

# ΠΑΦ Constitution

## Constitution of Θ Chapter of Pi Alpha Phi Fraternity

Signed by 2021-2022 Cabinet (Last Amended: 08/17/2021)



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Secretary – Mr. Max Cheng



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President – Mr. Andrew Lee



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Philanthropy Chair – Mr. Eric Xie



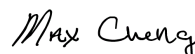
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V.P. Finance – Mr. Leon Tran



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V.P Internal – Mr. Kyle Jensen



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V.P External– Mr. Max Cheng

## **Article I— Name and Purpose**

Section 1: The organization shall be called Pi Alpha Phi, Theta Chapter at UCSD.

## **Article II— Statement of Purpose**

Section 1: The purpose of the organization of Pi Alpha Phi, Theta Chapter at UCSD shall be the same as those set in the Constitution of Pi Alpha Phi especially as applied to the UCSD campus upon which this chapter is situated.

Section 2: Pi Alpha Phi focuses itself on several core values, which are written into its chapters. The 5 pillars of the fraternity are: Academic Excellence, Asian Awareness, Brotherhood, Leadership, and Philanthropy.

## **Article III—Nonprofit Statement**

Section 1: Pi Alpha Phi, Theta Chapter at UCSD is a non-profit student organization.

## **Article IV—Requirements for Membership**

Section 1: Membership shall be conferred only upon male students of UCSD who have met the qualifications and additional requirements as may be prescribed by this Constitution.

Section 2: New Member Education Requirement

- A. There shall be two new member education periods per year; one in the Fall and one in the Winter. The new member education period shall last approximately eight weeks and may not be extended except by approval of the Cabinet under extenuating circumstances such as illness or a death in the family.
- B. To become a candidate for new member education, a prospective member must gain the approval of a majority of the active house present and voted in after deliberations.
- C. A new member shall be de-activated and considered to be unworthy by the chapter at one of three pledge review sessions that shall be held throughout the new member education program and during regularly scheduled meetings.
- D. A reconsideration shall be entertained for any man de-activated by the above method only if a majority of the active members present and voting vote to do so.

Section 3: Dues

- I. Chapter Dues
- II. New Member Dues
- III. Inauguration Fee

- IV. Fines & Assessments
- V. National Dues

- A.** Bills will be rendered at the beginning of each quarter and must be paid in full by the 7th week of classes. Unless excused by the chapter V.P. Finance, any member who has not paid by the due date will be brought before the Cabinet by the treasurer to decide upon necessary sanctions. In addition, any fines or interest charge imposed will be left to the discretion of the Parliamentarian, who has the option of consulting the Cabinet.
- B.** Dues typically range from \$100-\$200 USD shall be collected from each member to fulfill the financial obligations of the chapter and shall be payable as provided by these bylaws.
- C.** The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid and is deemed in good standing.
- D.** Chapter expenditures which involve assessments of any kind must first be discussed and approved by a majority of the active chapter present and voting at a regularly scheduled meeting.
- E.** The following expenses for the official delegate to the National Convention will be subsidized by the chapter unless provided for by another source(s): 1. Travel 2. Room/board 3. Registration costs. Any other expenses will not be covered by the chapter treasury.
- F.** All bills shall be paid by cash or Venmo, drawn by the V.P. Finance and President. Approval of the President and V.P. Finance shall be necessary for a purchase in excess of \$100.00.
- G.** Half of the one-time national due must be paid during a member's active-ship in order to qualify to become an associate-standing member of the fraternity.

#### Section 4: Inauguration

- A.** Before being inaugurated into the active chapter, a new member must have completed these steps:
  - 1. All fraternity bills submitted, including the new member education fee, must be paid to the satisfaction of the Treasurer.
  - 2. He must meet the standards outlined by the New Member Educator.
- B.** The Inauguration ceremony will be conducted in accordance with the standard ritual guide as approved by the New Member Educator.

#### Section 5: Associate Standing

- A.** A member who has served 6 quarters as an active member and has paid at least half of his national dues has the ability to petition to become a member of associate-standing.

- B. To become a candidate for associate-standing, the member must write a petition addressed to the Cabinet with an explanation of why they qualify for such standing.
- C. The candidate will undergo a review by the Cabinet and an interview to complete the process. A candidate will obtain associate standing if he obtains a majority vote from the Cabinet reviewing him.
- D. A reconsideration shall be entertained for any man deemed unfit for associate standing by the above method only if he serves as an active member for the amount of quarters deemed necessary by the Cabinet.

## **Article V—Frequency of Organization Meetings**

### **Section 1: Chapter Meetings**

- A. The time and place of regular meetings shall be established by a majority vote at the first meeting of each academic quarter. The chapter meetings will be held weekly. The President may change the time of a specific meeting or cancel such meetings as he deems necessary.
- B. Special meetings of the chapter may be called as the President deems necessary. Special meetings may also be called upon the petition of the Cabinet or members of the chapter. Notice will be posted by the secretary and he shall make every effort to be certain that all members are aware of the meeting. One-half of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- C. Two-thirds of the chapter members shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- D. Meetings shall begin promptly at the announced time and shall be conducted in an orderly manner.
- D. The meeting will be called to order by the President ten minutes within the schedule time of the chapter meeting.
- F. Attendance will be taken at chapter meetings by the Secretary. Excuses from absent members shall be presented to the secretary prior to the beginning of the meeting.
- G. Absentee votes are permitted at a chapter meeting only if approved by the President and documented by the secretary prior to the discussion and subsequent vote concerning any motion or nomination.

## **Article VI—Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Section 1: Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Section 2: The Cabinet shall be composed of six voting members. These officers are to be elected by a simple majority of active members present and voting at a regularly scheduled meeting:

- I. President
- II. V.P. Internal
- III. V.P. External
- IV. V.P. Finance
- V. Philanthropy Chair
- VI. Secretary

Section 3: The purpose of the Cabinet is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings, and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.

Section 4: The Cabinet will meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by the Cabinet's members at the start of each quarter.

Section 5: All findings and proceedings of the Cabinet shall be reported to the chapter, and all actions of the Cabinet is subject to approval by a majority of active members present and debate at a regularly scheduled meeting.

Section 6: Voting shall be done by a secret ballot.

Section 7: At the week 6th meeting of the Winter quarter, nominations for the Cabinet offices will be accepted from the membership. The election will then be held at the proceeding regularly scheduled meeting of the Winter quarter.

Section 8: If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. Running for President is an exemption to this rule.

Section 9: In the event of an emergency, the Cabinet will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.

Section 10: Other elected officers, known as the Board, shall individually contact the Cabinet as required to conduct business. The function of the board shall be to provide chapter programming.

- A. New Member Educator

- B. New Member Director
- C. Rush Chair(s)
- D. Risk Management Chair
- E. Academics Chair
- F. Athletics Chair
- G. Alumni Relations Chair
- H. Public Relations Chair
- I. MGC Delegates
- J. Chapter Historian Chair
- K. Parliamentarian
- L. Formal Chair(s)
- M. Composite Chair

Section 11: At the 3<sup>rd</sup> week regularly scheduled meeting of the Spring quarter, nominations for the remaining offices will be accepted from the membership. The election will then be held at the proceeding regularly scheduled meeting of the Spring quarter

Section 12: At the week 6th meeting of the quarter before a rush quarter, nominations for the New Member Educator, New Member Director, and Rush Chair positions will be accepted from the membership. The election will then be held at the proceeding regularly scheduled meeting of the quarter.

Section 13: By virtue of his position, the President will be the chapter's official delegate to the National Board.

Section 14: Responsibility for the performance of all active members shall lie with Cabinet. Complaints regarding the performance of members shall be addressed to the V.P. Internal.

Section 15: From time to time, the campus attitude or the attitude of the chapter may require that certain miscellaneous policies be adopted and/or revised. In the case that a new policy is necessary, a proposal may be devised and voted on by active members present and voting. A policy will require a two-thirds vote to pass and amend within the Cabinet. Any such policies are strictly protected by these bylaws and may be enforced by the Cabinet.

Section 16: By virtue of his position, the President and New Member Educator must be at the minimum in their third academic year of college.

Section 17: All elected officers are required to read these bylaws and to perform their respective duties and responsibilities as set forth below.

Section 18: Duties of the President

- A. To call and preside over special and active chapter meetings.
- B. To act as the chapter's official delegate to the National Board.

- C. To preside at banquets and special dinners.
- D. To represent the  $\Theta$  chapter of Pi Alpha Phi at interfraternity functions, campus fraternal activities, and any other occasions of similar nature.
- E. To act as a liaison between the chapter and its advisors.
- F. To coordinate the development of the chapter goals at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year.
- G. To organize the revision of the chapter bylaws at least one time throughout his presidency.
- H. To serve as a member of the Cabinet.
- I. To attend all chapter alumni and House corporation meetings.
- J. To call the chapter meeting of Pi Alpha Phi to order and to adjourn it thereafter.
- K. To maintain order while the chapter meeting is in progress.
- L. To renew the Fraternity in the Fall quarter.
- M. To be responsible for the completion of REACH packets from MGC.

#### Section 19: Duties of the V.P. Internal

- A. To preside at active meetings in absence of the President.
- B. To serve as a member of the Cabinet.
- C. To act as President in case of temporary absence.
- D. To assist the President in all duties in which he may desire assistance.
- E. To coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest.
- F. To schedule and organize all chapter brotherhood activities.
- G. To handle inter-fraternal arguments and personal problems.
- H. To procure all ritual equipment.

- I. To be responsible for ensuring that all songs and parts are known for all rituals.
- J. To ensure that all rituals are performed with dignity and in correlation with all General Fraternity, MGC, and state policies.
- K. To schedule ritual rehearsals prior to all performances of the Ritual of Pi Alpha Phi.
- L. To ensure that adherence to prescribed procedures, performances, and proper use of all ritual regalia and equipment at all ceremonies as prescribed in Chapter VIII of the Laws of Pi Alpha Phi.
- M. To take on the duties of the Risk Management Chair.

#### Section 20: Duties of the V.P. External

- A. To schedule and organize all chapter social activities.
- B. To serve as a member of the Cabinet.
- C. To plan and organize decorations, procurement of bands, and all other details pertaining to chapter social functions.
- D. To stay within budget limits and to be aware of the balance remaining at all times.
- E. To appoint such committees as may be deemed necessary to assist in fulfilling these duties.
- F. To register all chapter social functions with the appropriate university office.
- G. To enforce all General Fraternity Risk Management Policies and campus regulations during chapter social functions.
- H. To maintain discipline at all chapter social functions, along with all Cabinet members.
- I. To inform all active members and new members of chapter social events, including the posting of the social calendar.
- J. To organize at least one alcohol free social event during the academic year.
- K. To elect chapter "sober roamers" or designated drivers for each social function.
- L. To be responsible for the overall cleanliness of the chapter house.
- M. To work closely with the risk manager.



- N. To keep an up to date list of needed chapter repairs along with estimates of cost.
- O. To organize at least one all chapter clean up each semester.
- P. To order all cleaning supplies for the chapter as needed.
- Q. To be the last to leave a social event to ensure everyone's safety.

#### Section 21: Duties of the V.P. Finance

- A. To prepare the chapter's quarterly financial budget with the Cabinet.
- B. To issue bills at the first of each billing payment and to collect payments.
- C. To pay all bills promptly so that advantage is taken of all discounts.
- D. To present the financial records of the chapter in good working order.
- E. To serve as a member of the Cabinet.
- F. To monitor and control each officer's use of his portion of the budget in order to keep within limits.

#### Section 22: Duties of the Philanthropy Chair

- A. To be responsible for the organization of quarterly philanthropic events.
- B. To oversee the coordination of any other campus, all Greek, or chapter philanthropic events.
- C. To handle any donations from philanthropic events with the V.P. Finance.
- D. To serve as a member of the Cabinet.

#### Section 23: Duties of the Secretary

- A. To document events of Pi Alpha Phi, along with photographs when appropriate.
- B. To serve as a member of the Cabinet.
- C. To initiate and answer general chapter correspondence which is not specifically concerned with another chapter office.
- D. To record the minutes of regular and special chapter meetings and entering them in the official minute book of the chapter.

- E. To take and record roll at all regular and special chapter meetings and entering them into the official minute book of the chapter.
- F. To be responsible for the keeping of the official Roll Book of the  $\Theta$  Chapter of Pi Alpha Phi and ensuring that each member completes his information directly after initiation.
- G. To inform all active members of chapter meetings.
- H. To regularly update and verify the dates of events in the calendar as well as review each week's events during meeting.

#### Section 24: Duties of the New Member Educator

- A. To conduct the new member education program within all General Fraternity, campus, and state guidelines.
- B. To schedule and preside over all new members meetings.
- C. To be responsible for the education of new members in Pi Alpha Phi national history and Pi Alpha Phi  $\Theta$  chapter history.
- D. To be responsible for the overall operation of the new member program according to current chapter practices.
- E. To act as the liaison between the new members and the chapter.
- F. To encourage the new members' interest and enthusiasm with regard to the new member program and chapter activities.
- F. To be responsible for the scheduling of initiation, the pledging ceremony, ordering new member manuals, pins, paddles, and the selection of big brothers.
- G. To educate newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.

#### Section 25: Duties of the New Member Director

- A. To assist the new member education program within all General Fraternity, campus, and state guidelines.
- B. To assist the New Member Educator during new members meetings.
- C. To be responsible for the education of new members in Pi Alpha Phi national history and Pi Alpha Phi  $\Theta$  chapter history.

- D. To be responsible for the overall operation of the new member program according to current chapter practices.
- E. To act as the secondary liaison between the new members and the chapter.
- F. To encourage the new members' interest and enthusiasm with regard to the new member program and chapter activities.
- G. To assist in the scheduling of initiation, the pledging ceremony, ordering new member manuals, pins, paddles, and the selection of big brothers.
- H. To assist in the education of newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.

#### Section 26: Duties of the Rush Chair(s)

- A. To reply and keep on file all recruitment recommendations in the form of correspondence from alumni of this or any other chapter.
- B. To maintain a list of all potential members the chapter may be interested in.
- C. To oversee all recruitment related activities and to inform all active members of acceptable recruitment practices.
- D. To ensure that all recruitment events are alcohol free.
- E. To be familiar with the institution and Multicultural Greek Council recruitment regulations and to present to the chapter these regulations and all other pertinent information deemed necessary for successful recruitment.
- F. To develop a recruitment calendar of events and distribute this calendar to all members of Pi Alpha Phi.
- G. To ensure that potential new members will not need to drive for off-campus events.
- H. To create a rush video and a rush flyer to be approved the MGC before rush week.

#### Section 27: Duties of the Risk Management Chair

- A. To ensure that Pi Alpha Phi's Risk Management Policy is implemented at each chapter event.
- B. To present risk management programming to the chapter at least once a quarter.
- C. To develop a Θ chapter Crisis Management Plan.

- D. To organize an alcohol and drug awareness program for the chapter each year.

#### Section 28: Duties of the Academics Chair

- A. To know the academic standing of all active brothers and new members and to inform those on academic probation concerning the circumstances of their situation.
- B. To keep the chapter informed of all important academic dates and university undergraduate academic rules and regulations.
- C. To organize and conduct mandatory new member study tables along with the New Member Educator and New Member Director.
- D. To keep confidential the academic standing of all brothers and new members.
- E. To inform brothers of quiet hours.
- F. To schedule speakers on time management, interviewing skills, resume writing, writing skills, etc.
- G. To make members aware of various campus counseling services, academic services, tutoring services, writing labs, etc.
- H. Work to ensure that 80% of chapter members are in good scholastic standing within the chapter.

#### Section 29: Duties of the Athletics Chair

- A. To oversee all sanctioned chapter athletic events.
- B. To handle all orders for fraternity sportswear.
- C. To inform members of deadline dates regarding athletic rosters.

#### Section 30. Duties of the Alumni Relations Chair

- A. To plan and implement at one alumni events per quarter.
- B. To keep an updated mailing list of all local Pi Alpha Phi Θ Chapter alumni.
- C. To contact all alumni to inform them of the chapter's status and of any events that will be held in their honor.
- D. To attend all chapter alumni and House corporation meetings.
- E. To act as the liaison between the active House and the alumni.

#### Section 31: Duties of the Public Relations Chair

- A. To develop a written public relations plan for the chapter.
- B. To maintain a list of local media sources (television, newspaper, radio.)
- C. To maintain proper correspondence with sororities, admins, and chapter friends.
- D. Maintain the chapter's social media pages (Facebook, Instagram, etc.)

#### Section 32: Duties of the MGC Delegates

- A. To attend all MGC meetings.
- B. To inform the chapter of pertinent MGC events/programs/elections/office vacancies.
- C. To act a liaison between the active House and the MGC board.

#### Section 33: Duties of the Chapter Historian Chair

- A. To keep an up-to-date scrapbook and to make a video at the end of the year.
- B. To keep all chapter historic files in working order.
- C. To take pictures and videos at chapter events.
- D. To educate the chapter on relevant Θ chapter history.

#### Section 34: Duties of the Parliamentarian

- A. To draft a promissory note to be signed by each chapter member each quarter.
- B. To keep an updated fine sheet that is accessible by the Cabinet.
- C. To work with the V.P. Finance to resolve outstanding dues of individual members.
- D. To attend every mandatory event on time to record attendance and to assign temporary parliamentarian replacements if he will be absent.

#### Section 35: Duties of the Formal Chair(s)

- A. To draft an outline of Formals to be approved by Cabinet during Winter Quarter.
- B. To choose a date that will accommodate the entire House during Spring Quarter.

- C. To work with the V.P. Finance to resolve outstanding dues of individual members.
- D. To create an event page and be in charge of sending out invites to all guests.
- E. To schedule all required services during the event such as DJ's and photographers.
- F. To create a budget to be approved by Cabinet and collect dues in prompt time.
- G. To be in charge of setting up, taking down, and remaining at the venue the entire time.
- H. To work with the V.P. Finance to resolve outstanding dues of individual members.

#### Section 36: Duties of the Composite Chair

- A. To act as a liaison between the House and the photographers.
- B. To set up a date that will work for the majority of the House and to setup alternative dates for those who cannot make the assigned time.
- C. To work with the V.P. Finance to pay for the House composites.

#### Section 37: Process of Impeachment

- A. A member of Cabinet who is deemed to be unfit to serve for the remainder of his term can be impeached by members of the house.
- B. The vote can be called upon by a majority vote from either the entire active house or by majority vote of the Cabinet. The vote must be documented in black and white and signed by every member voting against the officer.
- C. The discussion will be brought up during the open floor portion at the next regularly scheduled meeting.
- D. The discussion is to be open-ended and both sides of the matter must be presented.
- E. The defendant will have a chance to defend himself against allegations that he is deemed unfit to serve the remainder of his term.
- F. The final decision will be voted through a secret ballot where a majority is required to successfully impeach the officer.

## **Article VII— Risk Management**

Section 1: Pi Alpha Phi, Theta Chapter at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section 2: Pi Alpha Phi, Theta Chapter at UCSD understands that the University does not assume legal liability for the actions of the organization.

Section 3: This chapter of Pi Alpha Phi shall be governed by the Constitution and Laws of Pi Alpha Phi, a fraternity association organized as a non-profit corporation under the laws of the state of California, and such Constitution and Laws as this chapter shall adopt from time to time.

## **Article VII—Amendments to the Constitution**

Section 1: This constitution may be amended by a two-thirds vote of the Cabinet members of the; provided notice of the new amendment shall be active at the proceeding regular meeting of the chapter; and provided that the amendment is consistent with the Constitution and Laws of Pi Alpha Phi.