



Phi Sigma Pi National Honor Fraternity Zeta Alpha Chapter Bylaws

The Zeta Alpha Chapter Bylaws shall contain governing policies specific to the Phi Sigma Pi Chapter at University of California - San Diego and shall be adhered to in conjunction with other required policies, as stated by the National Constitution.

Article I: Name of Student Organization

The organization shall be Phi Sigma Pi at UC San Diego, hereafter referred to as the Zeta Alpha Chapter or the Chapter.

Article II: Statement of Purpose

In carrying out the purpose of Phi Sigma Pi, the Zeta Alpha Chapter shall strive to personify and encourage three ideals: the acquisition and dissemination of knowledge through scholarship; the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity; and the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi's ranks. The Zeta Alpha Chapter shall constantly endeavor to make these ideals dynamic in the lives of its Brothers.

Article III: Non Profit Statement

Phi Sigma Pi at UC San Diego is a non-profit student organization.

Article IV: Requirements for Membership

Section 1: Eligibility

- A) Persons of good academic standing and excellent character shall be eligible for membership in the Zeta Alpha Chapter.
- B) Membership in the Zeta Alpha Chapter will be open to currently enrolled undergraduate students of the University of California - San Diego who have met the following criteria:
 - 1. Completion a minimum of one quarter of college work as a full-time student
 - 2. Achievement at least a 3.0 cumulative grade point average.
 - 3. Completion of the Initiation Program.
 - 4. A minimum of two quarters remaining before leaving the university after the Initiation Program.
- C) Membership into Phi Sigma Pi through the Zeta Alpha Chapter is open to the qualified members of the University of California - San Diego community. The Zeta Alpha Chapter

shall not discriminate on the basis of race, color, religion, national origin, political affiliation, ethnicity, gender, sexual orientation, age, veteran or disabled status in admission to, access to, treatment of, or employment in its programs and activities in accordance to the University of California–San Diego non-discriminatory policy.

Section 2: Active Member

- A) An Active Member is an undergraduate student in good standing of the Zeta Alpha Chapter who:
 - 1. Completed the Initiation Program;
 - 2. Maintains a 3.0 cumulative Grade Point Average or higher throughout their undergraduate career;
 - 3. Has not been the subject of disciplinary actions;
 - 4. May be designated a "Brother" of the Zeta Alpha Chapter of Phi Sigma Pi. (The term "Sister" may be used in place of "Brother" for all members who wish to be called "Sister" instead.)
- B) An Active Member is required to:
 - 1. Attend all regularly scheduled Chapter meetings per quarter;
 - 2. Serve on at least one Standing Committee per quarter and attends all regularly scheduled committee meetings per quarter;
 - 3. Participate in at least six Chapter events (planned by the Social, Scholarship, Service, or the Fundraising Committee) each quarter with participation in at least one event from each listed committee;
 - a. Events planned by other committees and organizations can be counted towards Brother event participation requirement by a majority vote of the Executive Board;
 - 4. Participate in at least three Recruitment events and the Pinning Ceremony, the Formal Induction Ceremony, and other events specified in the Recruitment and Initiation Policy, during each quarter;
 - 5. Participate in the Chapter Retreat and the Chapter Founder's Day Celebration;
 - 6. Attend the Alumni Ceremony;
 - 7. Attend in all mandatory events as stipulated in the Zeta Alpha Chapter Operating Policies;
 - 8. Pay all dues and fines per the Zeta Alpha Chapter Bylaws and the Zeta Alpha Chapter Operating Policies.
- C) An Active Member has the right to vote on all Chapter issues (discussed at Chapter meeting(s)).
- D) An Active Member has the right to submit any amendment proposal to any of the Fraternal Documents at any Regular or Special Chapter Meeting.

Section 3: Alumni Members

- A) Upon graduation or departure from University of California - San Diego, Active Members in good standing by the third to last regularly scheduled Chapter meeting shall be considered Alumni Members.
- B) Good standing as it applies to departing members is defined as possessing the minimum requirements of an Active Member as outlined in Article IV, Section 2 of the Chapter

Bylaws, or having been granted local or national inactivity during the quarter of graduation or departure.

- C) Alumni Members retain the right to attend all Chapter functions.
- D) Alumni Members relinquish the right to vote in Chapter affairs and meetings.
- E) Alumni Members are recommended to refrain from speaking in Chapter debate unless requested to by the presiding officer or a motion is passed to commit to committee of the whole.
- F) Alumni Members are no longer Active Members of the Chapter.

Section 4: Partial Inactivity

- A) An Active Member may request Partial Inactivity for a quarter, and submit the request by the third regularly scheduled meeting of the quarter.
- B) The Active Member must enter the request in writing to the Recording Secretary for reasons such as excessive academic schedule, family emergency, or other situations beyond the Active Member's control
 - 1) The request must include, but is not limited to, class and work schedules, reason(s) for request, and a plan to return as an Active Member.
- C) Partial Inactivity is granted by a majority vote of the Executive Board.
- D) Partial Inactivity shall waive half of the member's requirements as outlined in Article IV, Section 2 of the Chapter Bylaws; thus, they are only required to attend one of each type of event, serve on one committee, attend all mandatory events, and attend half the normal required number of Chapter Meetings during the given quarter.
- E) Members under Partial Inactivity must pay half of the Local Chapter Dues.
- F) Under Partial Inactivity, members relinquish the right to vote on all Chapter issues.
- G) Two consecutive quarters of Partial Inactivity may be grounds for disciplinary action by the Chapter.

Section 5: Local Inactivity

- A) Any Active Member may request Local Inactivity for a quarter.
 - 1. The request must be submitted to the Recording Secretary in writing by the third regularly scheduled meeting of the quarter.
 - 2. The request must include, but not limited to, the class and work schedules, reason(s) for request, and a plan to return as an Active Member
- B) Local Inactivity is granted by a majority vote of the Executive Board.
- C) Local Inactivity shall waive the member's requirements as outlined in Article IV, Section 2 of the Chapter Bylaws.
 - 1. Members under Local Inactivity must still pay National dues and fees and any outstanding Chapter fines.
- D) Under Locally Inactivity, members relinquish the right to vote on all Chapter issues.
- E) Two consecutive quarters of Local Inactivity may be grounds for disciplinary action by the Chapter.

Section 6: National Inactivity

- A) Any Active member may request National Inactivity for a quarter.

1. The request must be submitted to the Recording Secretary in writing by the third regularly scheduled meeting of the quarter.
 2. The request must include, but is not limited to, class and work schedules, reason(s) for request, and a plan to return as an Active Member.
- B) National Inactivity is only granted by the National Office.
 - C) Active Members who are currently participating in an accredited or academically recognized cooperative education program, internship, or study abroad program which does not meet or hold classes at the sheltering institution shall be eligible for National Inactivity.
 - D) Members under National Inactivity shall be exempt from paying National dues and fees and shall not be subject to member's requirements as outlined in Article IV, Section 2.

Section 7: Dues

Due amounts will be determined every quarter at the first meeting during Budget Proposal. For further information regarding dues and consequences of failure to pay them, please refer to Articles XII and XIII.

Section 8: Initiation/Membership Creation

All those wishing to join the Chapter must participate in and complete the Rush and Initiation program, as outlined in the Rush and Initiation Policy, updated before every quarter that Rush is held.

Article V: Frequency of Organization Meetings

- A) The chapter shall meet once a week unless otherwise stated by the Executive Board.
- B) Refer to Sections 2, 4, 5, and 6 of Article IV for more information about meeting attendance requirements.
- C) Minutes will be taken at each meeting by the Recording Secretary, or a designated Member in the Recording Secretary's absence.

Article VI: Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Section 1: Qualifications of Officers

- A) Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.
- B) All officers shall possess at least the minimum requirements of an Active Member in good standing (refer to Article IV, Section 2 of the Chapter Bylaws).
- C) All candidates must be in the Zeta Alpha Chapter for at least one full quarter as an Active Member at the time of assuming office.
- D) Candidates for President and Vice President shall have previously held an office as a Chapter Officer or chair position as a Standing Committee Chair.
 1. This qualification may be waived for a prospective candidate by a majority vote of the Chapter.

- E) An Active Member may hold only one Office or Chair position at any given time, unless an exception is made by a majority vote of the Executive Board.

Section 2: Election of Officers

- A) A majority vote of the Chapter at a regularly scheduled meeting shall be required to elect an Officer.
- B) Election of officers shall be held at a regularly scheduled meeting with nominations having been taken from the floor at the previous Chapter meeting.
 - 1. Election of Officers shall be taken by individual ballot vote during the voting procedures.
 - 2. If an office fails to garner nomination of an Active Member, then nominations for that office may be taken at the regularly scheduled meeting in which elections are being held.
 - 3. Attendance at Elections are mandatory for all Members (Active and Inactive).
- C) If any office remains unfilled after the first ballot, the balloting shall/must be repeated for that office as many times as necessary to obtain a majority vote of the Chapter for a candidate. The candidate receiving the lowest number of votes is removed from the next ballot.
- D) Officers shall be elected no later than the second to the last meeting of Winter Quarter to insure officer transition and installed by the Officer Installation Ceremony.
- E) The term of office shall be one year, from the beginning of Spring Quarter to the end of following Winter Quarter.¹
- F) Election speeches are mandatory in order to participate in the election process if the candidate is not present. Otherwise, the absentee without a speech will automatically be disqualified from the position currently under review; however, that does not disqualify them from other positions they are running for if the aforementioned condition had been met.

Section 3: Transition Program

- A) The outgoing officer must hold an officer transition program with the incoming officer that is at least two weeks in duration.
 - 1. The outgoing officer must meet with the incoming officer at least once to clarify the responsibilities of and questions about the position.
 - 2. The outgoing officer must send all necessary documents and materials relevant to the position to the incoming officer.
- B) This responsibility of facilitating the transition program falls under the President to ensure a successful transition.

Section 4: The Executive Board

- C) The Chapter Officers of the Zeta Alpha Chapter are the President, Vice President, Parliamentarian, Recording Secretary, Treasurer, Recruitment Advisor, Initiate Advisor, Historian, and Co-Historian.
 - 1. These members comprise the Executive Board.

¹ During the 2022-2023 School Year, Zeta Alpha chapter voted to hold elections in the middle of Spring Quarter and henceforth the terms would start at the end of the Spring Quarter.

- D) The Executive Board shall have the power to act on behalf of the Chapter on matters of immediate importance.
- E) Chapter Officer(s) shall be immediately removed from office by a motion of impeachment approved by a majority vote of the Chapter.

Section 5: Chapter Officers Descriptions and their Duties

A) President- The President shall:

1. Be recognized as the official representative of the Chapter;
2. Preside over all Chapter meetings;
3. Serve as the Chair of the Executive Board;
4. Call Special Chapter meetings;
5. Have removal power of all non-elected positions in the Chapter, approved by a majority vote of the Executive Board;
6. Be responsible for advising the Corresponding Secretary on all correspondence, in accordance with the Chapter;
7. Prepare the agenda in consultation with the Executive Board;
8. Solicit reports from all the Chapter Officers;
9. Be responsible for informing the Chapter about the national activities of Phi Sigma Pi National Honor Fraternity;
10. Serve as a Risk Management Advisor for the Chapter, in conjunction with the Parliamentarian;
11. Along with the Parliamentarian, Review Phi Sigma Pi's national risk management policy and the Chapter's risk management policy with the entire chapter and initiate class at the beginning of each quarter;
12. Shall vote only when his or her vote will affect the outcome or in any private ballot vote;
13. Assist and oversee the officer transition for all newly elected officers;
14. Be responsible for all duties of the Vice President in the Vice President's absence;
15. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
16. Be a voting Member of the Executive Board.

B) Vice President - The Vice President shall:

1. Act as the coordinator and serve as an Ex-officio Member of the Chapter's Standing Committees, excluding the Executive Board;
2. Accept all official responsibilities and obligations deemed necessary by the President;
3. Appoint all non-elected positions, including membership in Standing Committee, in the Chapter, approved by a majority vote of the Executive Board;
4. Solicit reports from all the Committee Chairs;
5. Create, maintain, and distribute a Chapter calendar that should include all mandatory events, committee meetings, and all other event and dates relevant to the Chapter;
6. Hold at least two meetings per quarter with all Committee Chairs;
7. Assume or delegate the responsibilities and roles of vacant Officer and Committee Chair until the vacant position is filled;
8. Set the number of events each Standing Committee must plan each quarter, as approved by a majority vote of the Executive Board;

9. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
10. Be a voting Member of the Executive Board.

C) **Parliamentarian** - the Parliamentarian shall:

1. Uphold the integrity of the National Constitution and the Chapter Bylaws and other governing documents of the Chapter;
2. Maintain order at all official Chapter meetings and events;
3. Protect the rights of all Members, present and absent;
4. Maintain and uphold Robert's Rules of Order;
5. Educate the Chapter and the Initiates on how to use Robert's Rules of Order;
6. Assist the Chapter with reviewing and amending the Chapter Bylaws;
7. Serve as ombudsman of the Chapter;
8. Serve as Chair of the Judicial Committee;
9. Receive complaints on violations of governing documents, risk management policy, Subrosa, and rules set forth by the Chapter;
10. Be responsible for maintaining disciplinary records of the Chapter;
11. Serve as a Risk Management Advisor for the Chapter, in conjunction with the President;
12. Along with the President, Review Phi Sigma Pi's national risk management policy and the Chapter's risk management policy with the entire chapter and initiate quarter no later than the second regularly scheduled meeting of the quarter;
13. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
14. Be a voting member of the Executive Board.

D) **Recording Secretary** - the Recording Secretary shall:

1. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter and enter such minutes in a permanent record;
2. Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the membership of the Chapter;
3. Be responsible for the attendance records of the Chapter;
4. Maintain for the Chapter the approved fraternity roll book requiring the signatures of all members at the time of the member's Induction. All members shall be numbered sequentially in the Chapter Roll;
5. Report to the Executive Board all requests for an excused absence for a Chapter meeting, once received, and any unexcused or excused absences for a committee meeting;
6. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
7. Be a voting member of the Executive Board.

~~E) ²**Corresponding Secretary** - the Corresponding Secretary shall:~~

- ~~1. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;~~

² The Corresponding Secretary has been deprecated and their roles have been distributed to the Leadership Board (President + Vice President)

- ~~2. Preserve, supply and submit all national and Chapter Forms, documents, records, the national constitution, Chapter Bylaws, the ritual, other documents, and supplies;~~
- ~~3. Be responsible for compiling and submitting all required membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation;~~
- ~~4. Be responsible for maintaining the Chapter's websites;~~
- ~~5. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;~~
- ~~6. Be a voting member of the Executive Board.~~

F) **Treasurer** - the Treasurer shall:

1. Report at the Chapter meetings the financial status of the Chapter Accounts, including, but not limited to, delinquent Dues;
2. Remit appropriate moneys to the National Office by the specified due date;
3. Propose the budget for the next fiscal year;
4. Receive and record all moneys of the Chapter and provide for the money's security;
5. Adhere to the budget approved by the Executive Board first and then by the Membership of the Chapter as outlined in Article X of the Chapter Bylaws;
6. Pay all approved Chapter's debts and expenses with the Chapter funds;
7. Maintain a record of receipts and expenditures, and balance the accounts;
8. Maintain a record of all items purchased with chapter funds and maintain a record of all persons entrusted with their safe keeping;
9. Serve as Ex-Officio Member of the Fundraising Committee and all other general Chapter purpose monetary generating committees;
10. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
11. Be a voting Member of the Executive Board.

G) **Recruitment Advisor** - the Recruitment Advisor shall:

1. Be responsible for reviewing and updating the Recruitment Program of the Chapter;
2. Be responsible, with the assistance of the Recruitment and Initiation Committee, for the planning and implementation of the Recruitment Program Policy, approved by a majority vote of the Chapter no later than the regularly scheduled meeting before Recruitment begins;
3. Report Recruitment Activities and send a complete and detailed description of the Recruitment and Program to the National Office by the specified due dates;
4. Be responsible for maintaining and upholding the integrity of the Recruitment Program, with the assistance of Recruitment and Initiation Committee, in relation to the National Constitution, the National Bylaws, the rules of UC San Diego, and any rules established by the Chapter;
5. Serve as the Co-Chair of the Recruitment and Initiation Committee and all other general Chapter purpose Recruitment committees in conjunction with the Initiate Advisor;
6. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
7. Be a voting Member of the Executive Board.

H) **Initiate Advisor** – the Initiate Advisor shall:

1. Be responsible for reviewing and updating the Initiation Program of the Chapter;
 2. Be responsible, with the assistance of the Recruitment and Initiation Committee, for the planning and implementation of the Initiation Program Policy, approved by a majority vote of the Chapter no later than the regularly scheduled meeting before Initiation begins;
 3. Report Initiation Activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
 4. Be responsible for maintaining and upholding the integrity of the Initiation Program, with the assistance of Recruitment and Initiation Committee, in relation to the National Constitution, the National Bylaws, the rules of UC San Diego, and any rules established by the Chapter;
 5. Be responsible for ensuring that all newly inducted members be taught the Fraternal Grip and Word;
 6. Serve as the Co-Chair of the Recruitment and Initiation Committee and all other general Chapter purpose Initiation committees in conjunction with the Initiate Advisor;
 7. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
 8. Be a voting Member of the Executive Board.
- I) **Historian** - The Historian shall:
1. Instruct the Members and Initiates about the National and Local history;
 2. Serve as Ex-Officio Member of the Brotherhood Development Committee and all other general Chapter purpose fraternal relations committees;
 3. Assist the Brotherhood Development Committee in fostering Brotherhood bonding and relations within the Chapter.
 4. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary;
 5. Be a voting Member of the Executive Board.
- J) **Co-Historian** - The Co-Historian shall:
1. Keep, collect, and preserve an accurate history of the Chapter including, but not limited to taking photographs and videos of events, activities, and events;
 2. Be responsible for placing news items concerning the Chapter in local and collegiate publications;
 3. Create and distribute at least one Chapter newsletter per quarter;
 4. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion;
 5. Be a voting Member of the Executive Board.

Section 6: Vacancies

- A) Vacancies in the Executive Board shall be filled by nomination and election, as stipulated in Article VI, Section 2, by the Chapter no later than the second regularly scheduled Chapter meeting after the vacancy occurs.
- B) The officer-elect shall be installed after election with the Officer Installation Ceremony and shall serve out the remainder of the predecessor's term of office.

Article VII: Risk Management

Phi Sigma Pi at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Phi Sigma Pi at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

For more specific language regarding Risk Management, please see the Zeta Alpha Chapter Risk Management Policy.

Section 1: In Case of Interaction with Minors and/or the Elderly

Phi Sigma Pi at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Phi Sigma Pi at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section 2: In Case of the Provision of Medical Assistance

In the event that Phi Sigma Pi at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 3: In Case of International Travel

Phi Sigma Pi at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Section 4: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

Phi Sigma Pi at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Phi Sigma Pi at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII: Chapter Advisors

Section 1: Faculty or Staff Advisor

- A) There must be at least one Faculty or Staff Advisor at any time.
 - 1. At least one of the staff or faculty shall be designated the official Chapter Advisor.
- B) The advisor must be a full-time faculty or staff of University of California - San Diego to counsel the Chapter (and its Members) and must make a reasonable attempt to ensure that all business conducted by the Zeta Alpha Chapter meets the University of California - San Diego policies.
- C) The Faculty or Staff Advisor shall not have the privilege to vote, but shall be permitted to speak in Chapter meetings.

Section 2: Alumni Advisor

- A) There must be at least one and at most four Alumni Advisor(s) at any time.
 - 1. The number of Alumni Advisors will be determined before the election process as stated in Article V, Section 3, subsection E, sub-subsection a of the Chapter Bylaws.
- B) The Alumni Advisor shall:
 - 1. Be an Alumni Member of Phi Sigma Pi National Honor Fraternity
 - 2. Advise and counsel the Chapter and the Members.
 - 3. Attend as many regularly scheduled Chapter Meetings as possible and shall offer advice and support to the Zeta Alpha Chapter.
 - 4. Not have the privilege to vote, but sbe permitted to speak in Chapter meetings.
- C) The term of office shall be one year.
 - 1. The term begins immediately after the day of election until the end of the following academic year.

Section 3: Election of Chapter Advisors

- A) Chapter Advisors shall be elected no later than the second to the last meeting of Spring Quarter of the academic year.

- B) Nominations of Chapter Advisor(s) shall be taken from the floor at a regularly scheduled meeting two weeks prior to the Election of the Chapter Advisor(s)
 - 1. Nominees who are not present to accept or decline must respond by the following Chapter Meeting.
 - a) No confirmed response from the nominee by the Recording Secretary shall result in a decline of nomination.
 - 2. If the office fails to garner nomination of an Active Member who is becoming an Alumnus/Alumna or is an Alumnus/Alumna, then nominations for that office may be taken at the regularly scheduled meeting in which elections are being held.
- C) Elections of Chapter Advisors shall be held at a regularly scheduled meeting and will be taken by individual ballots.
 - 1. Voting process may be changed by a majority vote of the Chapter.
- D) A majority vote of the Executive Board or a majority vote of the Chapter shall be required to elect a Faculty or Staff Advisor.
- E) A majority vote of the Chapter at a regularly scheduled Chapter Meeting shall be required to elect an Alumni Adviser.
 - 1. A formal motion must be adopted by the Chapter by a majority vote of the Chapter to determine the maximum number of Alumni Advisors before the election at a regularly scheduled meeting.
 - a) If no formal motion is adopted by the Chapter, then the maximum number of Alumni Advisors for the next term of office shall be two.
- F) The term of office shall be one year, from the beginning of Fall Quarter of the academic year to the end of the academic year.
 - 1. Chapter Advisers may be removed from their positions by a majority vote of the Chapter.

Article IX: Committee Chairs and Committees

Section 1: Standing Committees

- A) Standing committees exist from year to year.
- B) Committee Responsibilities:
 - 1. **Fund Raising Committee:** Plans and executes all revenue making projects for the Chapter.
 - 2. **Service Committee:** Plans and executes projects for the Chapter members to become involved with service to the university, Hugh O'Brian Youth Leadership program, Knowledge Is Power Program, and surrounding communities.
 - 3. **Social Committee:** Plans and executes social, recreational and intramural events.
 - 4. **Public Relations Committee:** Actively promotes the public image of the Chapter to the university and surrounding communities through promotional events and projects, and marketing strategies and campaigns.
 - 5. **Inter-Chapter and Alumni Relations Committee:** Maintains Inter-Chapter relations and plans inter-chapter functions, creates an alumni newsletter, maintains a database with up-to-date addresses and communication access of the Chapter's alumni and plans alumni functions which allow the alumni to interact with Chapter Members.

6. **Scholarship Committee:** Plans and executes educations and cultural events for the Chapter, provides speakers for the Chapter on topics concerning students, and maintains a program to ensure each member is upholding the high academic standards of Phi Sigma Pi.
7. **Recruitment and Initiation Committee:** Assists the Recruitment Advisor and the Initiate Advisor with their responsibilities, helps the Recruitment Advisor plan and implement the recruitment of new members through the Recruitment program as approved by the Chapter, and ensure that all Recruitment activities are in accordance with the National Constitution. Also helps the Initiate Advisor plan and implement the initiation program as approved by the Chapter, promotes and instills in the initiates the ideals of Phi Sigma Pi, and ensures that all initiation activities are in accordance with the National Constitution.
8. **Brotherhood Development Committee:** Create and bestows awards for deserving members, plans and executes Chapter retreats, Phi Sigma Pi Founders' Day, Zeta Alpha Chapter Founders' Day, and events and activities encouraging brother bonding, such as birthday celebrations.

Section 2: Committee Chair

A) Qualifications:

1. All Committee Chairs shall possess at least the minimum requirements of an Active Collegiate Member as outlined in Article II in the Bylaws.

B) Committee Chair Duties:

1. Hold regularly scheduled meetings with his or her committee as approved by the Vice President;
2. Take attendance of all events held by the committee, and submit the attendance list to the Recording Secretary after the event;
3. Preside over the meeting of his committee;
4. Ensure the committee fulfill its responsibilities,
5. Notify members of the committee at least one week in advance the time and location of the meetings;
6. The Chair of a Standing committee shall vote only when his or her vote will affect the outcome or in any private ballot vote;
7. Report all unexcused and excused absences to the Recording Secretary;
8. Submit an end-of-quarter report (Form 110) to the ~~Corresponding Secretary~~³ by a date predetermined by the Secretary.

C) Impeachment

1. Committee Chair(s) shall be immediately removed from Chairpersonship by a motion of impeachment approved by a majority vote of the Chapter.

Section 3: Election of Chairs

- A) A majority vote of the Chapter at a regularly scheduled meeting shall be required to elect a Chair.

³ President

- B) Election of Chairs shall be held at a regularly scheduled meeting with nomination having been taken from the floor at the previous Chapter meeting.
 - 1. Election of Chairs shall be taken by individual ballot vote during the voting procedures.
 - 2. If a Chairpersonship fails to garner nomination of an Active Member, then nominations for that office may be taken at the regularly scheduled meeting in which elections are being held.
- C) If any office remains unfilled after the first ballot, the balloting should be repeated for that chairpersonship as many times as necessary to obtain a majority vote of the Chapter for a candidate. The candidate receiving the lowest number of votes is removed from the next ballot.
- D) Chairs shall be elected for each term no later than the last meeting of the preceding quarter to insure position transition.
- E) The term of chairpersonship shall be one quarter, from the beginning of one quarter to the end of the same quarter, unless otherwise specified in the Bylaws.
- F) The Recruitment Advisor and the Initiate Advisor shall serve as co-chairs of the Recruitment and Initiation Committee.
- G) The Inter-Chapter and Alumni Relations Committee shall be co-chaired by two eligible members.
 - 1. The term of office shall be one year, from the beginning of Fall Quarter to the beginning of the following Fall Quarter.
 - 2. The Inter-Chapter and Alumni Relations Committee Co-Chairs shall be elected separately.
 - a) One member shall be elected to preside over Inter-Chapter Relations activities and to
 - i. Serve as the Regional Delegate.
 - ii. Be responsible for helping plan and execute the Regional Conference;
 - iii. Be responsible for maintaining communication with other Regional Delegates and the Regional Committee;
 - b) One member shall be elected to preside over Alumni Relations activities.
 - 3. The Inter-Chapter and Alumni Relations Committee Co-Chairs shall be reaffirmed separately by a majority vote no later than the second to the last regularly scheduled Chapter meeting of Fall Quarter and no later than the second to the last regularly scheduled Chapter meeting of Winter Quarter.
 - a) Failure to obtain a majority vote of the Chapter shall remove the Chair from the position.

Section 4: Judicial Committee

- A) The Judicial Committee shall consist of the Parliamentarian and a minimum of three and a maximum of five Committee Members.
 - 1. Committee members, excluding the Parliamentarian, shall be elected to serve on the Judicial Committee by a majority vote of the Chapter
 - 2. Candidates for Judicial Committee member must be an Active Member in good standing.

3. The term of each Judicial Committee member shall last until the member resigns, is impeached, or is no longer recognized as an Active Member in good standing.
 - a) If a Committee Member is elected to be Parliamentarian, then his or her status as a Committee Member shall be inactive.
 - i. The Parliamentarian may reactivate his status as a Committee Member by the end of his or her term if:
 1. The Committee has not exceeded the maximum number of Members as stated in Article VII, Section 4, Sub-section A of the Chapter Bylaws;
 2. The Brother receives a majority vote of the Chapter no later than the last scheduled Chapter Meeting of the Quarter.
 4. Judicial Committee members shall be reaffirmed separately by a majority vote of the Chapter no later than the third regularly scheduled Chapter meeting of Fall Quarter.
 - a) Failure to obtain a majority vote of the Chapter shall remove the Committee Member from the Committee.
- B) The Parliamentarian shall:
1. Act as the Chair and presiding officer of the Judicial Committee;
 2. Call special meetings as required;
 3. Shall vote in the Judicial Committee only when his or her vote will affect the outcome or in any private ballot vote;
 4. Report on Judicial Committee meetings to the Executive Board.
 5. Conduct the meeting Subrosa;
- C) The Judicial Committee shall convene by a majority vote of the Chapter or by a majority vote of the Executive Board.
- D) The Judicial Committee shall:
1. Review local governing documents and recommend amendments to the local governing documents to the Chapter;
 2. Review risk management policy and recommend amendments to risk management policy to the Chapter;
 3. Investigate any grievance on or breach of governing documents, risk management policy, Subrosa, and any rules set forth by the Chapter, and recommend actions on any grievance or breach to the Executive Board;
 4. Review and investigate any complaint received by the Parliamentarian;
 5. Fulfill the responsibilities stipulated in Article X, Section 6 and in Article X, Section 8.
- E) The Judicial Committee, with a majority vote of the committee, shall have the power to:
1. Interview members relevant to the business adopted by the Judicial Committee;
 2. Recommend disciplinary action or amendments to local governing documents to the Executive Board or the Chapter.

Section 5: Special Committee

- A) A Special Committee and its Chair shall be appointed by a majority vote of the Chapter.
- B) The Chair shall report on the Special Committee to the Vice President and the Chapter.

- C) The duties of the Chair of a Special Committee shall include, but shall not be limited to, the duties of the Chair of a Standing Committee stipulated in Article VII, Section 2, Sub-section B of the Chapter Bylaws.

Section 6: Vacancies

- A) A vacancy in Committee Chair position shall be filled by nomination and election (as stipulated in Article VII, Section 3 of the Chapter Bylaws) by the Chapter no later than the second regular Chapter meeting after the vacancy occurs.
- B) The chair-elect shall be installed after election and shall serve out the remainder of the predecessor's term of office.

Section 7: Transition Program

- A) The outgoing Committee Chair must hold a Chair Transition Program with the incoming Committee Chair that is at least one week in duration.
 - 1. The outgoing Committee Chair must meet with the incoming Committee Chair at least once to clarify the responsibilities of the position and answer any questions.
 - 2. The outgoing Committee Chair must hand over all necessary documents and materials relevant to the position to the incoming Committee Chair.
- B) The responsibility of ensuring a successful Transition Program falls under the purview of the Vice President.

Article X: Special Chapter Positions

Section 1: Qualifications

Qualifications of Special Chapter Positions are outlined in Article VI, Section 1 of Zeta Alpha Chapter's Bylaws.

Section 2: Election of Special Chapter Positions

Election of Special Chapter Position is outlined in Article VI, Section 2 of the Chapter Bylaws, unless otherwise specified in Article VIII, Section 3 of Zeta Alpha Chapter Bylaws

Section 3: Special Chapter Positions

- A) **National Delegate-** The National Delegate shall:
 - 1. Be responsible for representing Zeta Alpha Chapter at the National Convention and at the Grand Chapter;
 - 2. Be elected no later than the last meeting of Spring Quarter;
 - 3. Serve for a term starting after the election until the third regularly scheduled Chapter meeting of Fall Quarter;
 - 4. Report to the President when not during the academic year;
 - 5. Submit report to the Chapter no later than the third regularly scheduled meeting of Fall Quarter;
 - 6. Serve as an ex-officio member of the Inter-Chapter and Alumni Relations Committee.
 - 7. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary.

- B) **Alternate Delegate-** The Alternate Delegate shall:
1. Be responsible for assisting the National Delegate in representing Zeta Alpha Chapter at the National Convention and at the Grand Chapter;
 2. Be elected no later than the last meeting of Spring Quarter;
 3. Serve for a term starting after the election until the third regularly scheduled Chapter meeting of Fall Quarter;
 4. Report to the President when not during the academic year;
 5. Submit report to the Chapter no later than the third regularly scheduled meeting of Fall Quarter;
 6. Serve as an ex-officio member of the Inter-Chapter and Alumni Relations Committee.
 7. Submit an end-of-quarter report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary.

Article XI: Meetings

Section 1: Functionality

- A) The Chapter shall regularly meet once a week at a time and place to be determined by the Chapter. The date of the first scheduled meeting of the following quarter shall be called by the President at the last meeting of the present quarter.
- B) Quorum shall consist of at least a simple majority of the Active Members in good standing.
- C) The following rules shall be followed for conducting regularly scheduled meetings:
 1. The National Constitution, the National Operating Policies, the Zeta Alpha Chapter Bylaws, Zeta Alpha Chapter Operating Policies, and Robert's Rules of Order.

Section 2: Voting Procedures

The Zeta Alpha Chapter's voting procedures shall follow Robert's Rules of Order, unless as stipulated in the National Constitution or the Zeta Alpha Chapter Bylaws.

Section 3: Excuses

- A) Absences from Chapter meetings or committee meetings and all other bodies shall be excused at the discretion of the presiding chair of the meeting, but denied requests for excused absence can be overturned by a majority vote of the Chapter.
- B) Two unexcused Chapter absences are permitted per quarter; however, a request for an excused Chapter absence must be submitted to the Recording Secretary, in writing, at least twenty-four hours before the missed meeting.
- C) Two unexcused Committee absences are permitted per quarter; however, a request for an excused Committee absence must be submitted to the Committee Chair, in writing, at least twenty-four hours before the missed meeting.

Section 4: Definitions

- A) A majority vote of the Chapter is defined as having more than one half of the votes casted by Active Members present in the Chapter meeting.
- B) A two-thirds vote of the Chapter is defined as having more than two-thirds of the votes casted by Active Members present in the Chapter meeting.

- C) A majority vote of the Executive Board is defined as having more than one half of the votes casted by voting members of the Executive Board in the Executive Board meeting.
- D) A majority vote of the committee is defined as having more than one half of the votes casted by members of the committee in the committee meeting.
- E) Abstention or an invalid vote shall not be counted as a vote.
- F) A formal motion is defined to be a primary motion in accordance to Robert's Rules of Order

Section 5: Emergency Meetings

- A) Special Chapter Meeting
 - 1. In the event of an emergency, the President shall call a Special Chapter Meeting if deemed necessary. Notifications of a Special Chapter Meeting shall be sent to all Members at least twenty-fours in advance, and the special Chapter meeting shall only consider the order of business written in the notification.
 - 2. A report of the Special Chapter Meeting must be sent out before the next regularly scheduled Chapter Meeting.
- B) Urgent Contact Meetings
 - 1. Urgent Contact Meetings shall be called upon by any Officer and/or Committee Chair if deemed necessary.
 - 2. Urgent Contact Meetings may be held through any means of sufficient communication.
 - 3. Urgent Contact Meetings shall only consider the order of business discussed or written in the notification
 - a) Any adoption of motion or election held during the meeting must have a complete consensus among the members present, i.e. every member must approve the motion
 - 4. Notification of Urgent Contact Meetings shall be sent out to all Members at least one hour in advance.
 - a) The Meeting may begin immediately as soon as quorum is met.
 - 5. Quorum shall consist of at least one-fourth (25%) of Active Members in good standing.
 - a) Three of the present Members must be either a Chapter Officer or Committee Chair
 - 6. A report of the Urgent Contact Meeting must be included in the respective Officer's or Committee Chair's report at the next regularly scheduled Chapter Meeting.

Article XII: Financial Management

Section 1: Local Membership Dues

In addition to the National Dues of Phi Sigma Pi, the Zeta Alpha Chapter shall levy additional Chapter due, in accordance with Chapter needs. Each member shall pay these specified dues to the Treasurer no later than the third regular schedule meeting of a quarter.

Section 2: Chapter Budget

The Chapter shall approve a quarter budget consisting of at least the committee expenses and the membership dues and fines, as presented by the Treasurer and previously approved by the Executive Board, no later than the first regularly scheduled meeting of a quarter.

Section 3: Membership Status

Any active member in the quarter immediately preceding the present one shall be considered an Active Member until the start of the third regularly scheduled meeting of the quarter. At this time, the Member shall be considered not in good standing until dues are paid in full or special arrangements have been made with the Chapter Treasurer.

Section 4: Chapter Treasury

A minimum balance of two hundred dollars or what is required by the financial institution at which the Zeta Alpha Chapter's accounts are held shall be established for the treasury. This is to ensure that a viable fund shall be on hand at all times to provide for any emergency allocations which may occur.

Section 5: Fiscal Period

The Zeta Alpha Chapter's fiscal year begins on July 1 and ends on the following June 30. The financial policies of the Zeta Alpha Chapter shall be governed by a budget adopted at the beginning of each fiscal year.

Section 6: Financial Approval

To ensure financial security, the signatures of both the President and the Treasurer will be required on any fraternity financial disbursements.

Article XIII: Disciplinary Policies

Section 1: Reasons for Disciplinary Action

An Active Member or a Collegiate Member under Local or National Inactivity is subject for disciplinary action under violation of any of the following Fraternal Documents:

1. National Constitution;
2. Chapter Bylaws;
3. National and Chapter Operating Policies;
4. Risk Management Policies;
5. Rush and Initiation Policy.

Section 2: Types of Disciplinary Action

Disciplinary actions of the Chapter shall include, but not be limited to, the following:

- A) Fines - A financial penalty assigned to a member who has violated any of the Fraternal Documents (refer to Chapter Bylaws Article XI, Section 1);
 1. Parliamentarian, at least one Judicial Committee member, and the Treasurer together are granted the authority to determine how members will be fined depending on the severity of the issue, including but not limited to:
 - a) Brother Dues
 - b) Arriving Late to Events

- B) Probation - A period in which any deficit or violation by a Member is to be corrected to avoid more severe action;
1. Members on probation relinquish the right to vote.
 2. Judicial Committee has the authority to determine the conditions of probation.
 3. Any member not in good standing requesting personal inactivity automatically falls under probationary inactivity as soon as probation is in effect. This stipulation goes into effect by the fourth regularly scheduled meeting, Winter quarter 2017.
- C) Suspension - A member shall be barred from all rights and privileges of Membership;
1. Any Member with 3 consecutive quarters of probationary inactivity (partial or local) will be suspended upon a 4th quarter of probationary inactivity.
 2. Suspension and Expulsion shall require at least a two-thirds ($2/3$) vote of the Active Members in good standing of the Zeta Alpha Chapter.
 3. The member on suspension shall not participate in any Chapter activities, and shall not be fined or punished for lack of participation.
- D) Expulsion - The permanent termination of all rights and privileges of membership in Phi Sigma Pi;
1. Any member issued an aggregate third suspension, regardless of the matter in question, is at risk of expulsion.
 2. To approve an expulsion action, the Chapter Consultant must be contacted before its proposal to the Chapter.
 3. Suspension and Expulsion shall require at least a two-thirds ($2/3$) vote of the Active Members in good standing of the Zeta Alpha Chapter.
 4. If the Chapter does not pass the proposed expulsion, the member in question, remains suspended for the remainder of the quarter.
 - a) And if the person under review, in consequence of another disciplinary action, receives another suspension, is once again, at risk of expulsion.
- E) Suitable disciplinary actions decided by the Judicial Committee and then approved by a two-thirds vote by ballot vote of the Chapter.
1. Disciplinary actions decided by Judicial Committee will be proposed to the chapter and voted by the chapter at the following Chapter meeting.
 2. If the proposed action fails to get two-thirds vote, an emergency Judicial Committee meeting will be held immediately after Chapter meeting and an amended Disciplinary Action shall be proposed at the next Chapter meeting.
- F) A Member who has been placed on probation or suspended may be reinstated at any subsequent meeting by at least a two-thirds ($2/3$) vote of the Active Members in good standing of the Zeta Alpha Chapter, after the terms of any disciplinary action have been completed.

Section 3: Operating Policies

- A) An Active Member (the Informant) may accuse another Active Member (the accused) subject to reasonable cause and evidence.
1. The Member presenting such information shall remain anonymous and shall receive no disciplinary action, unless he or she is slandering or presenting false information.

2. The Informant and Accused must meet with the Parliamentarian at separate time frames within the same week.
- B) A Disciplinary Procedure consist of the following steps in order:
1. Hearing Procedure
 - a) Both parties of the accused and informant shall remain anonymous to the Chapter, excluding the Parliamentarian, Judicial Committee, and those involved in the issue.
 - b) The Accused and the Informant have the right to separately tell their side of the story without judgment and interruption to the Parliamentarian, who will take detailed notes and relay the information to the Judicial Committee at the next scheduled Judicial Meeting.
 2. Judicial Committee Meeting
 - a) Judicial Committee shall meet within one week upon the Parliamentarian's completion (or incompleteness) of meeting with the Informant and the Accused after the one week time frame stated in Section 3, Subsection A, Line 2.
 - b) Meetings shall run as stated in Chapter Bylaws Article IX.
 - c) The meeting shall consist of normal business, information from the Hearings, and proposals for disciplinary action
 3. Presentation to the Chapter
 - a) The representative of Judicial Committee shall be the Parliamentarian or appointed by the Parliamentarian if the unable to present at the next scheduled Chapter meeting following the Judicial Committee Meeting
 - b) The representative shall present findings during New Business and the presentation shall be followed by a debate and individual ballot vote on the proposed disciplinary actions
 4. Discussion of the Disciplinary Action
 - a) Subject to approval of chapter, implementation of proposed disciplinary action shall follow a majority vote of the Chapter.
 - b) If approval fails, the Judicial Committee shall meet again within seven days of announcing the proposal to propose an alternative disciplinary action or to conclude the investigation of the case.

Article XIV: Authority

The Zeta Alpha Chapter shall abide by all federal, state, county, and municipal laws, and shall adhere to all of the University of California - San Diego's policies regarding student organizations.

Article XV: Policies

The Zeta Alpha Chapter Officers, Committees, Chairs and Members must adhere to the Chapter Risk Management Policies, Operating Policies and Initiate Policies.

Article XVI: Amendments

These Bylaws may be amended at any regular or special Chapter meeting by at least a two-thirds vote of the Active Members, provided the amendment was submitted in writing to the entire Chapter at the previous regularly scheduled meeting.

Article XVII: Ratification

These Bylaws shall become effective upon approval by the membership of the Zeta Alpha Chapter of Phi Sigma Pi Honor Fraternity.

Article XVIII: Dissolution

In the event of dissolution of the Zeta Alpha Chapter of Phi Sigma Pi National Honor Fraternity, the Chapter's funds (see National Constitution) in the treasury will be sent to the National Office as a donation to the Phi Sigma Pi National Honor Fraternity.

Article XIX: National Affiliation

Zeta Alpha Chapter is a chartered member of Phi Sigma Pi National Honor Fraternity.