

# **CONSTITUTION & BYLAWS**

## **ZETA BETA ASSOCIATE CHAPTER OF PI KAPPA PHI FRATERNITY**

**Adopted February 12<sup>th</sup>, 2019  
Last Amended:**

### **CONSTITUTION**

#### **PREAMBLE**

For the promulgation of the noble purposes of brotherhood which caused the Pi Kappa Phi Fraternity to be founded, and to give those who follow us the same privileges we have enjoyed, we do hereby adopt this Constitution and agree to obey and uphold the laws and customs of the Fraternity as they now exist or hereafter may be enacted, striving always to promote fellowship and mutual trust among our members.

#### **ARTICLE I - NAME AND PURPOSE**

**Section 1.** The name of this subordinate chapter shall be the Zeta Beta Associate Chapter of Pi Kappa Phi Fraternity, located at UCSD.

**Section 2.** The objects of this chapter shall be the same as those set forth in the Constitution of Pi Kappa Phi Fraternity.

#### **ARTICLE II - GOVERNING DOCUMENTS**

**Section 1.** This chapter shall be governed by the Constitution and Supreme Laws of Pi Kappa Phi Fraternity, as well as such Constitution and Bylaws as this chapter shall adopt from time to time.

#### **ARTICLE III - MEMBERSHIP AND FINANCES**

**Section 1.** This chapter shall be composed of male persons of good moral character, who believe in the principles of good citizenship, are pursuing a course of study at UCSD, and are not members of any other general college fraternity. The aforementioned shall also meet the qualifications for membership outlined in Law I of the Fraternity's Supreme Laws, as well as any additional requirements set forth in the chapter's bylaws.

**Section 2.** Dues shall be collected from each member to fulfill the financial obligations of the chapter and shall be payable as provided by the chapter's bylaws. The amount of such dues shall become binding upon approval of the chapter.

## **ARTICLE IV - THE EXECUTIVE COUNCIL**

**Section 1.** The Executive Council of the Zeta Beta Associate Chapter shall be composed of the following officers in order of authority: Archon, Vice Archon, Treasurer, Secretary, Warden, Historian, Chaplain, Philanthropy Chairman, and Risk Management Chairman. These officers shall be elected in accordance with the chapter's bylaws. No member shall hold more than one office on the Executive Council during any given term.

**Section 2.** The Standards Board Chairman shall serve as an ex-officio member of the chapter's Executive Council.

**Section 3.** A majority of the Executive Council shall constitute a quorum for the transaction of business unless otherwise required by the chapter bylaws.

**Section 4.** The Executive Council shall enforce Pi Kappa Phi's Constitution and Supreme Laws, as well as the Constitution and Bylaws of the Zeta Beta Associate Chapter; and shall always act in the best interest of the greater fraternity.

## **ARTICLE V - COMMITTEES**

**Section 1.** The chapter shall have a committee of members known as the Standards Board, whose structure and duties are defined in the chapter bylaws. The Standards Board shall interpret, maintain, and enforce the shared standards of the National Fraternity and this chapter, always representing the best interest of the Fraternity. The Standards Board shall personify the abstractions of true brotherhood: caring, helping, and encouraging members for stronger individual development.

**Section 2.** The Archon shall have authority to appoint such committees as required by the chapter bylaws, as well as any special or ad hoc committees as he deems necessary.

## **ARTICLE VI - MEETINGS AND QUORUM**

**Section 1.** Chapter meetings shall be held weekly during the regular academic year and at least one such meeting each month shall be conducted according to the formal procedure.

**Section 2.** Special meetings may be called by the Archon. The Executive Council and chapter members may request a special meeting in accordance with Supreme Law and this chapter's bylaws.

**Section 3.** A majority of the members of the chapter shall constitute a quorum.

## **ARTICLE VII - AMENDMENTS**

**Section 1.** This Constitution may be amended by a three-fourths vote of the chapter, provided notice of the proposed amendment was given at the preceding chapter meeting, the amendment was distributed to the chapter at least one week in advance, and that the proposed amendment is consistent with the Constitution and Supreme Laws of Pi Kappa Phi Fraternity.

# **BYLAWS**

## **FOREWORD**

These bylaws have been enacted to supplement the provisions of the Constitution of the Zeta Beta Associate Chapter of Pi Kappa Phi Fraternity.

## **LAW I - MEMBERSHIP**

### **Subdivision 1. Minimum Standards for Members**

**Section 1.** Upon initiation, membership in Pi Kappa Phi Fraternity shall be for life unless terminated by expulsion or authorized resignation in accordance with Supreme Law.

**Section 2.** There shall be no inactive membership status within the Zeta Beta Associate Chapter.

**Section 3.** This chapter shall not discriminate on the basis of race, religion, ethnicity, ability, sexual orientation, national origin, or any other protected classes. The chapter shall only discriminate in the membership selection process on the basis of sex.

**Section 4.** To be considered a member of the chapter in good standing, with all rights, privileges, and responsibilities, a member shall:

- a. Be pursuing a course of study at UCSD;
- b. Meet the eligibility requirements for membership in a fraternity established by UCSD
- c. Remain current on his financial obligations;
- d. Maintain a cumulative and term grade point average of 2.70 or better on 4.00 scale; and
- e. Abide by the Constitution and Supreme Laws of the Fraternity, as well as the chapter bylaws.

### **Subdivision 2. Classifications of Membership**

**Section 5.** Effective upon receipt of a charter from the National Council of Pi Kappa Phi Fraternity, there shall be two classifications of membership within this chapter:

- a. Initiated Members - Those members duly initiated in accordance with the Fraternity's Ritual of Initiation, who are afforded all rights and privileges devolving upon in consequence of the ceremonies through which they have passed. Initiated members shall at all times be governed by the Constitution and Supreme Laws of Pi Kappa Phi, as well as the Constitution and Bylaws of this chapter.
- b. Associate Members - Those members who have accepted a bid to associate membership, but who have not yet been duly initiated. Associate members shall at all times be governed by the Constitution and Supreme Laws of Pi Kappa Phi, as well as the Constitution and Bylaws of this chapter. Associate members shall be afforded the rights and privileges defined in the chapter bylaws.

### **Subdivision 3. Responsibilities and Rights**

**Section 6.** Every member has a duty to understand and abide by the Constitution and Supreme Laws, Ritual of the Fraternity, and resolutions and policies of the Supreme Chapter, as well as the chapter

Constitution and Bylaws. Ignorance to a specific provision is not an acceptable reason for a member's failure to abide by or enforce these standards.

**Section 7.** All members have the following rights and privileges:

- a. To attend chapter meetings;
- b. To attend the Ritual of Initiation, once initiated; and
- c. Any additional rights and privileges outlined in the Fraternity's Constitution and Supreme Laws.

**Section 8.** Members in good standing have the following additional rights and privileges:

- a. To vote during chapter meetings, officer elections, and membership selection;
- b. To propose amendments to the chapter Constitution and Bylaws;
- c. To attend chapter events and activities;
- d. To participate in intramural events;
- e. To serve as an officer, committee chairman, or committee member; and
- f. To be considered, once initiated, for the role as a Big Brother for an associate member;

#### **Subdivision 4. Membership Selection Process**

**Section 9.** The chapter shall not discriminate on the basis of race, religion, ethnicity, national origin, ability, sexual orientation, or HIV status.

**Section 10.** A student receiving a bid to associate membership shall:

- a. Be a male person of good moral character;
- b. Be pursuing a full-time course of study at UCSD University, as defined by the institution;
- c. Meet the eligibility requirements for membership in a fraternity established by UCSDUniversity;
- d. Have a minimum high school grade point average at or above a 2.70 on a 4.00 scale, if the student is a first semester freshman;
- e. Have a minimum cumulative college grade point average at or above a 2.70 on a 4.00 scale; and
- f. Not be a member of any general college fraternity.

**Section 11.** A bid to associate membership shall be extended upon a majority vote of the chapter. The Vice Archon shall preside over the vote for each potential associate member. Information about each potential associate member shall be provided to the chapter prior to the vote. Discussion shall then be in order, as determined by the presiding officer. Upon completion of the discussion, the chapter shall vote.

**Section 12.** A bid to associate membership may be revoked upon a two-thirds affirmative vote of those members present and voting.

**Section 13.** To be eligible for initiation into Pi Kappa Phi Fraternity, an associate member shall:

- a. Remain current on his financial obligations to the chapter, including payment of the initiation fee;
- b. Pass a written exam on the history and principles of the Fraternity with at least an 80%;
- c. Pass an oral exam on the history and principles of the Fraternity, as determined by the presiding authority;
- d. Complete Part 1 of GreekLifeEdu, as required by the National Council; and

- e. Complete any additional requirements approved as part of the chapter's associate member education program.

**Section 14.** Effective upon receipt of a charter from the National Council of Pi Kappa Phi Fraternity, each associate member must receive a three-fourths affirmative vote of the initiated members present and voting in order to be eligible for initiation. The Warden shall preside over the vote for each associate member. Information about each associate member shall be provided to the chapter prior to the vote. Discussion shall then be in order, as determined by the presiding officer. Upon completion of the discussion, the chapter shall vote by secret ballot. Votes shall be counted in accordance with the chapter bylaws.

## **Subdivision 5. Suspension and Expulsion from Membership**

**Section 15.** Upon the completion of individual conduct proceedings, as outlined in Supreme Law and the chapter bylaws, the Standards Board may by a four-fifths vote suspend a brother for a period not to exceed six (6) months. During his suspension, he may not hold office, attend meetings, nor participate in any Fraternity activities; and his Fraternity pin shall be held in the custody of the Treasurer. The suspended member shall at all times be subject to the discipline and laws of the Fraternity, as well as the Constitution and Bylaws of the chapter; and he shall not be considered in good standing until the termination of his suspension.

**Section 16.** Upon the completion of individual conduct proceedings, as outlined in Supreme Law and the chapter bylaws, the Standards Board may by a four-fifths vote expel an initiated member from the Fraternity. The expulsion shall not be effective until approved by the National Council, who shall have the authority to impose a lesser sanction. The expulsion of a member is the permanent dissolution of the fraternal relationship between the individual and the Fraternity. An expelled member loses all rights and privileges and forfeits all claims on the Fraternity.

**Section 17.** A suspended or expelled member shall have the right to have the sanction reviewed by the chapter, which may, by a two-thirds affirmative vote overturn a suspension, or by a three-fourths affirmative vote overturn an expulsion. Should a suspension or expulsion be overturned, the case shall be remanded to the Standards Board, which shall have the authority to assign any other sanctions provided for in Supreme Law.

## **LAW II - THE EXECUTIVE COUNCIL**

### **Subdivision 1. Eligibility Requirements, Elections, and Installation of Officers**

**Section 1.** To be eligible for nomination and election to the chapter's Executive Council, a member must:

- a. Be pursuing a full-time course of study at UCSD;
- b. Remain current on his financial obligations;
- c. Maintain a cumulative and term grade point average of 2.70 or better on 4.00 scale;
- d. Abide by the Constitution and Supreme Laws of the Fraternity, as well as the chapter bylaws;
- e. Be available to attend Pi Kapp College for Chapter Officers; and
- f. Be considered a member in good standing, as defined in Law I.

**Section 2.** To be eligible to serve on the chapter's Executive Council, a member must meet each of the eligibility requirements outlined above in Law II, Section 1 throughout his term in office.

**Section 3.** The election of officers shall occur annually during the first chapter meeting of November. Two weeks prior to this chapter meeting, the Secretary shall remind all members of the upcoming elections.

**Section 4.** Nominations shall occur during the chapter meeting one week prior to the date of elections. Nominations shall be opened and recorded by the Secretary. All nominations must be seconded by another member and require the approval and consent of the candidate.

**Section 5.** Nominations shall be closed when the first speech by a candidate for that office begins.

**Section 6.** The election of officers shall proceed in rank order, beginning with the office of Archon. If a nominee loses his election, he shall be eligible to run for another office, provided he is nominated in accordance with the chapter bylaws.

**Section 7.** All candidates for a given office shall be escorted out of the chapter meeting by the Warden prior to the start of the first speech for that office. Candidates shall not be permitted to observe the speeches of other nominees running for the same office or the chapter discussion preceding the vote.

**Section 8.** Each candidate shall be recognized to speak for five minutes and shall then yield for two minutes of questions. Immediately following the questions, the next candidate shall be recognized. Once all candidates for a given office have spoken, discussion shall then be in order, as determined by the presiding officer. Upon completion of the discussion, the chapter shall vote by secret ballot. Votes shall be counted in accordance with the chapter bylaws.

**Section 9.** The candidate receiving a majority of all votes shall win the election. In the event that no candidate receives a majority of the votes, another vote shall be taken. Voting will continue until a candidate receives a majority vote. In the event that there are more than two candidates running for a given office and second vote is required, only the two candidates with the highest number of votes in the initial ballot will move forward for consideration.

**Section 10.** The Executive Council-elect shall attend meetings with the current Executive Council until the installation of officers at the final chapter meeting of the fall term. The Oath of Office for the Installation of Officers, as outlined in *The Gold Book*, shall be administered by a past Archon of the chapter, the Chapter Advisor, an alumnus, or a representative of the National Fraternity.

## **Subdivision 2. Removal from Office and Vacancies**

**Section 11.** A member of the Executive Council may be removed from office:

- a. By a two-thirds vote of the chapter;
- b. As a sanction from the Standards Board upon a majority vote of the chapter;
- c. By the Regional Governor or Executive Director of the Fraternity, as outlined in Supreme Law VIII, for failing to perform the duties of his office; or
- d. As a sanction from the National Fraternity, as outlined in Supreme Law VIII.

**Section 12.** Should the position of Archon become vacant, the Vice Archon shall assume the duties of that office until a successor can be elected. For all other vacancies, the Executive Council shall have the authority to appoint a member to serve as the interim officer until a successor can be elected. Upon notice of the vacancy, the Archon shall call a meeting, at which time nominations shall be opened. Elections shall occur in accordance with the chapter bylaws at the following chapter meeting. The installation of the newly-elected officer shall occur immediately following his election.

## **Subdivision 3. Executive Council Duties & Responsibilities**

**Section 13.** The Executive Council shall be a representative body elected to facilitate the operations of the chapter, aid in the control of its finances, act on behalf of the chapter in situations requiring immediate attention, report at previously determined times and intervals on the state of the chapter, prepare business in order to ensure chapter meetings are as orderly and efficient as possible, draft policy in advance of meetings for approval by the chapter, and provide in all other ways possible for the administration of chapter affairs.

**Section 14.** The Executive Council shall meet no less than once per week during the regular academic year. The weekly Executive Council meeting shall not occur on the same day as the regularly scheduled chapter meeting. All Executive Council meetings shall be open to members in good standing as observers only. The Archon shall have the authority to close Executive Council meetings at his discretion.

**Section 15.** The Executive Council shall have the authority to appoint the chairmen of various committees, who shall be ratified by a majority vote of the chapter; and chapter representatives to the committees, events, and projects of other organizations and governing councils.

**Section 16.** The Executive Council shall ensure the appropriate officers and committee chairmen are in attendance at Pi Kapp College for Chapter Officers and that the chapter is represented at Supreme Chapter as required under Supreme Law.

#### **Subdivision 4. Officer Duties & Responsibilities**

**Section 17.** All officers shall familiarize themselves with Pi Kappa Phi's Constitution and Supreme Laws, as well as the Constitution and Bylaws of the Zeta Beta Associate Chapter.

**Section 18.** All officers shall work collaboratively with the Chapter Advisor, Council of Advisors, and National Headquarters staff to effectively manage chapter operations and achieve excellence within the fraternity community at UCSD, as well as within the national organization.

**Section 19.** The Archon shall:

- a.** Act as the chief executive officer of the chapter;
- b.** Preside at all meetings of the chapter;
- c.** Attend Pi Kapp College for Chapter Officers and Supreme Chapter;
- d.** Manage the goals and expectations of the Executive Council;
- e.** Coordinate the development of chapter goals and the implementation of strategies to achieve chapter excellence;
- f.** Represent the chapter at interfraternal events, campus activities, and other occasions of a similar nature;
- g.** Serve as an ex-officio member of chapter committees when necessary;
- h.** Act as the liaison between the chapter and all university offices;
- i.** Communicate regularly with the alumni chapter, housing corporation, and parents club (if applicable); and
- j.** Ensure the effective transition of officers;
- k.** Perform all other duties necessary for the effective management of the chapter.

**Section 20.** The Vice Archon shall:

- a.** Direct and supervise the year-round recruitment efforts of the chapter;
- b.** Preside, in the absence of the Archon, at all chapter meetings;
- c.** Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- d.** Chair the Recruitment Committee;
- e.** Develop, implement, and review the chapter's recruitment program each term;
- f.** Facilitate a Recruitment Workshop at least once each academic year;

- g. Educate each new member on strategies for effective recruitment; and
- h. Perform all other duties necessary for the effective management of the chapter.

**Section 21. The Treasurer shall:**

- a. Utilize OmegaFi to collect and disburse all chapter monies in a timely manner;
- b. Prepare a chapter budget in consultation with the members of the Executive Council and the various committee chairmen;
- c. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- d. Submit a copy of the chapter budget to the National Headquarters each term;
- e. Ensure the chapter operates substantially in accordance with the approved budget;
- f. Chair the Budget & Finance Committee;
- g. Maintain a complete and organized set of all financial transactions, tax information, invoices, and bank records;
- h. Report to the chapter, on a regular basis, the state of its financial affairs;
- i. Prepare and file the IRS Form 990 by the stated deadline, submitting a copy to the National Headquarters annually;
- j. Ensure an annual financial audit is conducted by an advisor or external accountant;
- k. Preside, in the absence of the Archon and Vice Archon, at all chapter meetings; and
- l. Perform all other duties necessary for the effective management of the chapter.

**Section 22. The Secretary shall:**

- a. Keep an accurate record of the proceedings of all chapter and Executive Council meetings;
- b. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- c. Complete the Green Report as directed by the National Headquarters;
- d. Report all pre-initiations and initiations to the National Headquarters within three days of the ceremony;
- e. Register the chapter's delegates for Pi Kapp College for Chapter Officers and Supreme Chapter as directed by the National Headquarters;
- f. Submit an Officer Election Report to the National Headquarters upon any changes in chapter officers or key committee chairmen;
- g. Distribute membership certificates from the National Fraternity;
- h. Create and manage the chapter calendar;
- i. Ensure the chapter maintains an updated website;
- j. Ensure the chapter maintains updated social media accounts;
- k. Maintain the Fraternity's brand standards, as established by the National Council and National Headquarters;
- l. Coordinate the review of the chapter's constitution and bylaws at least once each academic year;
- m. Ensure the regular communication of events and announcements to the chapter; and
- n. Perform all other duties necessary for the effective management of the chapter.

**Section 23. The Warden shall:**

- a. Direct and supervise the associate member education process;
- b. Direct and supervise the continued education of initiated members;
- c. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- d. Chair the New Member Education Committee;
- e. Develop, implement, and review the chapter's written associate member education program;
- f. Develop, implement, and review the chapter's Big Brother/Little Brother program;
- g. Develop, implement, and review the chapter's written member development program;



- h. Submit a copy of the chapter's written associate member education program to the National Headquarters each term;
- i. Oversee the work of the Scholarship Chairman;
- j. Maintain order during all chapter meetings; and
- k. Perform all other duties necessary for the effective management of the chapter.

**Section 24. The Historian shall:**

- a. Maintain the historical records of the chapter;
- b. Coordinate the chapter's alumni engagement efforts;
- c. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- d. Chair the Alumni Engagement Committee;
- e. Submit content to the National Headquarters for publication in *The Star & Lamp*;
- f. Maintain a chapter photo and/or video archive;
- g. Coordinate the publication of at least one chapter newsletter annually;
- h. Arrange for the creation of an chapter annual composite; and
- i. Perform all other duties necessary for the effective management of the chapter.

**Section 25. The Chaplain shall:**

- a. Direct and supervise the ritualistic activities of the chapter;
- b. Promote mutual trust and fellowship among the members of the chapter;
- c. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- d. Chair the Ritual Committee;
- e. Serve on the New Member Education Committee;
- f. Oversee the Brotherhood Chairman;
- g. Maintain, distribute, collect, and safeguard the chapter's ritualistic paraphernalia;
- h. Coordinate the observance of Founders' Day;
- i. Ensure the chapter performs the Ritual of Initiation and debrief as written for each new initiate;
- j. Coordinate the pre-initiation of all new associate members;
- k. Perform the Graduating Senior Ritual as appropriate;
- l. Coordinate all subordinate rituals for associate members and initiated members;
- m. Perform all other duties necessary for the effective management of the chapter.

**Section 26. The Philanthropy Chairman shall:**

- a. Direct and supervise the chapter's fundraising, awareness, and volunteerism efforts on behalf of The Ability Experience;
- b. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- c. Chair the Philanthropy Committee;
- d. Develop, implement, and review the chapter's written Ability Experience program;
- e. Ensure the chapter hosts at least one revenue-generating event for The Ability Experience annually;
- f. Coordinate the chapter's volunteer relationship with a local organization serving people with disabilities;
- g. Manage the chapter's online fundraising website for The Ability Experience;
- h. Promote participation in national events for The Ability Experience among the chapter's membership; and
- i. Perform all other duties necessary for the effective management of the chapter.

**Section 27. The Risk Management Chairman shall:**

- a. Ensure the safe and successful execution of all chapter events with alcohol;

- b. Ensure all chapter events with alcohol comply with the Fraternity's risk management policy;
- c. Develop, implement, and review the chapter's written risk management procedures;
- d. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- e. Oversee the Social Chairman;
- f. Serve as a member of the Recruitment Committee; and
- g. Perform all other duties necessary for the effective management of the chapter.

## **LAW III - COMMITTEES & CHAIRMEN**

### **Subdivision 1. Eligibility Requirements, Appointment Process, & Term of Office**

**Section 1.** To be eligible for appointment as a committee member or chairman, a member must:

- a. Be pursuing a full-time course of study at UCSD;
- b. Remain current on his financial obligations;
- c. Maintain a cumulative and term grade point average of 2.70 or better on 4.00 scale;
- d. Abide by the Constitution and Supreme Laws of the Fraternity, as well as the chapter bylaws; and
- e. Be considered a member in good standing, as defined in Law I.

**Section 2.** To be eligible to serve on a committee or as the committee chairman, a member must meet each of the eligibility requirements outlined above in Law III, Section 1 throughout his term in office.

**Section 3.** All committee chairmen shall be appointed by the Executive Council and ratified by a majority vote of the chapter prior to the end of each term. The tenure of service for all committee chairmen shall be one term.

**Section 4.** All committee members shall be appointed by the committee chairman and ratified by a majority vote of the Executive Council prior to the end of each term. Committee assignments shall be made as practically as possible based on the preferences of each member. The tenure of service for all committee chairmen shall be one term.

### **Subdivision 2. Removal from Office**

**Section 5.** A committee chairman may be removed from office:

- a. By a majority vote of the chapter;
- b. By a two-thirds vote of the Executive Council;
- c. As a sanction from the Standards Board upon a majority vote of the chapter; or
- d. As a sanction from the National Fraternity, as outlined in Supreme Law VIII.

**Section 6.** A committee member may be removed from office by the committee chairman with the consent and advice of the Executive Council.

### **Subdivision 3. Chairmen Duties & Responsibilities**

**Section 7.** All committee chairmen shall familiarize themselves with Pi Kappa Phi's Constitution and Supreme Laws, as well as the Constitution and Bylaws of the Zeta Beta Associate Chapter.

**Section 8.** All committee chairmen shall work collaboratively with the Executive Council, Chapter Advisor, Council of Advisors, and National Headquarters staff to effectively manage chapter operations

and achieve excellence within the fraternity community at UCSD, as well as within the national organization.

**Section 9.** Committee chairmen shall:

- a. Generate a list of goals to be accomplished during their term of service in consultation with their respective committee;
- b. Manage the goals and expectations of their committee in coordination with their respective officer;
- c. Submit minutes to the Secretary following each committee meeting;
- d. Submit a detailed, line item budget request to the Treasurer prior to the development of the chapter budget each term;
- e. Submit all events and activities planned by their committees to the Secretary for inclusion on the chapter calendar;
- f. Conduct regular committee meetings;
- g. Report the progress of their committees at each chapter meeting;
- h. Maintain accurate records of the work completed by their committees;
- i. Ensure an effective transition to the next chairmen;
- j. Perform all other duties necessary for the effective management of the chapter.

**Subdivision 4. Committee Structure**

**Section 10.** The following committees are hereby created:

- a. Recruitment
- b. Budget & Finance
- c. Associate Member Education
- d. Scholarship
- e. Alumni Engagement
- f. Ritual
- g. Brotherhood
- h. Philanthropy & Service
- i. Social

**Section 11.** The Recruitment Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Vice Archon and is responsible for developing, implementing, and reviewing the chapter's recruitment program.

**Section 12.** The Budget & Finance Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Treasurer and is responsible for reviewing the budget requests of each officer and committee chairman in order to formulate the chapter's written budget.

**Section 13.** The Associate Member Education Committee shall consist of at least four members, the chairman of which shall be the Warden and a member of which shall be the Chaplain. The Committee is responsible for developing, implementing, and reviewing the chapter's associate member education program.

**Section 14.** The Scholarship Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by Scholarship Chairman and is responsible for developing, implementing, and reviewing the chapter's scholarship program.

**Section 15.** The Alumni Engagement Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Historian and is responsible for coordinating the chapter's alumni engagement efforts.

**Section 16.** The Ritual Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Chaplain and is responsible for the performance of all subordinate rituals, as well as the Ritual of Initiation.

**Section 17.** The Brotherhood Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Brotherhood Chairman and is responsible for promoting mutual trust and fellowship among the members of the chapter.

**Section 18.** The Philanthropy & Service Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Philanthropy Chairman and is responsible for the chapter's fundraising, awareness, and volunteerism efforts on behalf of The Ability Experience.

**Section 19.** The Social Committee shall consist of as many members as may be designated by the Executive Council. The Committee shall be chaired by the Social Chairman and is responsible for the safe and successful execution of all chapter social events.

**Section 20.** The Archon, with the advice and consent of the Executive Council, shall have the authority to appoint such ad hoc or special committees as he deems necessary.

### **Subdivision 5. Other Matters**

**Section 21.** All committee meetings shall be open to members in good standing as observers only. The chairman shall have the authority to close a committee meeting at his discretion.

**Section 22.** There shall be an Interfraternity Council Representative, who shall be appointed by the Executive Council and ratified by a majority vote of the chapter each term. He shall meet all eligibility requirements established under Law III, Subdivision 1. The Interfraternity Council Representative shall serve as the chapter's liaison to the Interfraternity Council and perform all duties as required by the governing documents of that body.

**Section 23.** There shall be an Intramural Chairman, who shall be appointed by the Executive Council and ratified by a majority vote of the chapter each term. He shall meet all eligibility requirements established under Law III, Subdivision 1. The Intramural Chairman shall coordinate the registration and participation of the chapter's intramural teams.

## **LAW IV - STANDARDS OF CONDUCT**

### **Subdivision 1. Philosophy**

**Section 1.** Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, friendship, and social experiences. The Fraternity exists on the basis of shared standards and principles. Members of the Fraternity are expected to uphold and abide by certain standards of conduct as established in the Constitution and Supreme Laws of Pi Kappa Phi, as well as the Constitution and Bylaws of the Zeta Beta Associate Chapter. When members fail to exemplify these values, conduct proceedings are used to assert and uphold these expectations.

The role of educational discipline is foremost in the process of sanctioning. The conduct process is not intended to punish. Rather, it exists to protect the greater interest of the Fraternity, to challenge those members whose behavior is not in accordance with established standards, to deter future conduct violations, and to educate members on their responsibilities as brothers and as members of the UCSD campus community. Sanctions are intended to challenge members' moral and ethical decision-

making and to help bring their behavior in accord with Fraternity expectations. When a member is unable to conform to the expectations of the Fraternity, the conduct process may determine that he should no longer share in the privileges of participating in Pi Kappa Phi.

## **Subdivision 2. The Standards Board**

**Section 2.** The Standards Board shall be composed of a Chairman, Sergeant-at-Arms, Scribe, and two additional members. The Standards Board shall be appointed by the Executive Council and ratified by a majority vote of the chapter. No member of the Standards Board may concurrently serve on the Executive Council or as the chairman of another committee.

**Section 3.** To be eligible to serve on the Standards Board, a member must meet each of the eligibility requirements outlined in Law III, Section 1 throughout his term on the Board.

**Section 4.** The appointment of the Standards Board shall occur annually during the final chapter meeting of the fall term. The Executive Council-elect shall be responsible for the appointment of the Standards Board in accordance with the chapter bylaws.

**Section 5.** A member of the Standards Board may be removed from office:

- a. By a majority vote of the chapter;
- b. By a two-thirds vote of the Executive Council;
- c. As a sanction from the Standards Board upon a majority vote of the chapter; or
- d. As a sanction from the National Fraternity, as outlined in Supreme Law VIII.

**Section 6.** The Chairman shall:

- a. Serve as an ex-officio member of the chapter's Executive Council;
- b. Preside at all meetings and hearings of the Standards Board;
- c. Ensure all Standards Board proceedings are conducted with due regard to fairness and justice with the purpose of restoring a member to the full confidence of his fellow members of the Fraternity;
- d. Attend Pi Kapp College for Chapter Officers, as required by the National Headquarters;
- e. Educate all members on responsibilities of membership outlined in Law I, as well as the obligations set for in the chapter's Code of Conduct;
- f. Coordinate the review of the chapter's Code of Conduct at least once each academic year;
- g. Report all suspensions and expulsions to the National Headquarters as required under Supreme Law;
- h. Interpret the chapter constitution and bylaws as needed; and
- i. Perform all other duties necessary for the effective management of the Standards Board.

**Section 7.** The Sergeant-at-Arms shall:

- a. Read the charges against the Respondent during all meetings and hearings of the Standards Board;
- b. Maintain order during all Standards Board meetings and hearings;
- c. Monitor members' compliance with the terms of any disciplinary sanctions assigned;
- d. Coordinate all communication between the Standards Board and individual members; and
- e. Perform all other duties necessary for the effective management of the Standards Board.

**Section 8.** The Scribe shall:

- a. Keep an accurate record of the proceedings of all Standards Board meetings and hearings;
- b. Keep and maintain all case files, including but not limited to, copies of the written complaint, witness statements, charge letters, meeting and hearing minutes, and decision letters;
- c. Perform all other duties necessary for the effective management of the Standards Board.

**Section 9.** In the event that a member of the Standards Board is accused of a conduct violation or believes he has a conflict of interest in a pending case, he shall recuse himself and an alternate shall be appointed by majority vote of the Executive Council, upon the advice of the Standards Board Chairman, to serve as a member of the Board for the adjudication of the case.

### **Subdivision 3. Prohibited Conduct of Members**

**Section 10.** All members shall be subject to the prohibited conduct outlined in the Fraternity's Disciplinary Code, codified in Supreme Law VIII.

### **Subdivision 4. Procedures for Case Resolution**

**Section 11.** The chapter conduct process shall comply with all requirements outlined in the Fraternity's Disciplinary Code, codified in Supreme Law VIII. Formal rules of evidence will not be applied, nor will deviations from the prescribed procedures necessarily invalidate a decision, unless significant prejudice to the Respondent or Complainant may result.

**Section 12.** Any member of the Fraternity may refer another member suspected of violating Pi Kappa Phi's Disciplinary Code or the chapter constitution and bylaws to the Standards Board at any time. In order to initiate conduct proceedings, the member shall submit a written complaint to the Archon and Chairman of the Standards Board.

**Section 13.** Upon receipt of the complaint, the Standards Board shall set a time and place for a meeting to hear the case. The meeting shall occur within fifteen (15) days of receipt of the written complaint. A copy of the complaint, together with notice of the time and place of the Standards Board meeting, shall be given to the Respondent at least five (5) days prior to the meeting.

**Section 14.** The following shall occur at each meeting of the Standards Board:

- a. Call to order;
- b. Introduction of meeting participants;
- c. Reading of the charges, as outlined in the meeting notice;
- d. Statement by the Complainant, including the presentation of witnesses and additional evidence;
- e. Statement by the Respondent, including the presentation of witnesses and additional evidence; and
- f. Questions from members of the Standards Board.

**Section 15.** The complaint against the Respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that "more likely than not" a fact is true or an incident occurred.

**Section 16.** Following the conclusion of all relevant testimony, the Complainant and Respondent shall be excused and a determination of responsibility shall be made by a majority vote of the Standards Board. If a majority of the members hearing the case vote in the affirmative, the Respondent shall be

found responsible. If not, the Respondent shall be found not responsible. The members hearing the case shall then consider and decide the sanction to be imposed.

**Section 17.** Respondents who fail to appear or to be represented by another member, after proper notice, may be found responsible by default, at which time the Standard Board will determine the appropriate sanction.

**Section 18.** The Respondent shall be promptly notified, in writing, of the determination of responsibility and any sanctions imposed.

**Section 19.** Minutes of all conduct proceedings, summarizing the evidence presented, shall include:

- a. Date of Standards Board meeting;
- b. Name and address of Respondent;
- c. Chapter designation, school, and address;
- d. Copy of the written complaint;
- e. Summary of evidence presented by the Complainant and Respondent;
- f. Determination of responsibility and the specific provisions of the Disciplinary Code or chapter constitution and bylaws violated (if applicable);
- g. Sanctions imposed (if applicable);
- h. The name and address of the member who kept the minutes.

**Section 20.** The Standards Board and the Respondent may enter into an agreement prior to the adjudication of the case in order to settle the charge informally. In the agreement, the Respondent must accept responsibility for the violations alleged and agree to complete a set of sanctions. The agreement must be approved by a majority vote of the Standards Board before the case can be resolved. If a majority of the Standards Board does not vote to adopt the agreement, the case shall be adjudicated as outlined above.

## **Subdivision 5. Sanctions**

**Section 21.** The Standards Board may impose one or more of the following sanctions by a majority vote, with each sanction being voted upon separately at the discretion of the Chairman:

- a. Warning - notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- b. Censure - a written reprimand for violation of specific provision of the Code, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- c. Written apology to those wronged.
- d. Probation - a designated period of time during which additional violations of the Fraternity's standards of conduct may result in more severe sanctions.
- e. Educational sanctions - the completion of educational programs or other discretionary sanctions necessary to develop the skills and/or knowledge necessary to prevent future violations.
- f. Loss of privileges.
- g. Exclusion from various fraternity activities.
- h. Fines not to exceed \$100.00.
- i. Payment for loss or damage.
- j. Other sanctions as may agreed upon by the Standards Board and the Respondent.

**Section 22.** The Standards Board may recommend to the chapter that a member be removed from office. The chapter may, by majority vote, adopt the recommendation of the Standards Board. If a majority of the chapter does not adopt the proposed sanction, the Standards Board may still assign any other sanctions outlined above.

**Section 23.** The Standards Board may recommend to the chapter that a member be suspended from Pi Kappa Phi Fraternity. The chapter may, by a two-thirds vote, adopt the recommendation of the Standards Board. The suspension of a member deprives him temporarily of all privileges, in accordance with Supreme Law VIII. If a majority of the chapter does not adopt the proposed sanction, the Standards Board may still assign any other sanctions outlined above.

**Section 24.** The Standards Board may recommend to the chapter that a member be expelled from Pi Kappa Phi Fraternity. The chapter may, by a three-fourths vote, adopt the recommendation of the Standards Board. The expulsion of a member is the permanent dissolution of the fraternal relationship between the individual and the Fraternity, in accordance with Supreme Law VIII. If a majority of the chapter does not adopt the proposed sanction, the Standards Board may still assign any other sanctions outlined above.

### **Subdivision 6. Appeals**

**Section 25.** Any member found responsible of a conduct violation by the Standards Board may appeal his case to the Executive Council by filing a written notice of appeal with the Archon within five (5) days of receiving his decision letter.

**Section 26.** Appeals must be submitted in writing, and supporting documentation should accompany all appeal requests. Appeals shall be based on one or more of the following grounds:

- a. Procedural error that substantially affected the outcome of the case.
- b. New information that was not available at the time of adjudication that could substantially affect the finding of responsibility.
- c. Finding of responsibility against the weight of the evidence.
- d. Sanctions that are disproportionately severe in light of the violation committed.

**Section 27.** Except as required to explain the basis of new information, an appeal shall be limited to a review of the decision letter, the minutes of the Standards Board meeting, the appellant's written statement outlining the rationale of his appeal, and any written respondent or memoranda prepared by the Standards Board Chairman.

**Section 28.** Appeals shall be adjudicated within fifteen (15) days of receipt of the written notice to appeal.

**Section 29.** The Executive Council may by two-thirds vote affirm or reverse in whole or in part the findings of responsibility and sanction imposed, remand the case for a new Standards Board meeting, or reduce the sanction imposed.

**Section 30.** Any appellant shall have a further right of appeal to the National Council and Supreme Chapter, as outlined in Supreme Law VIII.

## **LAW V - CHAPTER MEETINGS**

**Section 1.** *Robert's Rules of Order, Newly Revised* shall govern the procedures for all chapter meetings, unless inconsistent with Pi Kappa Phi's Constitution and Supreme Laws or the Constitution and Bylaws of the Chi Associate Chapter.

**Section 2.** The standard order of proceedings for chapter meetings shall be as follows:

- a. Call to Order
- b. Chapter Recitation of the Student Creed
- c. Opening Prayer



- d. Roll Call
- e. Review of Minutes from Last Meeting
- f. Officer Reports
- g. Committee Reports
- h. Old Business
- i. New Business
- j. Announcements
- k. Pass the Gavel
- l. Closing Prayer
- m. Adjournment

**Section 3.** Chapter meetings shall be open to all members of the chapter, advisors, and representatives of the National Headquarters. The Archon shall have the authority to close chapter meetings to uninitiated members and advisors only for the purpose of ritualistic activities defined as esoteric by Supreme Law.

**Section 4.** The Archon shall have the authority to allow special guests, including alumni not serving in an advisory capacity, to attend chapter meetings at his discretion.

**Section 5.** The first meeting of each month shall be a formal meeting. Members shall wear appropriate attire consisting of a coat, tie, and member badge. The Warden shall not admit any member into the meeting who does not meet the established dress code. Effective upon receipt of a charter from the National Council of Pi Kappa Phi Fraternity, this meeting shall be conducted in accordance with the formal procedure and only initiated members shall be permitted to attend.

**Section 6.** Members aware that they will not be in attendance at a chapter meeting shall notify the Secretary in writing at least 24 hours in advance. The Secretary shall have the authority to excuse members from chapter. All members shall be required to attend at least 75% of all chapter meetings each term. Failure to comply with this provision shall result in the member being referred to the chapter Standards Board.

**Section 7.** The Warden shall have the authority to remove any member engaged in inappropriate behavior that is disorderly or disruptive.

**Section 8.** All business shall be transacted by majority vote unless otherwise required by *Robert's Rules of Order, Newly Revised* or the chapter constitution and bylaws.

**Section 9.** When voting occurs by secret ballot, the votes shall be collected by the Warden and counted by the Archon, Secretary, and Warden. The vote total, including the number of members in favor of and against a proposed measure, shall be included in the chapter meeting minutes.

## **LAW VI - FINANCES**

**Section 1.** The Treasurer shall present a budget proposal to the chapter prior to the end of each term for the following term. The budget shall itemize the projected revenues and proposed expenses. The chapter, by majority vote, shall adopt the budget for the following term and establish individual member dues.

**Section 2.** All payments shall be made via OmegaFi, unless otherwise specified by the Treasurer.

**Section 3.** All pre-initiation and initiation fees shall be due prior to the formal ceremonies.

**Section 4.** Members who fail to meet their financial obligations when due shall be subject to the summary action outlined in Supreme Law VIII.

**Section 5.** All disbursements from the chapter treasury in excess of \$250.00 shall be signed by two authorized signatories on the chapter checking account.

**Section 6.** An financial audit shall be conducted by a member of the chapter's Council of Advisors or an external accountant at the end of each fiscal year.

## **LAW VII - CUSTOMS & TRADITIONS**

**Section 1.** The chapter shall meet on Founders' Day or as near thereto as possible for appropriate observance of the occasion.

**Section 2.** The Rose Queen shall be a female, undergraduate student at UCSD who has assisted the chapter in advancing the mission of Pi Kappa Phi on campus. The chapter shall confer this honorary recognition once each academic year.

**Section 3.** The Brother of the Year Award shall recognize the member who most fully represents and lives by the values of Pi Kappa Phi, having demonstrated outstanding service to the chapter. The chapter shall select a member to receive this honor each academic year.

## **LAW VIII - AMENDMENTS**

**Section 1.** The Bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment was given at the preceding chapter meeting, the amendment was distributed to the chapter at least one week in advance, and that the proposed amendment is consistent with the Constitution and Supreme Laws of Pi Kappa Phi Fraternity.

## **UCSD Constitutional Bylaw Agreement**

Pursuant to the University of California San Diego (UCSD)'s student organization recognition, the following language shall also be enacted in congruence with Pi Kappa Phi - Zeta Beta Chapter's own constitution and bylaws and Pi Kappa Phi's Supreme Law:

### **ARTICLE I. NAME OF STUDENT ORGANIZATION**

**The organization shall be called Pi Kappa Phi – Zeta Beta Chapter**

### **ARTICLE II. STATEMENT OF PURPOSE**

**To create an uncommon and lifelong brotherhood that develops leaders and encourages service to others for the betterment of our communities.**

### **ARTICLE III. NONPROFIT STATEMENT**

**Pi Kappa Phi – Zeta Beta Chapter at UCSD is a non-profit student organization.**

### **ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

- a. Be pursuing a course of study at UCSD;
- b. Meet the eligibility requirements for membership in a fraternity established by UCSD
- c. Remain current on his financial obligations;
- d. Maintain a cumulative and term grade point average of 2.70 or better on 4.00 scale; and
- e. Abide by the Constitution and Supreme Laws of the Fraternity, as well as the chapter bylaws.

### **Article V. FREQUENCY OF ORGANIZATION MEETINGS**

**Section 1.** Chapter meetings shall be held weekly during the regular academic year and at least one such meeting each month shall be conducted according to the formal procedure.

**Section 2.** Special meetings may be called by the Archon. The Executive Council and chapter members may request a special meeting in accordance with Supreme Law and this chapter's bylaws.

**Section 3.** A majority of the members of the chapter shall constitute a quorum.

### **ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

**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.**

## **Subdivision 1. Eligibility Requirements, Elections, and Installation of Officers**

**Section 1.** To be eligible for nomination and election to the chapter's Executive Council, a member must:

- a. Be pursuing a full-time course of study at UCSD;
- b. Remain current on his financial obligations;
- c. Maintain a cumulative and term grade point average of 2.70 or better on 4.00 scale;
- d. Abide by the Constitution and Supreme Laws of the Fraternity, as well as the chapter bylaws;
- e. Be available to attend Pi Kapp College for Chapter Officers; and
- f. Be considered a member in good standing, as defined in Law I.

## **ARTICLE VII. RISK MANAGEMENT**

**Pi Kappa Phi – Zeta Beta Chapter at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.**

**Pi Kappa Phi – Zeta Beta Chapter at UCSD understands that the University does not assume legal liability for the actions of the organization.**

### **ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

**Pi Kappa Phi – Zeta Beta at UCSD 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). Pi Kappa Phi – Zeta Beta 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.**

### **ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE**

**In the event that Pi Kappa Phi – Zeta Beta at UCSD 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.**

### **ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL**

**Pi Kappa Phi – Zeta Beta at UCSD 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.**

**ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

**Pi Kappa Phi – Zeta Beta at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Pi Kappa Phi – Zeta Beta at UCSD 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. COMMUNITY ADVISOR**

**The Community Advisor for Pi Kappa Phi – Zeta Beta Chapter shall be selected by the National Office of Pi Kappa Phi and held to the standards and expectations as outlined in Pi Kappa Phi's Supreme Law as it stands now or shall hereafter be enacted.**