

# Chapter Constitution: Next Steps

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In January of 2020, the Fraternity announced updates to the provided Model Chapter Constitution. In February chapter officers were educated on the changes and prompted to complete a customization survey to assist the Fraternity in preparing a draft of their new Chapter Constitution.

Prior to the distribution and adoption of the new 2020 model, colleges and universities began migrating learning online and initiating strict quarantine protocols. The mechanics and methods used to conduct chapter business changed rapidly in the weeks and months that followed.

Over the course of the last several months additional changes have been made to the Model Chapter Constitution that was previously presented to ensure that Phi Sigma Sigma chapters maintain the flexibility required to operate in a virtual member experience.

## **NEXT STEPS – Vice Archon**

1. **Review the Summary of Changes**  
*See below.*
2. **Review the Provided Proposed Chapter Constitution for Edits/Revision**
  - a. Review as an executive board to ensure each officer understands
  - b. Review with any relevant university staff that requires an annual review of your governing documents
  - c. Request revisions or edits to [igedlek@phisigmasigma.org](mailto:igedlek@phisigmasigma.org). *You are not permitted to edit the document yourself.*
3. **Distribute/Present the Proposed Chapter Constitution to the Membership**  
*Seven days prior to the scheduled vote.*
4. **Schedule a [virtual] Chapter Meeting to Adopt the Proposed Document**  
*You may not conduct a chapter vote by survey or email.*
  - a. Two-thirds of the voting membership (remember new members are voting members) must be present to achieve a quorum.
  - b. Use the script and outline below to motion to adopt the proposed document.
  - c. Two-thirds of the voting members present (not the total chapter roster) must vote to adopt.
5. **Submit the Chapter Meeting Minutes**  
*Submit to Phi Sigma Sigma website. Include the outcome of the vote.*
6. **Distribute the Adopted Chapter Constitution**
  - a. Email or post for all members to have access
  - b. Email or post for any new member to access as they join
  - c. Keep a copy in the chapter's Our House account
  - d. Share a copy with the campus' student organization registration office and fraternity/sorority staff (*when applicable*).

**Below you have been provided a summary of changes from each version of the model constitution and a script for presenting the changes for a chapter vote.**

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## **ADOPTING THE NEW MODEL CHAPTER CONSTITUTION**

*Begin process once you have reviewed and received any requested and approved revisions.*

1. **Distribute/Present the Proposed Chapter Constitution to the Membership:** Depending on how engaged and/or affected you anticipate your members to be by the updates you may approach this in one of two ways:
  1. Email the proposed document to the entire membership at least 7 days prior to the scheduled vote, suggest they direct questions or points of clarification to you before the meeting and come prepared to discuss and vote on the motion to adopt.
  2. Present the proposed documents in new business during a chapter meeting. Spending time to present a summary of the changes and taking questions from the members. At the following meeting, held at least 7 days following, motion to adopt.
2. **Confirm Quorum in the Meeting:**
  1. Determine the number of eligible voting members on the chapter's roster. This number would include active, new members and A(IM) that are in good financial standing with the chapter: \_[A]\_
  2. Calculate the needed two-thirds of the required membership to confirm quorum. This can be calculated by dividing 2 by 3 (.66666667) and multiplying by [A]. Number of members required to hold the vote: \_[B]\_
  3. Take attendance of those present: \_[C]\_ to ensure that the number present is greater than \_[B]\_.
3. **Motion to Adopt Chapter Constitution Changes:**
  1. During *old business*, the vice archon will move to adopt the proposed changes.
    - "I move that the proposed amendments to the chapter's constitution be adopted as presented."
    - The archon will call for a second.
    - Once seconded, a discussion will proceed.
  2. The floor will then need to be opened for discussion.
    - "The question [adopting changes to the chapter constitution] is now open for discussion or debate, are there any remarks?"
    - If a member wishes to discuss or debate the issue, she is recognized by the archon and has the floor.
  3. The archon closes discussion when it appears the remarks are drawing to a close.
    - "Are you ready for the question?"
  4. The archon will call for the vote.
    - "Those supporting the motion..."
    - "Those opposed..."
    - *The instructions (saying aye or no, poll, ballot, raise of hands, etc.) will dictate further instruction to the body.*
    - The archon does not vote.
  5. Count votes and determine if the motion passes.
    - The vote must pass with two-thirds of those present \_[C]\_ in favor. Calculate the needed two-thirds to pass by dividing 2 by 3 (.66666667) and multiplying by [C]. Votes needed to pass \_[D]\_.
  6. Announce the outcome.
    - "The ayes/nos have it and the motion is carried/failed."
4. **Document the vote and outcome in the chapter minutes and submit to the website.**

# Chapter Constitution: Next Steps

## CHANGES FROM THE 2016 MODEL TO THE JANUARY 2020 MODEL

Previously Provided in a Fraternity Webinar - <https://vimeo.com/385358086>

1. **Minimum Requirements for Sisterhood:**
  1. Elimination of the prescribed definition of regular attendance and definition of mandatory events
  2. Requirement of 15 days of notice for any mandatory event
  3. Expanding the two required activities to include working/interning
  4. Elimination of a specific scholarship improvement plan.
2. **New Accountability Formats for Standards Board:**
  1. Creation of a meetings vs. hearings format.
  2. Finding, outcomes and conditions format for restoring the member to good standing.
  3. Expanding and clarifying the recommendation for immediate disaffiliation provision.
3. **No Business in the Summer:** Restricting chapter business to academic terms.
4. **Officer Accountability:** Clarification on the standard's board ability to remove an officer delinquent in her duties.
5. **Use of Executive Council & Committee Roles:** Discontinuation of prescribing a required list of executive council positions.
6. **Past Due Payments:** Member accountability for delinquent payment.
7. **Future Changes:** Required timeline and procedures for presenting and adopting amendments.

## CHANGES FROM THE JANUARY 2020 MODEL TO THE AUGUST 2020 MODEL

1. **Member Statuses:** Move from Chapter Status to Active – Impacted Member A(IM) Status
2. **Suspended in Review:** When a chapter standards board recommends a member for disaffiliation to the Executive Director or her designee, the member is deemed suspended by the chapter until the recommendation is approved or denied.
3. **Business Outside of Academic Term:** Allows for the executive director or her designee to authorize chapter business to take place if the circumstances call for it.
4. **Voting Procedures (Live Virtual/Online Submission):** Clarifies and permits chapter business, including chapter votes to be completed virtually as long as the meeting happens live, in real time – allowing for Roberts Rules of Order and discussion.
5. **Officer Vacancy:** Delegated authority to Fraternity staff in the event that both the archon and vice archon position become vacant.
6. **DEI Chairman Placement:** Format and placement of a DEI Chairman role as requested by the chapter.
7. **Executive Council Appointment:** Further clarification on the process to appoint members to the executive council.
8. **Financial Formats:** Elimination of specific timelines and deadlines for payment and prescribed member fines.
9. **Eliminate Legacy Policy:** Removal of the special consideration previously offered to legacies to reflect June 2020 changes to Fraternity policy.
10. **Housing Procedures:** Revisions and additions to further outline resident expectations, roommate expectations, resident accountability, residential requirement, filling the facility, room selection, privileges of the house manager/archon.