



California Kappa Chapter of Pi Beta Phi Fraternity at UC San Diego Constitution 2024-2025

Each chapter of Pi Beta Phi establishes bylaws that reflect unique chapter and campus requirements. These bylaws are created in consultation with and approved by Fraternity officers. After consultation with the regional Operations Specialist, they can be shared with visitors, guests and campus personnel when requested. Chapter bylaws are intended to supplement the Pi Beta Phi Constitution and Statutes. If there is any conflict between the chapter's bylaws and Pi Beta Phi's governing documents (Constitution and Statutes, Policy and Position Statements, etc.), the international policies take precedence.

The Pi Beta Phi Constitution and Statutes may not be shared externally.

ARTICLE I: Name

The name of this organization shall be the California Kappa Chapter of Pi Beta Phi Fraternity for Women at UC San Diego.

ARTICLE II: Purpose

The purpose of this organization shall be to deliver on the mission of Pi Beta Phi to promote friendship, develop women of intellect and integrity, cultivate leadership potential and enrich lives through community service.

ARTICLE III: Nonprofit Statement

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

ARTICLE IV: Membership

- A. Membership in Pi Beta Phi is open to any woman who is a University of California, San Diego enrolled student who meets all requirements in the Pi Beta Phi Constitution and Statutes.
- B. Invitation to membership shall be issued in accordance with the Pi Beta Phi

Constitution and Statutes.

C. All local and National Panhellenic Conference rules shall be carefully observed.

D. New Members and Initiated Members

- a. New Members and Initiated members shall abide by their Member Obligations and comply with all Fraternity, Panhellenic and institutional policies as well as all applicable federal, state/provincial and local laws.
- b. Membership in Pi Beta Phi is maintained by meeting all financial and conduct expectations as established by the Fraternity and chapter.
- c. All New Members must meet the requirements for initiation as established in the Pi Beta Phi Constitution and Statutes.

E. Affiliates/Transfers

- a. In order to affiliate, the transfer must be in good standing with the Fraternity and meet all requirements for affiliation outlined in the Pi Beta Phi Constitution and Statutes and Fraternity manuals.

F. Resignation

- a. A resignation shall be accepted from a member in good standing upon fulfillment of all financial obligations to the chapter and Fraternity.
- b. If a member requests in writing the desire to resign within the first 14 days of the academic term and does not have a signed housing contract, the member is not required to pay the upcoming term invoice.
- c. If the member requests to resign after the first 14 days of the term and does not have a signed housing contract, the member must pay the term invoice in full before the resignation will be processed.
- d. A member with a signed housing contract is ineligible to resign unless an approved substitute is secured or the amount of the contract is paid in full.

ARTICLE V: Officers

A. Elected Officers

- a. The Executive Council officers shall be the Chapter President, Vice President Operations, Vice President Risk Management, Vice President Member Experience, Vice President Finance/Housing, Vice President Community Relations, Vice President Inclusion and Vice President Recruitment.
- b. Other required chapter officers elected during regular chapter elections serving on the Chapter Leadership Team shall include the following Directors:
 - i. Director Member Conduct
 - ii. Director New Member Experience
 - iii. Director Service and Philanthropy
 - iv. Director Housing
 - v. Director Academics
 - vi. Director Community Inclusion
 - vii. Director Fraternity Heritage
 - viii. Director Lifelong Membership
 - ix. Director Member Finances
 - x. Director Membership Selection

- xi. Director Policy and Prevention Education
- xii. Director PR/Marketing
- xiii. Director Recruitment Events
- xiv. Director Social Events

c. The Member Conduct Committee shall be elected annually during regular chapter elections and will be chaired by the Director Member Conduct. d. Dispensation must be granted for a variance in elected chapter officer structure in accordance with the Pi Beta Phi Constitution and Statutes. This request must be submitted to the Regional Team by September 15 for the upcoming election cycle.

B. Appointed Officers

- a. The Executive Council and Alumnae Advisory Committee (AAC) shall jointly appoint the Leadership and Nominating Committee, Director Leadership and Panhellenic Delegate.
- b. The Director Leadership and Panhellenic Delegate serve as appointed members of the Chapter Leadership Team.
- c. Optional officers may be established by the Executive Council after consultation with AAC and the Regional Team. These positions do not serve on the Chapter Leadership Team. The chapter has established the following optional positions:

C. Duties of Officers

- a. The duties and powers of Executive Council officers, Directors and appointed positions and committees shall be to lead the chapter based on the duties listed in the Pi Beta Phi Constitution and Statutes, position descriptions and Fraternity manuals.
- b. The Vice President Operations serves as the first vice president and presides in the absence of the Chapter President.
- c. Executive Council members are responsible for maintaining weekly contact with their AAC counterpart.
- d. All incoming chapter officers must complete all officer training and transition requirements listed in position descriptions and Fraternity manuals.

ARTICLE VI: Executive Council

- A. Executive Council shall consist of the Chapter President and all Vice Presidents.
- B. Executive Council shall meet at least once during each interim of regular chapter meetings.
- C. Joint meetings with the AAC shall be held monthly at a time agreed upon with the AAC.
- D. Duties shall be those outlined in the Pi Beta Phi Constitution and Statutes and position descriptions.

- E. A quorum of 51% of the total number of the Executive Council shall be necessary to conduct business.

ARTICLE VII: Alumnae Advisory Committee

- A. Alumnae Advisory Committee (AAC) members shall be appointed by the Pi Beta Phi Regional Team in accordance with the specifications outlined in the Pi Beta Phi Constitution and Statutes. Tenure, terms of office, rotation of committee positions and eligibility of members to serve shall be in accordance with the Pi Beta Phi Constitution and Statutes and Fraternity policies.
- B. The duties of AAC shall be to advise and assist the chapter as outlined in AAC position descriptions.
- C. The appointment and removal of AAC members shall be overseen by the Regional Team in accordance with the Pi Beta Phi Constitution and Statutes. D. When financially feasible, a member of AAC may attend Pi Beta Phi's biennial convention as a paid attendee of the chapter. The AAC convention representative shall be selected by a vote of the entire AAC.
- a. Any AAC member whose attendance is subsidized by the chapter or the Fraternity may be required to reimburse that entity in the case of failure to fulfill all convention obligations, including attendance.
- E. A member of AAC shall attend a minimum of one chapter meeting a month, as well as any other events and meetings, as outlined by the Pi Beta Phi Constitution and Statutes and/or manuals.

ARTICLE VIII: Committees

- A. The chapter shall have the following required chapter committees as outlined in the Pi Beta Phi Fraternity Constitution and Statutes:
- a. Alumnae Advisory Committee
 - b. Chapter Membership Selection Committee
 - c. Member Conduct Committee
 - d. Leadership and Nominating Committee
 - e. Chapter Budget Committee
- B. Other committees may be established by the chapter as needed, outlined in the Bylaws Addendum.

ARTICLE IX: Elections

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.

- A. Eligibility for elections to Chapter Leadership Team positions shall be as outlined in the Pi Beta Phi Constitution and Statutes, position descriptions and Fraternity manuals.
- B. Officers shall be elected annually between the dates of October 15 and February 1 as

outlined in the Pi Beta Phi Fraternity Constitution and Statutes by majority ballot vote of those initiated, undergraduate members present and voting.

- a. The Executive Council Officers, the Member Conduct Committee, and all Directors, except the Director Leadership and Panhellenic Delegate, shall be elected during major chapter elections between October 15 and February 1.
- C. The process for elections is led by the chapter's Leadership and Nominating Committee in accordance with Pi Beta Phi's policies on electing officers. a. The chapter Leadership and Nominating Committee shall prepare a single slate of Executive Council, Directors (except Director Leadership), and Member Conduct Committee nominees that shall be jointly approved by the Executive Council and AAC and presented to the chapter at least one week prior to elections.
 - b. In a single-slate system of elections, qualified challengers are permitted. After the slate has been approved and announced to the chapter, any initiated member who is qualified and eligible to serve and who completed the interview/application process with Leadership and Nominating Committee for the position which they are interested in seeking, and has not accepted another position on the slate, may become a challenger for that position.
- D. The procedure for removing or replacing an officer shall be overseen by the Pi Beta Phi Regional Team with assistance by the chapter's Leadership and Nominating Committee.

ARTICLE X: Meetings

A. Chapter Meetings

- a. The chapter shall have regularly scheduled meetings with prescribed Pi Beta Phi Ritual during the academic year. The time and place of such meetings shall be at a time mutually agreed upon by the chapter and AAC. The purpose of these meetings shall be to conduct chapter business. When necessary, the times for regularly scheduled meetings may be changed by the Executive Council or Chapter President in consultation with AAC.
- b. Special chapter meetings may be called by the Chapter President or the Executive Council in consultation with AAC.
- c. Every member must attend chapter or New Member meetings unless otherwise excused by the Vice President Operations in accordance with the chapter's Bylaws Addendum.
- d. A quorum of 51% of the total initiated, undergraduate membership eligible to vote and not studying abroad shall be necessary to conduct chapter business. Those in good financial and conduct standing may vote.

B. All-Chapter Meetings (New Members and initiated members)

- a. All-chapter meetings may be called by the Chapter President in consultation with AAC.

C. New Member Meetings

- a. New Member meetings, with prescribed Pi Beta Phi New Member Ritual,

shall be held each week during the New Member period and are in addition to the all-chapter meeting.

b. The time and place of these meetings shall be decided by the Director New Member Experience and Vice President Member Experience and is subject to approval by the Executive Council at the beginning of each academic term. D. Chapter Leadership Team Meetings

a. Chapter Leadership Team meetings will be held each month at a date, time and location agreed upon by Executive Council.

b. Joint AAC / Executive Council meetings will be held each month at a date, time and location agreed upon by AAC and Executive Council. Other members of the Chapter Leadership Team may be included in this meeting at the invitation of the Chapter President or other members of Executive Council.

E. CHC/FHC Meetings

a. A meeting between the Chapter House Corporation (CHC)/Fraternity Housing Corporation (FHC) and chapter officers shall be held annually.

ARTICLE XI: Finances

A. Membership dues shall be determined and set by the Vice President Finance/Housing each term in accordance with Fraternity policies and the approved chapter budget.

B. A Chapter Budget Committee shall convene as outlined in the Pi Beta Phi Constitution and Statutes.

a. The committee shall be composed of the Chapter President, Vice President Finance/Housing, Vice President Operations, the AAC Chair or Finance/Housing Advisor and a representative from the CHC or FHC. The Vice President Finance/Housing shall serve as chair.

b. The committee shall prepare the annual budget for the chapter as well as officer budgets and meet as necessary to review budget adequacy and make necessary changes.

C. Budget

a. The chapter shall adopt an annual budget for the academic year. b. The Vice President Finance/Housing is authorized to make payments in accordance with the adopted chapter budget and other items approved by the Chapter Budget Committee. Large payments in excess of \$500 require the signature or approval of the AAC Finance/Housing Advisor or Chair as well as the Vice President Finance/Housing or Chapter President.

c. A chapter vote to amend the budget must be taken for expenses not authorized by the approved budget and utilizing reserves or fines income.

d. Receipts for any purchases made by an officer on the Chapter Leadership

Team or individual member must be turned in to the Vice President Finance/Housing in a timely manner for reimbursement. Reimbursements to members must be made in a timely manner in accordance with the Vice President Finance/Housing procedures.

ARTICLE XII: Rules/Requirements

- A. Members of the chapter shall abide Pi Beta Phi's Constitution and Statutes, Policy and Position Statements, Chapter Bylaws and Member Obligations as well as all institutional policies and applicable federal, state/provincial and local laws.
- B. A copy of each of the following rules shall be displayed in a private place in the chapter facility, if applicable, at all times:
 - a. Chapter Bylaws
 - b. Facility Rules
 - c. University and Panhellenic regulations
 - d. Pi Beta Phi Policy and Position Statements
 - e. Emergency Procedures
- C. Unhoused chapters will provide each member with a PDF copy of these documents as provided below.
- D. Each member shall be provided with an electronic PDF copy of the Chapter Bylaws and internal Bylaws Addendum on an annual basis at the beginning of the academic year or after amendments are made. Members may not distribute these documents to anyone outside the chapter membership.
- E. Dispensation is required for any procedure contrary to the provisions of the Pi Beta Phi Constitution and Statutes, bylaws, or bylaws addendum.
- F. Grade Release
 - a. All members and New Members shall give an authorized statement or official verification of the previous term grade point average or permit the campus to release grades at the beginning of each term. Failure to do so shall result in the member not being in good standing with the chapter until grades are received.
- G. Chapter Delegate and Alternate to Convention
 - a. The Chapter President, by virtue of her office, is the chapter delegate to convention.
 - b. The Chapter Alternate Delegate for convention is elected from a list of recommendations provided by Leadership and Nominating Committee, at a regular chapter meeting by March 15 of each convention year.
 - c. The chapter will be represented at Fraternity meetings by the officer(s) who is called to attend such meeting or event. If no specific officers are called to attend a meeting or event, the chapter may delegate any member to attend.
 - d. Any person whose attendance is subsidized by the chapter or the Fraternity may be required to reimburse that entity in the case of failure to fulfill all convention or other Fraternity event obligations, including attendance.
- H. Campus Policies

- a. The chapter is required to have 90% of New Members attend the Greek 101 workshop.

ARTICLE XIII: Parliamentary Authority

- A. The current edition of *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered in the Pi Beta Phi Constitution and Statutes and these chapter bylaws.

ARTICLE XIV: Amendments to the Bylaws

- A. After receiving approval from the Regional Team, these bylaws may be amended by a two-thirds vote of those present and voting at any regular meeting of the chapter or at any special meeting called for that purpose, provided that the proposed amendment shall have been submitted at the previous regular meeting.
- B. When special circumstances warrant, the Collegiate Regional Director may grant a chapter dispensation from a requirement of these bylaws.

ARTICLE XV: RISK MANAGEMENT

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

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

