTION 2. Any proposed changes and/or amendments shall be submitted to the grand vice archon no later than March 1 preceding Convention. Proposed amendments shall be submitted to all collegiate chapters, alumnae chapters, and Fraternity personnel no later than April 15 preceding Convention.

SECTION 3. All repeals, alterations, or amendments of this constitution which have been duly adopted by the electorate shall take effect and become organic laws of the Fraternity immediately, unless otherwise provided in the repeal, alteration, or amendment.

## BYLAWS

### ARTICLE I

#### Publications

SECTION 1. The publications of the Fraternity shall be The Sphinx and such other works as shall be authorized by Supreme Council.

SECTION 2. The Sphinx shall be the official journal of the Fraternity, and issued on a regular periodic schedule. The expense of publication not met by subscriptions and advertising revenue shall be paid from the general fund.

### ARTICLE II

#### Dues, Taxes, Fees, Fines, etc.

SECTION 1. All dues, taxes, fees, and fines of the Fraternity shall be such amounts per fiscal year as Supreme Council may determine and will be announced by March 1 preceding the Fraternity's next fiscal year. If Supreme Council fails to set the amount of dues, taxes, fees, or fines for any year, the dues, taxes, fees, or fines for that year shall be the same as the dues, taxes, fees, and fines for the preceding fiscal year.

SECTION 2. Annual collegiate dues and fees shall be payable to the Fraternity treasury with respect to each collegiate member of the Fraternity according to the fee schedule as approved by Supreme Council, with the exception of new initiates as of that date associated that same term.

SECTION 3. All new member and initiation fees payable directly to the Fraternity from new members shall be payable according to the fee schedule. Upon payment of the same to the Fraternity treasury, the initiate shall be supplied with a badge and a certificate of membership and she shall be duly registered as a member of the Fraternity.

SECTION 4. Dues, taxes, fees, and fines paid hereunder shall not be refundable for any reason.

SECTION 5. Supreme Council shall regulate the sale of badges, pins, and other crested and general Fraternity merchandise.

SECTION 6. All collegiate chapters, alumnae chapters, and housing corporations shall pay all valid debts as they become due.

### ARTICLE III

#### Convention

SECTION 1. All the parliamentary privileges, save that of voting, of delegates and visitors shall be set by the rules of the Convention and approved by the electorate.

SECTION 2. The special committees, appointed by Supreme Council, shall be:

1. Credentials Committee (appointed prior to the first Plenary session)
2. Rules and Standards Committee

3. Bylaws Committee
4. Chapters and Charters Committee
5. Nominating Committee
6. Resolutions Committee
7. Special Convention Awards Committee

SECTION 3. The Order of Business shall be set by the rules of the Convention and approved by the electorate.

## ARTICLE IV

### Supreme Council

SECTION 1. Supreme Council shall hold a regular meeting, without notice other than this bylaw, during and at the same place as conclave. At that meeting, Supreme Council shall by resolution schedule the next regular meeting to be held during the following year. No notice shall be required of that meeting beyond that resolution of Supreme Council.

SECTION 2. Special meetings of Supreme Council may be called by the grand archon or upon request of any two other members of Supreme Council. A two day notice shall be given as to the time, place, and purpose of such special meeting. That notice shall be given to each member of Supreme Council by personal delivery, telephone, facsimile, or electronic mail. Notice of a meeting of Supreme Council need not be given to any member of Supreme Council who signs a waiver of notice either before or after the meeting. Attendance of a member of Supreme Council at a meeting constitutes a waiver of notice of the meeting and all objections to the time and place of the meeting, or the manner in which it has been called or convened, except when the member of Supreme Council states, at the beginning of the meeting, any objection to the transaction of business because the meeting is not lawfully called or convened.

SECTION 3. A member of Supreme Council who is present at a meeting of Supreme Council at which action on a Fraternity matter is taken is presumed to have assented to the action unless she votes against it or expressly abstains from voting on it.

SECTION 4. A majority of the members of Supreme Council constitutes a quorum for the transaction of business. The act of the majority of the members of Supreme Council at a meeting at which a quorum is present is the act of Supreme Council.

SECTION 5. Attendance at a meeting of Supreme Council may either be in person or by a conference call provided all members of Supreme Council present can hear, speak, and be heard by all others.

SECTION 6. Any action required or permitted to be taken at a meeting of Supreme Council may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of Supreme Council entitled to vote with respect to the subject matter thereof.

## ARTICLE V

### Chapter and Local Housing Corporation Reports

SECTION 1. Upon the initiation, disassociation, suspension, disaffiliation, or other change in status of any members of the Fraternity, notice shall be sent immediately to Headquarters.



SECTION 2. Each collegiate chapter, alumnae chapter, and local housing corporation shall forward to Headquarters and other designated personnel all reports as are required for compliance with the constitution and bylaws of the Fraternity and for the information of Supreme Council, including but not limited to an annual report describing past year activities and projected future activities. Collegiate chapters, alumnae chapters, and local housing corporations shall provide responses or reports in proper form and sufficient detail within ten business days following any requests from the Fraternity for information.

SECTION 3. Immediately after the election of officers by an alumnae chapter and/or local housing corporation, the complete roster of the duly elected officers shall be reported by the alumnae chapter or local housing corporation to Headquarters and other designated personnel.

SECTION 4. Each alumnae chapter shall forward a roster of its membership to Headquarters and other designated personnel.

SECTION 5. Alumnae chapters and local housing corporations shall provide the Fraternity with minutes of the meetings of their executive board, board of directors, and/or executive committee no later than ten business days following each meeting.

SECTION 6. Any failure by a local housing corporation to comply with this Article V may result in dissolution or merger of such local housing corporation by the Supreme Council at the Fraternity's sole discretion.

## ARTICLE VI

### Chapter and Local Housing Corporation Administration

SECTION 1. Collegiate chapters, alumnae chapters, and local housing corporations shall adopt a Fraternity-prepared standard form constitution, bylaws, and/or articles of incorporation that do not conflict with the constitution, bylaws, policies, or ritual of the Fraternity. A copy of the constitution and bylaws shall be sent to Headquarters annually. Each chapter and local housing corporation shall review their constitution, bylaws, and/or articles of incorporation, upon request by Supreme Council within ten business days. No amendments shall be made to the constitution, bylaws, and/or articles of incorporation of a chapter and/or local housing corporation without written approval by Supreme Council or the executive director and/or her designee.

SECTION 2. Collegiate chapters shall meet in regular ritual form, at such intervals during the college year as their bylaws may prescribe. Officers of the collegiate chapters are encouraged to memorize their respective ritual parts and to recite them at ritual meetings without any reference to memoranda.

SECTION 3. At ritual meetings, members shall abstain from smoking, or from any levity which may detract from the solemnity of the occasion. Appropriate dress for members and robes for officers shall be worn.

SECTION 4. Alumnae chapters shall meet at such intervals as their bylaws may prescribe, provided, however, that at least two meetings shall be held each year.

SECTION 5. All collegiate chapters and housing corporations shall file a budget for the next academic year by April 1. These reports shall be sent to designated personnel. To maintain good standing all chapters and local housing corporations must file the forms necessary to maintain the Fraternity's corporate and financial status. Collegiate chapters shall provide the Fraternity with the authority to sign all local, state,

and federal tax forms on their behalf. All collegiate chapters, alumnae chapters, and local housing corporations included on the Fraternity's group tax return must annually verify their election to be so included. Any collegiate chapter, alumnae chapter, and/or local housing corporation that is not included in the Fraternity's group return or for whom the Fraternity does not file its return, must provide the Fraternity with a copy of its Forms 990 and 990-T at least 30 days in advance of filing and must promptly respond to any inquiries or recommendations that the Fraternity may have upon its review thereof. Local housing corporations are required to provide the Fraternity with a copy of all filings and notifications from local/state/federal agencies within 20 days of filing/notification. The Fraternity may, in its discretion, audit financial and operational activities of each collegiate chapter, alumnae chapter, and/or local housing corporation, and the cooperation of each respective collegiate chapter, alumnae chapter, and/or local housing corporation personnel is required.

SECTION 6. Collegiate chapters and housing corporations shall report annually, at the close of the academic year, to Headquarters the names and addresses of members whose accounts are unpaid. Senior members not in good standing shall be notified that they will be allowed 30 days within which to settle their accounts. If the member fails to settle her account without good reason, she shall be subject to suspension by Supreme Council, and may be deprived of alumnae and life membership privileges. Unpaid accounts of non-senior members shall be handled by the chapter bursar with the assistance of appropriate volunteers, including the chapter key advisor.

SECTION 7. All alumnae chapters and housing corporations shall provide the executive director and/or her designee log-in access to its financial systems (such as QuickBooks). However, the executive director and/or designee shall not have the ability to make any changes to the financial data. Each alumnae chapter and housing corporation shall provide the Fraternity with copies of any financial statements or other reports submitted to any lender or other third party no later than 30 days after those statements are provided to the bank or other parties.

SECTION 8. Collegiate chapters, alumnae chapters, and local housing corporations shall obtain prior approval from the executive director and/or her designee for any fundraising activities and shall adhere to strict compliance with state fundraising regulations and registration requirements.

SECTION 9. Collegiate chapters, alumnae chapters, and local housing corporations shall promptly provide the Fraternity with notice setting out in detail any claim or investigation against it, whether by a college administration, any governmental agency, any individual, or any other person, and shall promptly update such information as matters develop.

SECTION 10. Each collegiate chapter shall submit all contracts to the executive director and/or her designee for legal review and approval prior to execution. Alumnae chapters and local housing corporations shall submit all contracts for goods and/or services in excess of \$10,000 to the executive director and/or her designee for legal review and approval prior to execution. Alumnae chapters and local housing corporations shall submit all potential insurance claims to the Fraternity as soon as the alumnae chapter or local housing corporation becomes aware of the potential insurance claim. All insurance proceeds shall be managed by the Fraternity, and all payments of insurance proceeds shall be handled by the Fraternity.

SECTION 11. Any failure by a local housing corporation to comply with Article VI may, in the sole discretion of Supreme Council, result in dissolution or merger of such local housing corporation.

## ARTICLE VII

### Fines and Penalties

SECTION 1. A fine of 5% shall be imposed upon all collegiate chapters with outstanding dues and Convention tax balances due to the Fraternity treasury. A fine of 1.5% per month shall be imposed upon collegiate chapters with an outstanding insurance balance due to the Fraternity treasury. These fines shall be imposed if the amounts due are not paid within 30 days after the due date.

SECTION 2. Any chapter that initiates new members without having received permission from Headquarters will automatically be fined a designated amount per initiate.

SECTION 3. Supreme Council shall impose suitable fines or other penalties for failure to render any prescribed report, delinquency, or neglect in the performance of any official duty, and violation of any of the provisions of the constitution, bylaws, policies, and ritual of the Fraternity.

## ARTICLE VIII

### Associating, Initiation, Transfer Affiliation

SECTION 1. Collegiate chapters shall act in compliance with all Fraternity rules and all local rules in regard to membership recruitment, association, and initiation that are imposed by the college authorities, or to which they have subscribed through representation in local Panhellenic Councils.

SECTION 2. A new member shall be pinned as soon as practical, after she has accepted an invitation to join the Fraternity.

SECTION 3. The sister development chairman is encouraged to send a letter to the parents or guardian of each new member immediately after the new member joins the chapter briefly stating (1) the association; (2) the aims and purposes of our new member program; (3) the financial obligations of joining Phi Sigma Sigma, (4) the aims and purposes of the Fraternity, (5) the advantages afforded by membership, and (6) the financial obligations of Phi Sigma Sigma chapter members.

SECTION 4. If a new member discontinues her college course, or transfers to another institution, the association shall be canceled and the new member pin recalled. In all events, new member fees, Convention taxes, and local financial obligations are non-refundable.

SECTION 5. New members meeting initiation requirements must be initiated at the appointed time following fulfillment of their obligations.

SECTION 6. Each collegiate chapter shall affiliate into its membership any duly initiated collegiate member who transfers into the institution where the chapter is located after ascertaining that she is in good standing in the Fraternity, meets all academic requirements, and is not financially indebted to any other collegiate chapter or housing corporation. Supreme Council shall have the power to cancel an affiliation in cases where the member's previous financial or scholastic record has been unsatisfactory. If, at the end of the first semester, quarter, or trimester of affiliation, the collegian decides that she does not want to remain an active member of the transfer chapter, she may apply to return to alumna status, which will be granted as long as she is in good financial standing..

## ARTICLE IX

### Amendment

SECTION 1. These laws may be repealed, altered, amended, and/or added to by the Convention electorate by a majority vote.