

**Bylaws of the Sorority Phi Sigma Rho,
Chi Chapter at UC San Diego**

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Bylaws of the Sorority Phi Sigma Rho, University of California, San Diego Chi Chapter

Article I – Name of Student Organization

The organization shall be called Phi Sigma Rho at UC San Diego.

Article II – Statement of Purpose

Phi Sigma Rho is a national sorority for women and nonbinary students in engineering, science, and engineering technology.

The sisterhood is made up of women and nonbinary students who are studying technical sciences, but also take part in campus activities and the social Sorority and Fraternity Life (hereafter known as SFL) system. In addition to socials, the members of Phi Sigma Rho are involved in community service projects and philanthropies. This organization and its members will abide by the pertinent State, University, and Center for Student Involvement regulations, including policies on nondiscrimination, sexual harrasment, sexual violence, and student health.

Article III – Nonprofit Statement

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

Article IV – Membership

The Responsibility of each member to Phi Sigma Rho and to their own good conscience for the observance of:

- i. The oath and obligation taken at the time of initiation.
- ii. The governing laws of Phi Sigma Rho and, when applicable, the bylaws and policies of UC San Diego, the College Panhellenic Association (hereafter known as CPA) Bylaws and Standing Rules, and the National Panhellenic Conference (hereafter known as NPC) Unanimous Agreements.
- iii. Promoting the welfare and prosperity of the Sorority and its members, conducting oneself in such a way to honor themselves, their chapter, and Phi Sigma Rho.
- iv. Striving to interpret the inspired ideals of Phi Sigma Rho throughout their life.

Section 1: Chapter Membership Status

Quarters in this document are defined as the Fall, Winter, and Spring academic quarters when sorority business is in session. Summer sessions are excluded because sorority business shall be

suspended during these times.

Good standing with the sorority is defined as a member who is in keeping with their dues or payment plan and is not under any disciplinary action with the sorority.

1.1 Active Status

Active Status shall be granted to any member in good standing with the sorority and currently enrolled as an undergraduate at the University of California, San Diego (hereafter known as UC San Diego). Additionally, they must have a cumulative grade point average of 2.5 out of a 4.0 index. A member with Active Status:

- i. Dues & Fees:
 - a. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and additional fees as determined by the Executive Board prior to the deadline set by VP of Finance.
- ii. Pearl Points & Requirements:
 - a. Is required to fulfill at least 30 Pearl Points. Of the 30, 6 must be fulfilled through Philanthropy/Community Service Events, 3 must be fulfilled through External Events, and 3 must be fulfilled through Internal Events.
 - b. Is required to participate in one SFL community philanthropy event and one hour of community service.
 - c. Is required to attend all weekly chapter meetings, including the quarterly EDI chapter meeting, as well as Executive Board meetings, Cabinet meetings, Standards Board meetings, and panel reviews if applicable.
 - d. Is required to hold an office or serve on at least one sorority committee each academic quarter.
 - e. Is required to attend all recruitment events, including workshops, events, Bid Meeting(s), and Bid Day.
 - f. Is required to attend all ritual events, including Induction, Initiation, Infinity Ritual, and Founders' Day.
 - g. Is required to participate in our chapter's competitive and mini philanthropies (e.g. Phi Your Boat and Phi Sigma Dough), and Light the Night.
 - h. Is required to attend Social Bonding Retreat and Fall Business Retreat.
 - i. Is required to participate in the membership education process (i.e. attending coffee dates) as determined by the current membership educators.
- iii. Eligibility:
 - a. Is required to vote on Chapter and National issues.
 - b. May hold an office and/or run for a position for the next term (assuming minimum active quarter requirements are met).
 - c. Is eligible to become a Pearl Sister and/or a Big Sister for the current candidate class if all other requirements in Article IV, Section 2.3 of the Chapter Manual are met.
- iv. Infractions:

- a. For each requirement that is not met, or for each Pearl Point below the total, a fine or Sisterhood Hour(s) will be assigned to the Active Member as outlined in Article VI, Section 4 of the Chapter Manual.

1.2 Part-Time Status

Part-Time Status shall be granted to any member in good standing with the sorority, currently enrolled as an undergraduate at UC San Diego with a minimum cumulative grade point average of 2.5 out of a 4.0 index. Part-Time Status is reserved for a member who is undergoing personal difficulties, needs to take a step back from the sorority, or hopes to raise their grade point average. A member will only remain part-time until the end of the academic quarter, after which they must apply for a status change or continuation of Part-Time Status.

Unacceptable reasons for a Part-Time Status request include:

- i. Personal conflicts with other members.
- ii. Dissatisfaction with sorority activities.

A member with Part-Time Status:

- i. Dues & Fees:
 - a. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and a reduced portion of active dues as determined by the Executive Board by the deadline set by VP Finance.
- ii. Pearl Points & Requirements:
 - a. Is required to fulfill at least 12 Pearl Points. Of the 12 Pearl Points, 4 must be fulfilled through either Philanthropy/Community Service.
 - b. Is required to attend 50% of weekly chapter meetings, as well as Standards Board meetings and panel reviews if applicable.
 - c. Is required to attend the quarterly EDI chapter meeting.
 - d. Is not required to serve on a committee.
 - e. Is required to attend approximately 50% of recruitment events, including workshops, events, Bid Meeting(s), and Bid Day up to the discretion of VP Recruitment and VP Administration.
 - f. Is required to attend all ritual events, including Induction, Initiation, Infinity Ritual, and Founders' Day.
 - g. Is required to participate in our chapter's competitive and mini philanthropies (e.g. Phi Your Boat and Phi Sigma Dough), and Light the Night.
 - h. Is required to attend Social Bonding Retreat and Fall Business Retreat.
 - i. Is required to participate in a reduced amount of the membership education process (i.e. attending coffee dates) as determined by the current membership educators.
- iii. Eligibility:
 - a. Is prohibited from being an officer. If they were already in office, a replacement will be determined by either the Executive Board or Cabinet, as described in Article V.

- b. Is eligible to run for a position for the next term if granted with the permission of Vice President of Administration and Standards Board.
 - c. Is required to vote on Chapter and National issues.
 - d. Is ineligible to become a Pearl Sister, but may become a Big Sister for the current Candidate class if all other requirements in Article IV, Section 2.3 of the Chapter Manual are met.
- iv. Infractions
- a. For each requirement that is not met, or for each Pearl Point below the total, a fine or Sisterhood Hour(s) will be assigned to the Part Time Member as outlined in Article VI, Section 4 of the Chapter Manual.

If a second consecutive request for Part-Time Status is made, the member must meet with Standards Board and will be asked to consider deactivation. If a member makes a second non-consecutive request for Part-Time Status, they must meet with Standards Board for a consultation.

1.3 Orchid Status

Orchid Status is an honor for members who have dedicated a significant amount of time to the chapter. A member shall be eligible for Orchid Status once they have seven active quarters (not including any quarters when they were on any status other than active) and are in their last two academic quarters at UC San Diego. A sister with Orchid Status:

- i. Dues & Fees:
 - a. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and a reduced portion of active dues as determined by the Executive Board by the deadline set by VP Finance.
- ii. Pearl Points & Requirements:
 - a. Is required to attend weekly chapter meetings, including the quarterly EDI meeting, as well as Standards Board meetings and panel reviews if applicable.
 - b. Is not required to serve on a committee.
 - c. Is required to attend all recruitment events, including workshops, events, Bid Meeting(s), and Bid Day at the discretion of VP Recruitment and VP Administration.
 - d. Is required to attend all ritual events, including Induction, Initiation, Infinity Ritual, and Founders' Day.
 - e. Is required to participate in our chapter's competitive and mini philanthropies (e.g. Phi Your Boat and Phi Sigma Dough), and Light the Night.
 - f. Is required to attend Social Bonding Retreat and Fall Business Retreat.
 - g. Is encouraged, but not required, to participate in the membership education process (i.e. attending coffee dates) for the current candidate class.
- iii. Eligibility:
 - a. Is allowed to vote on Chapter and National issues.

- b. May not hold an office, with the exception of Standards Board.
- c. Is eligible to become a Pearl Sister and/or a Big Sister for the current candidate class if all other requirements in Article IV, Section 2.3 of the Chapter Manual are met.
- iv. Infractions:
 - a. For each requirement that is not met, a fine or Sisterhood Hour(s) will be assigned to the Orchid Member as outlined in Article VI, Section 4 of the Chapter Manual.

1.4 Co-op Status

Co-op Status shall be granted to any member who is a continuing student not currently at UC San Diego, and who will be returning for classes within a year's time, or is unable to attend the majority of events for the quarter.

A member with Co-op Status:

- i. Dues & Fees:
 - a. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and a reduced portion of active dues as determined by the Executive Board by the deadline set by VP Finance.
- ii. Pearl Points & Requirements:
 - a. Is encouraged, but not required to attend sorority activities.
 - b. Is not required to serve on a committee.
- iii. Eligibility:
 - a. Is denied voting privileges.
 - b. Is prohibited from being an officer. If they were already in office, a replacement will be determined by either the Executive Board or Cabinet, as described in Article V.
 - c. Is eligible to run for a position for the next term if granted with the permission of Vice President of Administration and Standards Board.
 - d. Is ineligible to become a Pearl Sister or Big Sister for the current Candidate class.

If the member does not return for classes within a year's time, they may qualify for alum status.

1.5 Probationary Status

A member shall be placed on Probationary Status if the minimum cumulative grade point average of 2.5 out of a 4.0 index is not met, or if it is deemed necessary by the Standards Board, barring justified circumstances, or the assignment of a strike. Reasons for Probationary Status shall include but not be limited to delinquency in the payment of fines or dues, as outlined in Article VI, Section 1.5, and inappropriate behavior as outlined in Article VII, Section 5.5. At the end of the probationary quarter, the member must apply for a status change.

A member with Probationary Status:

- i. Dues & Fees:
 - a. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and additional fees as determined by the Executive Board by the deadline set by VP Finance.
- ii. Pearl Points & Requirements:
 - a. Is required to fulfill at least 12 Pearl Points. Of the 12 Pearl Points, 4 must be fulfilled through Philanthropy/Community Service.
 - b. Is required to participate in one SFL community philanthropy event and one hour of community service.
 - c. Is required to attend all weekly chapter meetings, including the quarterly EDI chapter meeting, as well as panel reviews if applicable.
 - d. Is required to serve on a committee.
 - e. Is not required to participate in recruitment activities.
 - f. Is required to attend all ritual events, including Induction, Initiation, Infinity Ritual, and Founders' Day.
 - g. Is required to participate in our chapter's competitive and mini philanthropies (e.g. Phi Your Boat and Phi Sigma Dough), and Light the Night.
 - h. Is required to attend Social Bonding Retreat.
 - i. Is not required to participate in the membership education process (i.e. attending coffee dates) for the current candidate class
 - j. If placed on this status for academic purposes, is required to meet at least twice during the quarter with the Director of Development to discuss progress.
- iii. Eligibility:
 - a. Is prohibited from voting on chapter and national issues.
 - b. Is prohibited from being an officer. If they were already in office, a replacement will be determined by either the Executive Board or Cabinet, as described in Article V.
 - c. Is eligible to run for a position for the next term if in good standing with the sorority at that time and granted with the permission of Vice President of Administration and Standards Board.
 - d. Is ineligible to become a Pearl Sister or Big Sister for the current Candidate class.
 - e. Is prohibited from attending events put on by the Vice President of External Programming or VP of Internal Programming.
- iv. Infractions
 - a. For each requirement that is not met, or for each Pearl Point below the total, a fine or Sisterhood Hour(s) will be assigned to the Probationary Member as outlined in Article VI, Section 4 of the Chapter Manual

At the end of a member's second quarter as Probationary Status cumulatively, they must meet with Standards Board and will be recommended for deactivation.

1.6 Candidate Status

Candidate Status shall be granted to individuals who are inducted but not initiated. Candidates may not vote or take officer positions, and this provisional status is subject to the conditions outlined in Article IV, Section 2.

1.7 Alum Status

Alum Status shall be granted to those members who graduated from the University of California, San Diego or otherwise left the university while in good standing with the sorority. Alum may be invited to attend events and are allowed to attend meetings, but do not pay dues or have voting privileges.

An active member may become an alum member and be exempt from National Dues if they have been an active member for at least 11 quarters (excluding summer terms), have paid in full all financial obligations to Phi Sigma Rho, and have received approval from the Chapter.

1.8 Honorary Member

Honorary membership shall be granted to women or nonbinary individuals who have shown outstanding commitment to the improvement of the sorority and its continuation. This status will be awarded to an individual by two-thirds vote of Active Members and approval of Phi Sigma Rho National Board. Honorary members shall bear no financial obligations nor have voting privileges, but may attend non-ritual events, such as sisterhoods and chapter philanthropies.

Section 2: Selection and Initiation

2.1 Potential New Member Requirements

All Potential New Members (hereafter known as PNMs) must:

- i. Have a minimum cumulative grade point average of 2.5 out of a 4.0 index and be in good standing with the school. If this is their first quarter at the University, they must have a minimum 3.0 high school grade point average.
- ii. Be enrolled in at least twelve units throughout the quarters of their membership education period.
- iii. Be enrolled in a major in accordance with the list of acceptable majors, as provided by the Phi Sigma Rho Chi Chapter and approved by the Phi Sigma Rho National Board.
- iv. Not be a member of any other social sorority.

Before they are inducted, PNMs will be given full disclosure of their requirements and rights, including but not limited to the disclosure of:

- a. Schedule of New Member Events and Activities.
- b. A list of obligations and requirements toward becoming an Active Member.

- c. A definition of personal rights, Phi Sigma Rho's Risk Management policy, and a copy of University Hazing policy prescribed by Policies and Rules for Student Organizations.
- d. The expected payment for candidate dues. The amount will be determined by the Vice President of Finance, President, Director of Membership Education and Assistant Director of Membership Education and will be specific to each Candidate Class. It should be announced at the Informational meeting to allow time for payment.

All members associated with Phi Sigma Rho, including PNMs, reserve the right to refrain from participating in any activity, without consequences, based upon personal or religious beliefs, personal values, or moral reserve as defined by the initiated member or PNM.

Any and all interaction or activity among members, including PNMs, will be limited to guidelines set forth by the Phi Sigma Rho National Board, the UC San Diego College Panhellenic Association, and the University of California, San Diego. Additionally, any and all interaction or activity among members will adhere to local, state, and federal laws.

2.2 PNM Selection

At the end of the recruitment week, a quorum of Active Members will vote whether to extend to each PNM a bid towards becoming a Candidate. PNMs meeting the qualifications set forth in Article IV, Section 2.1, and receiving approval from at least eighty-five percent (85%) of the voting body will receive a bid to become a Candidate. Selection of PNMs to receive bids will follow the guidelines set forth in the Chapter Manual, Article IV, Section 2.2.

2.3 Activation Requirements

Each Candidate must successfully complete the requirements outlined by Nationals in the most recent edition of the Membership Education Manual in order to be considered for Initiation:

These activities include:

- i. Events:
 - a. Attend the Induction Ceremony.
 - b. Attend a Risk Prevention and Management Presentation given by VP of Risk Prevention and Management
 - c. Attend EDI meeting
 - d. Attend an external activity
 - e. Attend an internal activity
 - f. Attend Candidate Retreat
 - g. Host a Candidate Class social event
 - h. Attend a Candidate Class service event
 - i. Attend I-Week
 - j. Attend Big/Little Reveals
 - k. Attend Initiation

- ii. Additional Requirements:
 - a. Attend weekly candidate meetings.
 - b. Complete all online modules put forth by the Phi Sigma Rho National Board and SFL at UC San Diego by their respective deadlines.
 - c. Be in good financial standing with the Sorority. Is required to pay national dues, any fees the sorority incurs for having them on the roster, and additional fees as determined by the Executive Board by the deadline set by VP of Finance.
 - d. Maintain at least a 2.5 quarterly and cumulative GPA, and be enrolled in at least twelve units, during the quarters of Membership Education. If they do not meet the GPA requirement at the time of initiation, the Candidate may initiate onto Probationary Status. However, the GPA requirement must be met for the Candidate to be extended a bid.
- iii. Miscellaneous Guidelines:
 - a. If a Candidate dissociates, their bid shall be considered closed.
 - b. If a Candidate is unable to fulfill activation requirements by the date set for Initiation, they may choose to dissociate or petition to join a future class.
 - c. If the Candidate misses a required event but has a valid excused absence, then it is at the discretion of the Membership Educator whether that event shall be considered excused and if that Candidate has fulfilled the activation requirements or not.

Upon successful completion of the requirements set forth by Nationals, the Candidate is eligible to become an Active Member.

The Initiation Ceremony will be held at the end of the membership education period according to National Rituals.

Section 3: Membership Policies

3.1 Anti-hazing Policy

Phi Sigma Rho Chi Chapter is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological

injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

3.2 Phi Sigma Rho Risk Management Policy

Refer to the Risk Management Policy of Phi Sigma Rho in the Chapter Manual.

3.3 Anti-harassment Policy

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

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

- i. Interaction with external organizations.
 - a. Phi Sigma Rho at UC San Diego is aware of the risk that interaction with other organizations presents to its members. Prior to any event held with outside organizations, the Phi Sigma Rho Risk Management Policy, as outlined in Article VII Section 6.2 in the Chapter Manual, is shared and discussed. Additionally, frequent contact is maintained with the organizers of the event in case any problems or emergencies should arise.
- ii. Risk at events.
 - a. The Vice President of Risk Management and Prevention of Phi Sigma Rho at UC San Diego and the Phi Sigma Rho National Board present the members of Phi Sigma Rho at UC San Diego with education to keep themselves safe at all events throughout the quarter. This is in the form of online modules, in person presentations, and other available resources.

Article V – Meetings

Section 1: General Meetings

1.1 Chapter Meetings

General body chapter meetings are held on a weekly basis on Mondays at 8 PM. Officers present new updates to the general body.

1.2 Cabinet Officer Meetings

Cabinet officer meetings are held on a weekly basis in person, on campus. Officers discuss new updates and coordinate chapter efforts.

Article VI – Organization (Duties of Officers and Committees)

Section 1: General

1.1 Composition

The Executive Board consists of the President, the Vice Presidents (hereafter known as VPs), the Director of Membership Education (ex officio) and the Assistant Director of Membership Education (ex officio). Cabinet consists of all positions listed in Section 2.

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.

Members may only hold one Cabinet position each term, except in the situation that the number of offices on the Cabinet exceeds the number of members in the Active Body. In such a situation, members may hold two positions, with priority being given to fill Executive Board offices over other Cabinet offices.

President, Vice President of Administration, Vice President of Finance, Vice President of Recruitment, Director of Membership Education, Assistant Director of Membership Education, Director of Marketing, and Director of Well-Being and EDI Affairs cannot concurrently serve on Panhellenic Executive Board and/or as a Recruitment Counselor during CPA NPC Primary Recruitment.

1.2 Vacancies

In case of planned absence or resignation, officers must give the maximum possible prior notice to their peers and are responsible for designating an interim for the approval of Executive Board. Anticipated graduation is not a planned absence or resignation. In case of unplanned absence and other emergent or extenuating circumstances, VPs are to be selected by a vote of the Executive Board and other officer positions selected by a vote of the Cabinet. Officers are asked to step down in the best interest of the sorority if they feel they cannot adequately perform their duties.

Section 2: Duties and Qualifications

For minimum active quarter requirements, a member may include their quarter of initiation if their membership education process was longer than one quarter, but a member may not include their quarter of initiation if their membership education process was shorter than one quarter. Members may include the quarter in which elections are held if their term would begin the following quarter.

2.1 President

This position requires a minimum of 4 active quarters. The President is responsible for:

- i. Overseeing all activities of the sorority.
- ii. To state and put to vote all questions which are regularly moved and to announce the result of the vote, except where otherwise stated.
- iii. Attending Phi Sigma Rho National Board and National Convention meetings and being the critical spokesperson of the Chi Chapter.
- iv. Attending all UC San Diego College Panhellenic Association meetings, Panhellenic Executive Board Elections, and President's meetings, or designating a replacement in event of absence.
- v. Presiding and assisting in the expediting of business in every way compatible with the rights of the members, and conducting business by Robert's Rules of Order.
- vi. Acting as Chair of Executive Board and overseeing its activities.
- vii. Conducting ritual events, retreats, and ceremonies.
- viii. Approving all disbursements made by VP Finance.
- ix. Leading the Family and Sisterhood Committee.
- x. Appointing special committees and calling special meetings, as necessary.
- xi. Ensuring the chapter's good standing with the National Board, UC San Diego's Center for Student Involvement, and UC San Diego College Panhellenic Association.
- xii. Fostering and maintaining good relations and official correspondence with the University, Associated Student Council, and Center for Student Involvement.
- xiii. Is ineligible to become a Big Sister for any member that is inducted during their term.
- xiv. Planning and executing I-Week with Director and Assistant Director of Membership Education.
- xv. Maintenance of the mailing list and UC San Diego Phi Sigma Rho social media (website, Facebook page, Instagram, etc.) in partnership with Director of Marketing
- xvi. Managing all matters regarding storage and keeping track of sorority files and paraphernalia.
- xvii. Maintaining all official correspondence to and from external bodies, including but not limited to:
 - a. Maintaining and forwarding correspondence from the on-campus mailbox.
 - b. Coordinating communication to other campus organizations, as necessary.
- xviii. Planning annual Family Day in the winter quarter.
- xix. Must attend at least 40% of the external events each quarter.
- xx. Must be a Sober Sibling when attending any sorority event where alcohol is being provided by a certified bartender.

2.2 Vice President of Administration

This position requires a minimum of 2 active quarters. The VP Administration is responsible for:

- i. Sitting as the Recording Secretary of the chapter.

- ii. Maintaining the overall organization in the sorority, including the enforcement of standards, policies, and procedures.
- iii. Presiding in the absence of the President and aiding the President in any way deemed necessary.
- iv. Attending UC San Diego Panhellenic President's Council, National Board, and National Convention meetings in the absence of the President.
- v. Recording attendance at all mandatory events and minutes for Cabinet, Executive Board, Standards Board, and chapter meetings, as well as other mandatory events as necessary.
- vi. Collecting and keeping a record of member attendance for all sorority events.
- vii. Maintaining and updating all member data and information relevant to the pursuits of the sorority, including but not limited to duplicate copies of:
 - a. Member Pearl Point accumulation
 - b. Member status and infraction history
 - c. End of Term report for each quarter
- viii. Overseeing and recording the progress of Standards Board.
- ix. Acting as Chair of Standards Board and overseeing its activities, such as conducting a panel of review, or designating an eligible representative, if disqualified as outlined in Article VIII, Section 1.2.
- x. Knowing the respective bylaws, constitutions, guidelines, and policies of the:
 - a. University of California, San Diego
 - b. UC San Diego Associated Students
 - c. Center for Student Involvement
 - d. UC San Diego College Panhellenic Association
 - e. Phi Sigma Rho National Board
 - f. Nationally designated insurance carrier
- xi. Ensuring the chapter's good standing by keeping activities in line with the rules set forth by the aforementioned entities, as well as with local and federal drug, alcohol, and hazing laws.
- xii. Ensuring the availability of all updated sorority files and records to members.
- xiii. Ensuring that TAP forms are completed by the appropriate deadline, and that reservations for all events are booked in a timely manner, including but not limited to chapter, bid, candidate, and committee meetings. Also assisting any Executive Board Member in the reservation of their events as needed.
- xiv. Must attend at least 40% of the external events each quarter.
- xv. Must be a Sober Sister when attending any sorority event where alcohol is being provided by a certified bartender.

2.3 Vice President of External Programming

This position requires a minimum of 2 active quarters. The VP External Programming is responsible for:

- i. Overseeing the scheduling of all external events with the SFL community and with outside entities.
- ii. Maintaining good relations with University and external organizations or persons.

- iii. Overseeing sorority representatives to other UC San Diego student organizations, and assisting them as necessary.
- iv. Attending Phi Sigma Rho National Board and necessary Associated Student Council meetings in the absence of the primary designated representatives.
- v. Fostering and maintaining good relations with other SFL organizations at UC San Diego and other chapters of Phi Sigma Rho.
- vi. Coordinating fraternity and sorority announcements and events.
- vii. Recording member attendance and participation at organized events and relaying the information to VP Administration.
- viii. Being informed of the University's and local drug, alcohol, and hazing policies, as well as Phi Sigma Rho National Risk Management Policy.
- ix. Working with Vice President of Risk Prevention and Management to ensure member safety at events.
- x. Attending any Risk Prevention and Management Panels when deemed necessary.
- xii. Working with the Vice President of Panhellenic Relations to plan events with other Panhellenic chapters.
- xiii. Assisting the Director of Development as necessary.
- xiv. Must attend at least 80% of the external events each quarter.
- xv. Must appoint a member of Executive Board to be in charge of any event they are absent from.
- xvi. Must be a Sober Sibling when attending any external event where alcohol is being provided by a certified bartender.

2.4 Vice President of Finance

This position requires a minimum of 2 active quarters. The VP Finance is responsible for:

- i. Drafting and submitting a quarter budget for the approval of Executive Board before the start of each quarter, and making the current version available to members.
- ii. Maintaining the student organization account at UC San Diego by submitting dues payments to CPA and Phi Sigma Rho Nationals at appropriate deadlines.
- iii. Preparing funding requests for submission to external entities and assisting any Cabinet members with Associated Students at UC San Diego funding requests as necessary.
- iv. Filing federal and state taxes for the sorority and maintaining the sorority's tax-exempt status.
- v. Keeping the sorority's bank accounts and Certificates of Deposit in order.
- vi. Keeping a record of receipts and expenditures.
- vii. Reimbursing approved purchases made by members and reimbursing drivers for transportation costs.
- viii. Apportioning funds for scholarship and financial aid as appropriate, according to necessity and availability of funds.
- ix. Approving event budgets and keeping expenditure on track with quarterly and yearly plans.

2.5 Vice President of Internal Programming

This position requires a minimum of 2 active quarters. The VP Internal Programming is responsible for:

- a. Overseeing the scheduling of all internal events, including but not limited to sisterhoods.
- b. Being informed of the University's and local drug, alcohol, and hazing policies, as well as Phi Sigma Rho's National Risk Management Policy.
- c. Acting as Chair of the Pomp and Circumstance Committee and overseeing its activities.
- d. Planning the annual Founders' Day Celebration, Orchid Ball, Semi-Formal, Big/Little Reveals for Candidate classes, and assisting the Director of Traditions with Senior Send-Off.
- e. Recording member attendance and participation at organized events and relaying the information to VP Administration.
- f. Working with Vice President of Risk Prevention and Management to ensure member safety at events.
- g. Must be a Sober Sibling when attending any formal event where alcohol is being provided by a certified bartender.

2.6 Vice President of Panhellenic Relations

This position requires a minimum of 2 active quarters. The Vice President of Panhellenic Relations is responsible for:

- i. Attending all UC San Diego College Panhellenic Association meetings and Panhellenic Executive Board Elections, or designating a replacement in event of absence.
- ii. Acting as a liaison between UC San Diego's CPA and the chapter and relaying information between the two organizations.
- iii. Reporting relevant points of CPA meetings to the Active Body.
- iv. Coordinating sorority involvement in CPA events, including planning a sisterhood with the assigned Sister chapter of the Quarter.
- v. Working with the Vice President of External Programming to plan events with other Panhellenic Chapters.
- vi. Recording member attendance and participation at CPA events, as applicable, and relaying that information to VP Administration.
- vii. Being informed of the Panhellenic Bylaws and Standing Rules, educating the chapter on these rules, and enforcing these rules within the chapter.
- viii. Overseeing the Director of Athletic Relations as necessary.

2.7 Vice President of Recruitment

This position requires a minimum of 2 active quarters. The VP Recruitment is responsible for:

- i. Maintaining all matters relating to the execution of a successful Recruitment period, including but not limited to:

- a. Preparing and reserving necessary equipment, materials, and venues for activities, prior to the recruitment period.
- b. Scheduling work shifts for all recruitment events.
- c. Scheduling all marketing activities and recruitment events, with a minimum of three events.
- d. Planning Bid Day activities.
- e. Ensuring that recruitment activities, scheduling, publicity, and paraphernalia follow CPA, UC San Diego, and Phi Sigma Rho National Board guidelines, as well as local and federal laws.
- ii. Setting recruitment goals that reflect the sorority's capacity and needs.
- iii. All matters relating to the successful transition of PNMs to Candidates, and thereafter to Active Members, including but not limited to:
 - a. Ensuring PNMs have the appropriate credentials to qualify as Candidates.
 - b. Providing Director of Membership Education with updated, accurate, and complete contract information for PNMs and Candidates.
 - c. Leading discussions and evaluations regarding PNMS
- iv. Acting as Chair of the Recruitment Committee and overseeing its activities.
- v. Assessing the quality of the recruitment program and suggesting changes as necessary.
- vi. Recording member attendance and participation at recruitment events and relaying the information to VP Administration.
- vii. Attending Panhellenic Vice President of Membership meetings.

2.8 Vice President of Risk Prevention and Management

This position requires a minimum of 2 active quarters. The VP Risk Prevention and Management is responsible for:

- i. Corresponding with VP of Administration on risk prevention and management issues within the chapter.
- ii. Attending Standards Board meetings whenever deemed necessary.
- iii. Organizing risk prevention and management presentations quarterly for members on various topics. Topics will include at a minimum:
 - a. Phi Sigma Rho Risk Policy Overview during the first chapter meeting of the quarter.
 - b. Sober Sibling Expectations.
- iv. Organizing Sober Siblings for Semi-Formal, Orchid Ball, external events, and other events as deemed necessary.
- v. Ensuring the safe transportation of all members to and from events as deemed necessary.
- vi. Approving membership education plans to ensure that activities are appropriate.
- vii. Keeping an updated record of member's emergency contact information (local and home contacts) as well as allergies and medications at the discretion of the chapter member.
- viii. Attending Semi-Formal, Orchid Ball, and at least 80% of the external events each quarter.

- ix. Ensuring the chapter's good standing by keeping activities in line with the rules set forth by the University's and local drug, alcohol, and hazing policies, as well as Phi Sigma Rho National Risk Management Policy.
- x. Attending any Risk Prevention and Management Panels when deemed necessary.
- xi. Must be a Sober Sibling when attending any sorority event where alcohol is being provided by a certified bartender.
- xii. Knowing the respective bylaws, constitutions, guidelines, and policies of the:
 - a. University of California, San Diego
 - b. UC San Diego Associated Students
 - c. Center for Student Involvement
 - d. College Panhellenic Association at UC San Diego
 - e. Phi Sigma Rho National Board
 - f. Nationally designated insurance carrier

2.9 Vice President of Service

This position requires a minimum of 2 active quarters. The VP Service is responsible for:

- i. Acting as Chair of the Philanthropy Committee and overseeing its activities.
- ii. Planning and executing annual philanthropic events:
 - a. Fall Quarter: Light the Night
 - b. Winter Quarter: non-competitive (ex: Phi Sigma Dough)
 - c. Spring Quarter: competitive philanthropy (Phi Rho Your Boat)
- iii. Initiating and maintaining correspondence with industry and corporate contacts seeking corporate sponsorship and involvement where appropriate.
- iv. Preparing and reserving necessary equipment, materials, and venues.
- v. Recording member community service hours and relaying information for REACH submission.
- vi. Recording member attendance and participation at Phi Rho Your Boat relaying the information to VP Administration.
- vii. Sharing information about and/or planning at least one community service event per quarter.

2.10 Director of Athletic Relations

This position requires 1 active quarter. The Director of Athletic Relations is responsible for:

- i. Informing all members of Inter-Sorority Sports (ISS) games.
- ii. Overseeing the scheduling of all athletic events, including but not limited to ISS games.
- iii. Recording member attendance and participation at organized events and relaying the information to VP Administration.
- iv. Serving as a liaison between UC San Diego Intramural Sports and the chapter, and relaying information between the two organizations.
- v. Attending quarterly Panhellenic Sports Chair Meetings.
- vi. Working with Director of Well-Being and EDI Affairs to promote the health and wellness of members.
- vii. Informing members of UC San Diego Recreation resources.

- viii. Collecting and maintaining an updated database of healthy activities including recipes and exercises.
- ix. Attending at least 70% of the chapter's ISS games every quarter.
- x. Maintaining the chapter supply of jerseys, including bringing them to games and washing them.

2.11 Director of Communications

This position requires a minimum of 1 active quarter. The Director of Communications is responsible for:

- i. Coordinating with the Alum Association Chair to maintain an updated database of alum contact information.
- ii. Initiating and maintaining correspondence with alums and fostering alum relations with each other and with the chapter.
- iii. Planning and executing events including alum reunions, mixers, or panels, including Alum Tea.
- iv. Recording member attendance and participation at alum events, as applicable, and relaying the information to VP Administration.
- v. Attending Alum Association Board meetings as requested or designating a replacement in event of absence.
- vi. Acting as a liaison between the University Alumni Association and the chapter, and relaying information between the two organizations.
- vii. Distributing a quarterly newsletter to the Chi Chapter alums.
- viii. Distributing a weekly newsletter to the Chi Chapter actives.

2.12 Director of Development

This position requires a minimum of 1 active quarter. The Director of Development is responsible for:

- i. Coordinating events and programs to encourage academic achievement in the chapter, such as study socials, academic workshops, career workshops, etc.
- ii. Recording member attendance and participation at all such events and relaying the information to VP Administration.
- iii. Informing all members of upcoming career panels, job fairs, and other industry-related opportunities.
- iv. Keeping course records to coordinate study sessions and study buddies.
- v. Consulting regularly with members who are on Academic Probationary Status and assisting them in finding ways to improve their academic performance, particularly around midterm and final exams.
- vi. Initiating and maintaining correspondence with industry and corporate contacts and seeking corporate sponsorship and involvement where appropriate.
- vii. Recording member attendance and participation at industry events, as applicable, and relaying the information to VP Administration.
- viii. Attend resume workshops and other related workshops at the Career Services Center.
- ix. Providing nominations for annual Panhellenic Scholarship Banquet.

- x. Attending Panhellenic Scholarship Chair meetings.

2.13 Director of Marketing

This position requires a minimum of 1 active quarter. The Director of Marketing is responsible for:

- i. Maintaining social media accounts including but not limited to Facebook, Instagram, and Youtube.
- ii. Maintaining the chapter website and updating the chapter page on the Panhellenic website.
- iii. Capturing and sending photos and videos to Phi Sigma Rho Nationals and UC San Diego College Panhellenic Association.
- iv. Maintaining a variety of member representation on chapter social media.
- v. Designing and ordering apparel for the chapter.
- vi. Ensuring photographs are taken at each sorority function.
- vii. Coordinating with VP Recruitment and VP Service to advertise relevant events in an appropriate manner.
- viii. Following CPA Bylaws and Standing Rules for all social media posts.
- ix. Attending Panhellenic Marketing Chair meetings.

2.14 Director of Membership Education

This position is elected at the start of each recruitment period and lasts throughout their assigned member education period, however long it may be. This position requires a minimum of 4 active quarters. The Director of Membership Education is responsible for:

- i. Upholding the standards of the sorority as a role model for Candidates.
- ii. Contacting National Board for pearl pins, membership manuals, active membership certificates, and active pins.
- iii. Informing all Candidates of activation requirements before the Induction Ceremony.
- iv. Guiding the Candidate class according to the principles of the sorority.
- v. Monitoring the academic progress of the Candidates and ensuring they are in good academic standing with the University.
- vi. Following the Membership Education Manual as outlined by Nationals.
- vii. Planning and executing I-Week events with the Assistant Director of Membership Education and the President.
- viii. Scheduling the Initiation Ceremony.
- ix. Is ineligible to become a Pearl Sister or Big Sister for the current Candidate class.
- x. Sitting as a member of the Recruitment Committee as sub-committee head to the Bid Day sub-committee.
- xi. Assisting VP Recruitment in the planning and execution of Bid Day, at the discretion of VP Recruitment.

2.15 Assistant Director of Membership Education

This position is elected at the start of each recruitment period and lasts throughout their assigned member education period, however long it is. This position requires a minimum of 2 active quarters. The Assistant Director of Membership Education is responsible for:

- i. Upholding the standards of the sorority as a role model for Candidates.
- ii. Ensuring the progress of the Candidate class according to the principles of the sorority.
- iii. Following the Membership Education Manual as outlined by Nationals.
- iv. Helping the Director of Membership Education whenever needed.
- v. Planning and executing I-week events with the Director of Membership Education and the President.
- vi. Is ineligible to become a Pearl Sister or Big Sister for the current Candidate class.
- vii. Sitting as a member of the Recruitment Committee.

2.16 Director of Philanthropy

This position requires a minimum of 1 active quarter. The Director of Philanthropy is responsible for:

- i. Sitting as a member of the Philanthropy Committee.
- ii. Informing all members of all philanthropic events on campus and in the community.
- iii. Overseeing the scheduling of all philanthropy service events, including but not limited to philanthropies through the UC San Diego SFL Councils.
- iv. Recording member attendance and participation at philanthropy events and relaying information to VP Administration.
- v. Coordinating chapter merchandise purchases from SFL philanthropic events.
- vi. Attending Panhellenic Philanthropy Chair meetings and relaying any relevant information to VP Service.

2.17 Director of Traditions

This position requires a minimum of 1 active quarter. The Director of Traditions is responsible for:

- i. Supplies and gifts for all internal events including but not limited to Initiations, Inductions, and reveals.
- ii. Planning annual Fam Cook-Off in Winter Quarter.
- iii. Planning annual Senior Send-Off in Spring Quarter.
- iv. Preserving established traditions, including but not limited to family trees, class rosters, family and chapter histories, and albums, as well as presenting new sorority traditions for approval at chapter meetings.
- v. Assisting the VP of Internal Programming with planning the annual Founders' Day Celebration by coordinating incoming and outgoing cabinet gifts.
- vi. Assisting the VP of Internal Programming with planning Orchid Ball & Semi-Formal.

2.18 Director of Well-Being and Equity, Diversity, and Inclusion (EDI) Affairs

This position requires a minimum of 1 active quarter. The Director of Well-Being and Equity, Diversity and Inclusion (EDI) Affairs is responsible for:

- i. Coordinating events and programs to encourage mental, physical, and emotional well-being in the membership.
- ii. Promoting inclusivity and encouraging membership to celebrate and embrace diversity within the sisterhood.
- iii. Initiating and maintaining correspondence with resources in order to plan one well-being or EDI-related event per quarter.
- iv. Recording member attendance and participation at all such events and relaying the information to VP Administration.
- v. Informing all members of on-campus resource centers and upcoming programming.
- vi. Keeping records to coordinate wellness sessions and wellness buddies as necessary.
- vii. Provide educational EDI materials to the chapter on a consistent basis.
- viii. Consulting with members through confidential office hours or appointments and assisting them in finding on-campus resources or providing consolation to improve their overall well-being.
- ix. Attending Panhellenic EDI Chair meetings.
- x. Overseeing the activities of the Spirit Committee.
- xi. Creating a presentation on implicit bias training for recruitment workshops in conjunction with the VP Recruitment.
- xii. Presenting on well-being and EDI affairs at a candidate meeting during the membership education process.
- xiii. Coordinating with active members to organize chapter meeting activities and presentations throughout the quarter regarding mental health, diversity, LGBTQ+ key terms, cultural holidays and traditions, etc.
- xiv. Attending Standards Board meetings whenever deemed necessary.

2.19 Additional Positions

Other positions that arise as needed may be appointed by the Executive Board or found in the Chapter Manual. Representatives to other UC San Diego student organizations may be designated as deemed necessary by Executive Board or as desired by the Active Body and expressed through a vote.

Section 3: Duties of Boards and Committees

The Chair of a Board or Committee shall call their respective board or committee to session and guide its endeavors and is directly responsible for its actions and success. Members of a Board are expected to pursue their below stated goals, under the direction of their Chair, to the best of their ability. Members of a Committee are to assist their Chair in the pursuit of their official goals to the best of their ability.

3.1 Executive Board

The composition of the Executive Board is listed in Article V Section 1.1. Chaired by the President, the Executive Board shall be responsible for matters pertaining to the administration of sorority business. The board will organize chapter meetings, meet prior to chapter meetings as necessary, and approve quarterly and annual budget plans. For matters within the Executive Board, the President may only vote in the case of a tied vote.

3.2 Standards Board

The Standards Board consists of the VP Administration and four other members of the sorority not already serving on the Executive Board. Chaired by the VP Administration, the Standards Board shall be responsible for all judiciary and disciplinary matters. The board is responsible for enforcing standards, recommending policies, defining disciplinary action or granting leniency, reviewing requests for status changes and disaffiliation, reviewing petitions for panel, and scheduling panel reviews. For matters within the Standards Board, the VP Administration may only vote in the case of a tied vote.

3.3 Philanthropy Committee

The Philanthropy Committee shall be chaired by VP Service and include the positions of Director of Marketing and Director of Philanthropy. It shall be made up of the following subcommittees: Marketing, Coaching, Outreach and Community Service, and Preparation. To be a part of this committee, a member needs to be organized, enthusiastic, passionate about philanthropy and community service, and hardworking. This committee is responsible for the successful planning and execution of chapter philanthropic events. They need to hold people accountable for completing their duties while assisting the VP Service in any way they need during the planning of this event. This committee is also responsible for inspiring enthusiasm for other philanthropies and helping to organize chapter support for those philanthropies and their events. They are required to attend subcommittee meetings at the discretion of the committee head.

3.4 Pomp and Circumstance Committee

The Pomp and Circumstance Committee shall be chaired by VP Internal Programming and includes the positions of VP Finance, Director of Well-Being and EDI Affairs, Director of Traditions, and Director of Development. It shall be made up of the following subcommittees: Formal (only in spring quarter), Semi-Formal (only in winter quarter), Traditions, and Events. To be a part of this committee, a member must be creative, responsible, hardworking, and willing to commit time and energy to helping the sorority. They are responsible for planning and assisting the VP Internal Programming in any way necessary for Orchid Ball, Senior Send-Off and Founder's Day. In addition, they must help make gifts for Initiation, Senior Send-off, and other miscellaneous events. They are also responsible for helping plan and execute sisterhood events. They are required to attend subcommittee meetings at the discretion of the committee head.

3.5 Family and Sisterhood Committee

The Family and Sisterhood Committee shall be chaired by the President. It shall be made up of the following subcommittees: Retreat (only in spring quarter) and Family Day (winter quarter). This committee is responsible for helping with some of the events that the President plans, and their duties can include planning retreat and Family Day activities, setting up Retreat and Family Day, as well as attending subcommittee meetings at the discretion of the head.

3.6 Recruitment Committee

The Recruitment Committee shall be chaired by VP Recruitment and include the positions of Director of Membership Education, Assistant Director of Membership Education, and Director of Marketing. It shall be made up of the following subcommittees: Recruitment Marketing, Bid Day, and Execution. They are responsible for all things related to the planning and execution of a Recruitment period, leading up to and including the Bid Day. The Recruitment Committee will also be responsible for the timely and accurate distribution of bids to PNMs. They are required to attend subcommittee meetings at the discretion of the committee head.

3.7 Finance Committee

The Finance Committee shall be chaired by VP Finance. They are responsible for all things related to the planning and execution of fundraisers. This includes, but is not limited to, the brainstorming, scheduling, bookkeeping, and any other tasks at the discretion of VP Finance, as they relate to and are associated with all fundraisers. They are required to attend subcommittee meetings at the discretion of the committee head.

3.8 Spirit Committee

The Spirit Committee shall be chaired by the Director of Well-Being and EDI Affairs. The members of the committee shall be completely anonymous to everyone except the Director of Well-Being and EDI Affairs and the President and shall work together to maintain chapter morale through giving gifts or writing cards to members who are going through a hard time, acknowledging members for their accomplishments, or any other idea deemed appropriate.

3.9 Additional Committees

Additional committees may be formed if deemed necessary by the President.

Section 4: Advisors

4.1 Community Advisor

The Community Advisor is a member of the University community chosen by the Sorority. The responsibilities of the Phi Sigma Rho Community Advisor shall include, but not be limited to the following:

- i. Providing guidance and counsel regarding new ideas from the chapter.

- ii. Supporting the sorority as well as providing continuity and stability as student leadership changes.
- iii. Being available to meet with the members of the chapter.
- iv. Helping to deal with organizational crises.
- v. Attending meetings at their discretion or at the invitation of the Executive Board.

4.2 Alum Advisors

An Alum Advisor must be an alum of the Phi Sigma Rho Sorority, Chi Chapter and capable of meeting the Chi Chapter and its members often, preferably in person, to fulfill their responsibilities. They must have maintained good standing in the chapter as an active member as well as an alum member.

There is no set length for the term of an Alum Advisor. An Alum Advisor may be nominated at any time by an active member or an alum member and must be approved by a majority vote of the Active Body. Every year, Alum Advisors will need to receive a majority vote of approval from the Active Body to continue serving as an Alum Advisor for the following year.

The responsibilities of an Alum Advisor may include, but are not limited to the following:

- i. Being knowledgeable of and enforcing the National Constitution, Bylaws, and Policies, as well as the Chapter Bylaws and Risk Management Policies.
- ii. Being available to meet the chapter or its individual members as needed.
- iii. Providing guidance and counsel to the chapter and its leaders.
- iv. Providing continuity and stability as chapter leadership changes.
- v. Helping to deal with organizational crises.
- vi. Attending Chapter, Cabinet, and Executive Board Meetings at their discretion or at the invitation of the Chapter Executive Board.
- vii. Attending Chi Chapter Alum Association meetings at their discretion or at the invitation of the Alum Association Executive Board.
- viii. Attending Rituals and encouraging other alums to attend such activities.
- ix. Attending the annual chapter philanthropy
- x. Attending any University meetings as needed.

4.2.1 Senior Alum Advisor

The Senior Alum Advisor will be the chair and spokesperson of the Alum Advisors. They must have served a full term on the Chapter's Executive Board as an Active member and have been an Alum Advisor for at least one year.

In addition to the responsibilities of an Alum Advisor, the responsibilities of a Senior Alum Advisor include, but are not limited to the following:

- i. Acting as the chair and spokesperson of the Alum Advisors.
- ii. Speaking with the Chapter President regularly.
- iii. Communicating with the National Vice President of Collegiate Affairs, Regional Field Director, and/or the Community Advisor as needed.

Article VII – Finances and Property

Section 1: Dues

1.1 Active Dues

Active dues shall be determined by VP Finance and approved by the Executive Board. VP Finance shall set the due date for payments and coordinate payment plans with active members as needed.

1.2 Part-Time, Orchid, Co-op, and Probationary Dues

Part-Time, Orchid, Co-op, and Probationary dues shall be determined by VP Finance and approved by the Executive Board. VP Finance shall set the due date for payments and coordinate payment plans with Part-Time, Orchid, Co-op, and Probationary members as needed.

1.3 Candidate Dues

Candidate dues shall be determined by VP Finance and approved by the Executive Board. These dues are traditionally higher than active dues to cover initial fees that are incurred, and will include the amount that an active member pays as well as the cost for items such as member manual, pearl pin, and active badge. VP Finance shall set the due date for payments and coordinate payment plans with Candidates as needed. In the case of a candidate dropping from their membership education process, the candidate is responsible for the payment of any dues the chapter and/or nationals has incurred from having them on the roster, including but not limited to national insurance and candidate fees.

1.4 Dues Assistance

Dues Assistance is reserved for any member who has drastic financial difficulties and cannot afford the full amount of dues required by their status.

- i. Members on Active, Part-Time, Orchid, Co-Op, Probationary, and Candidate status may apply for Dues Assistance. If a member on Probationary status applies for Dues Assistance, they must first meet with Standards Board for a consultation.
- ii. Members receiving Dues Assistance are required to pay any amount that the sorority is billed for having them on the roster. If a Candidate is receiving Dues Assistance, they are also required to pay one-time fees required for membership. Additional dues required by the member's status shall be waived.
- iii. To be eligible for Dues Assistance, a member must submit an application by the deadline set by VP Administration and VP of Finance. Requests for Dues Assistance are then reviewed by Standards Board and VP Finance and voted on by Standards Board. It is recommended for no more than five percent (5%) of the total active body to be granted Dues Assistance during an academic quarter. Approval is based on need, with reasons that include, but are not limited to:
 - a. Houselessness or housing insecurity

- b. Unemployment or loss of stable income
- c. Payment of medical bills
- d. Parental leave
- iv. For the quarter that a member is approved for Dues Assistance, they must either:
 - a. Organize, or assist with the planning of, one fundraiser event for the chapter, or
 - b. Assist the VP Finance in requesting university funding.
- v. Members receiving Dues Assistance shall not be denied from attending any event otherwise allowed by their status.

No consecutive request for Dues Assistance will be allowed, except under extreme circumstances as approved by Standards Board. If a second request for Dues Assistance is made, the member is required to meet with Standards Board for a consultation.

All funds that are put towards Dues Assistance will be procured through the procedures outlined in Article VI Section 1.4 of the Chi Chapter Manual.

1.5 Nonpayment of Dues or Fines

All chapter members are expected to fulfill the financial obligations agreed upon with chapter Executive Board members, including but not limited to the Vice President of Finance, Vice President of Administration, and the chapter Standards Board. In accordance with Article IV, Section 1.5, a member may be placed on Probationary Status due to delinquency in the payment of fines or dues. Delinquency is defined as a lack of effort from a member to pay dues or fines one quarter after they have been invoiced.

A member may be considered for Probationary Status for one or more of the following acts of delinquency:

- i. The member has not made an effort to set up a payment plan within the quarter that the dues and/or fines in question were invoiced
- ii. The member has not reached out to the appropriate parties to discuss their financial situation and financial obligations to the chapter within the quarter that the dues and/or fines in question were invoiced
- iii. The member has not applied for Dues Assistance as outlined in Article VI Section 1.4 within the quarter that the dues and/or fines in question were invoiced
- iv. The member has not responded to two consecutive inquiries from the chapter Vice President of Finance about their nonpayment of dues and/or fines within the quarter that the dues and/or fines in question were invoiced

As outlined in the Chapter Manual, Article VI, Section 2, after three weeks of nonpayment of dues or fines, a member's status will automatically be changed to Probationary Status.

Article VIII – Chapter Operation

Section 1: Operation Periods

1.1 Active Period

All programming takes place as normal, based on requirements listed in the Phi Sigma Rho, Chi Chapter Bylaws.

1.2 Hiatus Period

If the overall grade point average of the sorority comes within one-tenth of a point to the highest minimum requirement set by any of its governing bodies, the sorority must enter a mandatory hiatus period. All social events (including recruitment events and Candidate events) for the quarter must be canceled or changed to academic events. This applies optionally to philanthropies, while ritual events and retreats should continue as scheduled. Normal sorority activity will resume once the grade point average of the sorority has increased to greater than one-tenth of a point from the highest minimum.

1.3 Crisis Response Period

If a crisis occurs, chapter operations are encouraged to continue in ways that are deemed reasonable and permitted by CPA and Phi Sigma Rho Nationals. Updates to pearl points and statuses would be voted on by Executive Board effective for the quarter of the crisis.

Section 2: Voting

2.1 Voting Procedures

The rules of voting are as follows:

- i. The presiding officer does not vote unless there is a tie.
 - a. For voting within the Executive Board, the presiding officer is the President.
 - b. For voting within the Standards Board, the presiding officer is the VP Administration.
 - c. For discussion and voting upon PNMs and Candidates, the presiding officer is the President.
 - d. For all voting not falling into any of the above situations, the presiding officer is the President.
- ii. For each issue that is voted upon, no one may vote on the issue if they have not heard the entire discussion of said issue.
- iii. All active members who maintain good standing with the sorority may vote, unless otherwise restricted by their status in Article IV.
- iv. Votes shall be counted and results announced by the presiding officer immediately following the vote.
- v. Sixty percent of the active body shall constitute a quorum for the transaction of any business properly to come before the chapter, and all active members who are

- eligible to vote present at a voting meeting constitute the voting body.
- vi. Voting, and discussions around the voting matters before the chapter, may not commence until a quorum is present.
 - vii. Unless otherwise provided in these bylaws or by statute, the act of 85% of the voting body shall be the act of the chapter as a winning majority.
 - viii. Voting must take place during a formal chapter meeting.
 - ix. A motion for a re-vote may only be submitted once per voting item and only at the end of the meeting at which the original vote took place.
 - x. A motion to postpone the discussion about extending a bid to a potential new member may not postpone the vote past the end of the original bid meeting.
 - xi. An active may abstain from voting except for motions concerning a candidate and their vote will go to the majority.
 - xii. Motions adopted that conflict with the governing laws of UC San Diego, UC San Diego College Panhellenic Association, Phi Sigma Rho, and the National Panhellenic Conference Unanimous Agreements are null and void, even by a unanimous vote.

Section 3: Officer Elections

3.1 Election and Appointment

Officer nominations shall be submitted at least one meeting in advance of the election meeting. Nominations will only be valid if the nominee is eligible for the position according to all conditions. Graduating seniors who will not be active for the entirety of the term of office are not eligible to run for positions. Each nominated person shall make a speech, no longer than three minutes, which will be followed by a question and answer period. Position candidates may bring their written three minute speech and additional materials after approval by Standards Board. Other candidates are not to hear each other's speeches. If no person was nominated, or if the only person nominated does not receive an 85% majority vote, members may run from the floor regardless of eligibility. Candidates are expected to address which condition they do not meet, if any, during their speeches. During elections, if no one is running or the nominee is not elected, the President will ask if anyone would like to run from the floor, and interested members must indicate their interest immediately. If no officer is elected, one may be appointed by the new Executive Board or elected through an informal vote that does not require previous nomination.

3.2 Officer Requirements

Cabinet members must:

- i. Have a previous quarter grade point average of at least 2.5/4.0.
- ii. Maintain a 2.5 out of a 4.0 index cumulative grade point average throughout their term. If a Cabinet member does not maintain a 2.5 out of a 4.0 index grade point average while in office, they must step down from office, and Executive Board will appoint an interim officer to serve in their place for that quarter. If they do not raise their grade point average by the beginning of the next quarter, elections will be held within the first two weeks.

- iii. Attend UC San Diego as a full-time student throughout their term.

3.3 Oath Procedure

See Chapter Manual Article VII Section 3.3.

3.4 Term

The term of all Executive Board offices shall be one year starting at the beginning of Winter Quarter and ending at the close of the following Winter Break. The only exception is VP Service, whose term will be one year starting at the end of Spring Quarter and ending after Phi Rho Your Boat is held the following Spring Quarter. The term of all other Cabinet offices, unless otherwise stated in Article V, Section 1 of the Chi Chapter Bylaws, shall be one academic year starting from Winter Quarter to the end of Fall Quarter. The term of all Standards Board offices shall be three full quarters (not to include summer sessions) or through graduation, whichever comes first. In the case that an interim is needed, that interim will serve until the end of that position's usual term.

Section 4: Mandatory Functions and Points

4.1 Mandatory Functions

All members are required to attend mandatory functions required by their status unless there is an excused absence or a pass used as listed in Article VII Section 4.2. All dates must be provided to active members with a minimum of 1 week's notice.

The Executive Board may designate further mandatory events as necessary for the chapter.

4.2 Excused Absences

In order for an absence to be considered excused, the VP Administration and the member in charge of the event must be notified at least twenty-four hours before the mandatory function, unless extenuating circumstances exist. The reason for absence must be included in the notification. For Recruitment, Retreat, and Chapter Philanthropy events, an earlier deadline to send the notification can be implemented by VP Recruitment, President, or VP Service with a minimum of 2 weeks notice to the active body.

If more than one event will take place on the same night, two passes must be used as an excuse for the events. The excuse of an absence is subject to the discretion of VP Administration. VP Administration is also responsible for deciding by the next chapter meeting whether the excused absence constitutes an exemption from any relevant requirements as stated in Article IV, Sections 1 and 2.

Acceptable reasons for an excused absence include the following:

- i. A death in the family.
- ii. Family emergencies.
- iii. Attending a wedding.
- iv. An exam or project on the same night as the event.

- v. Class not offered at any time other than the time of the event.
- vi. Help session not offered at any time other than the time of the event.
- vii. Mental/physical wellness.
- viii. Work-related or school-related interview during the event.
- ix. UC San Diego Athletics or sports clubs commitments, such as practice or games/matches/tournaments.
- x. Religious-related occasion during event
- xi. Work shift scheduled during the event.

If a member reaches an excessive amount of excused absences during a quarter, the member will be required to have a meeting with VP Administration to discuss excusing future absences and/or other member status options for future quarters. The member may also be prohibited from attending social events at the discretion of VP Administration and Standards Board. The definition of “excessive absences” will be determined at the discretion of the VP Administration based on the amount of required events in each quarter.

For a reason not listed above, the member will receive a fine or Sisterhood Hour(s) as outlined in Article VI, Section 4 of the Chapter Manual, unless they choose to meet with the Standards Board for discussion.

For each academic quarter, an active can use two passes for events with no reason provided.

Section 5: Appropriate Behavior

5.1 Dress Code

Business casual dress includes dress pants, skirts, close-toed flats, heels, and dresses. This excludes sneakers, flip-flops, jeans, leggings, shorts, and any other articles of clothing normally thought to be conspicuous or in poor taste, such as torn or sheer clothing. Strapless tops, tops with spaghetti straps, cropped tops, and tight, low-cut tops are not considered business casual dress. Skirts and dresses should be well-fitting and fall close to the knee. Business casual dress is required to events such as Induction, Initiation, and voting meetings. Any other occasions that require formal dress shall be decided by the Executive Board.

“Dress to Pin” shall consist of business casual or formal attire and placement of the sorority pin above the heart on the left side, not on the collar. The pin may only be worn during an official sorority event in formal or “Dress to Pin” attire. Only initiated members may wear the Greek letters **ΦΣΡ**. The words “Phi Sigma Rho” and “Phi Rho” may be worn by all members, including Candidates.

5.2 Paraphernalia in Presence of Alcohol and Illegal Substances

The sorority pin (Active or Candidate), words with “Phi Sigma Rho,” and Greek letters **ΦΣΡ** may never be worn while consuming alcohol, tobacco products, or other federally illegal substances.

5.3 Public Behavior

All members are required to always uphold the vows of Phi Sigma Rho. At a sorority event, a concerned member should discreetly mention the words, “Where’s your face?” which will indicate inappropriate behavior. After the initial warning, the VP Administration should be notified of the inappropriate behavior.

5.4 Guests

All guests to attend chapter meetings must be approved by the President. A member must notify the person in charge of the event if they are bringing a guest. All guests to attend functions must be approved by the Executive Board. The member bringing the guest is responsible for the guest’s actions and must explain chapter policies to the guest. Guests can be asked to leave at any time if their actions cause them to become a liability to the sorority.

Any guest who comes to a Phi Sigma Rho event must come escorted by a member of the sorority. Otherwise they will be asked to leave the premises.

5.5 Questionable Behavior

If a member wishes to address questionable behavior by another member of the sorority, she may petition for a panel review, and Standards Board may evaluate the actions of the member in question.

An active strike, warning, or disciplinary action upon the discretion of VP Admin and Standards Board may be considered if an active:

- i. Loses Phi Rho Face.
- ii. Expresses blatant disrespect for a fellow member.
- iii. Expresses defamation, libel, and/or slander to an individual in the chapter or a group of people.
- iv. Displays behavior that contradicts the values of Phi Sigma Rho..
- v. Conducts action or inaction that negatively affects the chapter.
- vi. Disregards Positive Panhellenic Contact or otherwise negatively affects the chapter’s relationship with another sorority or the Panhellenic Community.
- vii. Displays otherwise questionable behavior, determined at the discretion of Standards Board and Vice President of Administration.

The assignment of a strike automatically places the member on Probationary Status for the remainder of the quarter.

Section 6: Alcohol and Drug Policy

- i. It is the responsibility of each member of the sorority to be aware of the state laws concerning alcohol and their consequences.
- ii. Each Active Member and Candidate is charged with the responsibility of keeping a concerned and watchful eye over their fellow members at all sorority events.

- a. No Active member shall provide alcohol or any illegal substances to a Candidate. There shall be no intent to partake in illicit alcohol sharing and consumption.
- iii. If any member is proven by investigation to be in the possession of illegal drugs at an official sorority event, they will be deactivated automatically; warning will not be issued, and probation will not be granted.
- iv. The chapter is responsible for conducting a mandatory education program concerning alcohol for both Active and Candidates each quarter.
- v. No quantity of alcohol or illegal substances will ever be paid for with sorority funds.
- vi. No theme parties will be based on an alcoholic beverage or becoming intoxicated.
- vii. At any official sorority sponsored event, alcohol may only be provided by a certified bartender.
- viii. At every social event where alcoholic beverages are served, there must be non-alcoholic beverages and food served. These must be easily accessible and available throughout the event.
- ix. Any organization with which the sorority is planning a function must first agree to comply with the sorority's alcohol policy.
- x. At every social event where alcohol is being served, one for every five members (minimum two individuals) called Sober Siblings will be available to promote the safety of all members.
- xi. All Sober Siblings shall be chosen on a voluntary basis. If fewer members volunteer than the chapter feels are needed, names will be drawn from a list of members that have agreed to attend and have not served as a Sober Sibling that quarter. No Active or Candidate should have to serve as a Sober Sibling if they has done so previously in that same quarter, as long as there are any members that have not yet served.
- xii. In a member's final year of the sorority, they will be exempt from Sober Sibling duty at annual events, unless otherwise required by their position.
- xiii. All members attending a social event will be escorted home by a designated driver, taxi service, or will walk home with another person who is not under the influence of alcohol or illegal substances.
- xiv. All state and university laws must be followed in regards to alcohol and drug use must be followed at all sorority events.
- xv. Punishments for any violators of the above policies will be subject, but not limited to the following:
 - a. Suspension from the next social event
 - b. Mandatory designation as Sober Sibling for the following event.
- xvi. Further action may be taken by VP of Administration and Standards Board depending on the degree of severity.

Article IX– Discipline

Section 1: Panel Review

1.1 Eligibility to Petition

A panel review may be requested by the following parties, and in the following conditions:

- i. Any Candidate, in the event that they have violated chapter or National Bylaws, CPA Bylaws, or Standing Rules, or UC San Diego Policies and wishes to appeal their dissociation.
- ii. Any Active Member who wishes to address perceived inadequacies of an officer and to initiate the impeachment process.
- iii. Any member of the sorority currently attending UC San Diego who wishes to address perceived misbehavior by another member and to initiate the process of giving the offender a strike.
- iv. Any member of the sorority who wishes mediation for a conflict with another member, where the conflict at hand is directly related to sorority matters and of serious consequence.

In addition, all parties involved in the panel, including co-signers on the petition, must be currently attending UC San Diego and should expect to be available for the duration of the panel process.

1.2 Procedure and Execution

Any eligible member of the sorority (hereafter known as the Plaintiff) may file a petition to place another member (hereafter known as the Defendant) before a panel of review. This petition must have at least one co-signer.

The petition shall first undergo review by the Standards Board. If the Board deems necessary and appropriate, a panel will be scheduled at a time agreeable to the Plaintiff, Defendant, VP Administration, and Standards Board (constituting the Jury). At least one of the petition co-signers must also be present at the panel review.

If the four member Jury or one co-signer is not present on the scheduled day and time, the panel review must be rescheduled. In the event the co-signer of the petition is not a member of the chapter, they are not required to be present at the panel of review.

If a member of Standards Board is deemed biased to a case by both the Vice President of Administration and the President, then a proxy will be chosen to replace the biased member. Proxies will be unbiased non-Executive Board members, from previous members of Standards Board with the least affiliation to the case. If there are no members with the aforementioned qualifications, proxies will be chosen based on willingness from the oldest to the newest active.

In the event that the Plaintiff is not present on the scheduled day and time and does not give adequate notice or reschedule the review, the petition will be considered retracted.

In the event that the Defendant is not present on the scheduled day and time and does not give adequate notice or reschedule the review. They are considered to have waived their right to defend their case. For the case of Section 1.1.i, the Director of Membership Education shall act on behalf of the sorority in the place of the Defendant.

The VP of Administration shall lead and mediate the panel of review, as they see necessary and appropriate. At minimum, both Plaintiff and Defendant must be allowed to state their cases, and the jury must be given an opportunity to question both parties. The VP of Administration is required to maintain impartiality to the best of their ability; in addition, they must turn administration of the review panel over to the President or an impartial member of Standards Board if they are involved or implicated in the review.

1.3 Follow-up

Immediately following the review, the VP Administration and Jury are to meet and draft a course of action, involving one of the following:

- i. Closing the review process by finding in favor of the Plaintiff.
- ii. Closing the review process by finding in favor of the Defendant.
- iii. Formulating a set of redemptive conditions for the Defendant to complete, deciding an appropriate time frame for completion, and deciding the appropriate disciplinary action to be given if the Defendant fails to meet the prescribed conditions.

If the Defendant successfully completes the conditions of redemption in the time given, the review process shall be considered closed. If the defendant does not complete the conditions, the disciplinary action earlier agreed upon by Standards Board shall be carried out.

1.4 Responsibilities and Powers

It is the responsibility of all parties involved in the panel review to conduct themselves judiciously and tastefully. Additionally, it is the responsibility of all parties involved in the panel review to remain impartial, and achieve a just and reasonable solution to the conflict, while upholding all sorority bylaws and standards.

With the recommendation of those present at the panel review, it is within the power of the Active Body to prescribe a set of redemptive conditions for the Defendant to fulfill, in order to avoid further disciplinary action. These conditions must be relevant to their transgressions, possible within the given time frame, and reasonable to fulfill.

Section 2: Probation

A member may be placed on Probationary Status by Standards Board if the member meets requirements for the status or the board and Vice President of Administration deem necessary following panel review or other disciplinary action. .

Section 3: Deactivation

Deactivation may be necessary for a member at the discretion of the Standards Board or Executive Board if:

- i. They accumulate three strikes.
- ii. They violate the sorority, local, or federal drug and alcohol policies.
- iii. They are on Part-Time or on Probationary Status for academic reasons for two or more consecutive quarters.
- iv. They are on Probationary Status for disciplinary reasons for two or more quarters, cumulatively.
- v. No member of the Active Body is able to establish communication with them for a period greater than two consecutive months.

A deactivated member:

- i. Is required to pay all accumulated fines and the current quarter's dues.
- ii. Must return their member manual and official sorority paraphernalia.
- iii. Must sign the following Release Oath, along with the chapter President and the Vice President of Administration as witnesses. By signing the deactivation form, the sister is cutting their ties to Phi Sigma Rho and its privileges; thereafter, for them to portray themselves in any way as a member of the sorority is considered perjury.

Release Oath:

"I solemnly swear (affirm) that I will in no way reveal to others any of the secrets of Phi Sigma Rho. Nor will I ever express myself in any way so as to defame the name of Phi Sigma Rho or any of its members."

The National Board must be notified of all member expulsions and voluntary terminations of membership.

Section 4: Removal Process

4.1 General Body Member Involuntary Deactivation

The following conditions must be met for a member to be eligible for involuntary deactivation from the sorority:

- i. Are in poor standing with the sorority through nonpayment of fines or dues.
- ii. Have not been present at sorority events for one academic quarter or more.
- iii. Absence from such events is not accounted for in the member's status.
- iv. Have been contacted in good faith by the VP Administration or President 3 or more times with no response.

4.2 Chapter Officer Removal

If it is deemed that a chapter officer, including the chapter president, is not fulfilling the minimum requirements for their position stated in their oath of office, they may be eligible for removal from office.

The process for chapter officer removal follows the standards and steps outlined in Article IX, Section 1: Panel of Review.

Article X – Awards

Section 1: Annual Awards

At the end of each school year, an Awards Banquet will be held during Orchid Ball, and the following awards will be presented.

1.1 Class Awards

This award is given to one member from each of that year's newly initiated classes. The recipients of this award are recognized for their excellent representation of our values. The recipient of this award will be determined by a vote of all members in the sorority, excluding alums.

1.2 Friendship Award

This award is given to the member that most exemplifies the meaning of friendship. The recipient of this award should be loyal, trustworthy, and honest. The recipient of this award will be determined by a vote by the active body. .

1.3 Scholarship Award

This award is given to the member who most exemplifies the meaning of scholarship. This award may go to the active who has worked hard to bring their grades up, an active who has helped others with their studies, or any other similar reason. The recipient of this award will be determined by a vote by the active body.

1.4 Encouragement Award

This award is given to the member who has helped keep the overall morale of the sorority high. The recipient of this award will be determined by a vote by the active body.

1.5 Pearl Award

The Pearl Award will be given to the member who has earned the most Pearl Points throughout the school year. This is one of the highest honors that an active can earn. The Pearl Award shows both dedication and enthusiasm towards the sorority.

1.6 President's Choice

The President's Choice Award is given to a member who has succeeded immensely as a leader within the chapter, while exemplifying our values. The recipient of this award will be determined by the current President.

1.7 Active of the Year Award

The Active of the Year Award will be given to the member who has proven to be a person of Phi Sigma Rho's principles: friendship, scholarship, and encouragement. The recipient of this award will be determined by a vote by the active body. .

Article XI – Amendments

Section 1: Amendments

There shall be an annual review of the bylaws by the Executive Board to assess their continued relevance and inclusiveness. Any member of good standing with the sorority may propose an amendment to the Bylaws of the Sorority Phi Sigma Rho, University of California, San Diego Chi Chapter. Proposed amendments shall be reviewed by the Executive Board and are considered pending. If approved by the Executive Board, the amendment shall be voted on by a present voting body at a predetermined meeting. All amendments require an 85% vote of the present voting body in order to be amended.

All typos are considered to be “housekeeping” and may be changed by the Executive Board without the vote of the chapter. All “housekeeping” must be documented in the amendments section following the form : Housekeeping completed by Executive Board MM/DD/YYYY.

Before any changes are made to the bylaws, the President shall save a PDF file of the current bylaws in their archives and date it, so that future members may refer back to old versions if they wish.

September 26, 2016: Bylaw amendment by chapter vote, effective September 26, 2016.

1. V.1.3.xii - added new bylaw.
2. V.1.3.xiii - added new bylaw.

October 31, 2016: Bylaw amendment by chapter vote, effective October 31, 2016.

3. V.1.1-1.16, 2.3-2.6 - updated bylaws to be consistent between these sections.
4. V.1.5.ii, viii-xii - removed bylaws to another position.
5. V.1.11 - removed position of “Director of Fundraising”, added duties to V.1.7.ix-xi.
6. V.1.15.i-vii - added new position and bylaws from V.1.5.viii-xii.
7. V.1.16.ii - added bylaw from V.1.5.ii.
8. IV.1.1-1.9 - updated to be consistent with above changes.
9. VI.4.v - bylaw removed to be consistent with above changes
10. VII.4.1.iv.a - removed portion no longer relevant to chapter.

January 9, 2017: Bylaw amendment by chapter vote, effective January 9, 2017

11. V.1.3.xiii- removed requirement to assist with Social Media
12. V.1.6.vii- added requirement to assist with Social Media

January 23, 2017: Bylaw amendment by chapter vote, effective January 24, 2017

13. IV.2.4.ii- changed associate to candidate to be updated with National's change
14. IV.2.4.vi- deleted percentage passing rates for quizzes to be in compliance with Nationals
15. IV.2.4.vii- deleted interview requirements to be based on what Pledge Parents present
16. IV.2.4.vi- changed 2.0 to 2.5 GPA to be in compliance with Nationals

October 23, 2017: Bylaw amendment by chapter vote, effective October 23, 2017

17. Housekeeping - Changed Director of New Member Education and Assistant Director of New Member Education to Director of Membership and Assistant Director of Membership per National guidelines
18. IV.1.1.v- added in 1 pearl point requirement for being responsive and participating in coffee dates
19. V.1.1.xv- changed VP External Programming to Director of Marketing for whom the President will collaborate on social media with
20. V.1.6.vii- deleted the social media responsibility from VP Recruitment
21. V.1.7.ix,x,xi- deleted the fundraising requirement from VP Service so there is no longer a requirement of any position to hold a fundraiser
22. V.1.11- added the Director of Marketing position
23. V.3.2-3.2.2- Added an Alumnae Advisor Board and updated descriptions for the Senior Alumnae and deleted Junior Alumnae Advisor as they will be incorporated in the Alumnae Advisor Board
24. VIII.1.2- Changed a panel jury to be Standard's Board rather than four Impartial Members and added a process by which to choose a proxy for a Standard's Board member

March 12, 2018

25. V.1.6 - Changed Director of Panhellenic Relations to be Vice President of Panhellenic Relations; Added responsibilities under her position (voted on 3/12/18)
26. V.1.3 Added a responsibility under VP External to plan PHC sisterhoods with VP of Panhellenic Relations
27. V.1.16 Changed Director of Rituals to Director of Traditions (voted on 3/12/18)

January 11, 2019

28. V.2.5 - Removed Public Relations Committee
29. IV.ii - Added Panhellenic Bylaws, Standing Rules, and National Panhellenic Conference Unanimous Agreements as governing laws
30. IV.1 - Defined quarters as Fall, Winter, and Spring and good standing with the sorority as paying dues and remaining under no disciplinary action
31. V.1 - Changed all status grade point index requirements to 2.5 out of 4.0, "sorority" philanthropy to "Greek community" philanthropy, and removed references to fundraising
32. V.1.2 - Removed reference to coffee dates required for pearl points and changed to be up to discretion of Membership must be in good standing with the sorority when she graduates or otherwise leaves
33. V.1.5 - Removed "commitments to other organizations" as limiting reason to go onto Inactive Status

- 34. V.1.6 - Removed ability of a sister on Co-op status to be deactivated by Standards Board
- 35. V.1.9 - Clarified that ADS sisters must go to all ritual events and 50% of chapter meetings
- 36. V.1.10 - Added Orchid Status
- 37. V.2.1 - Changed to reflect that Info meeting takes place before Induction
- 38. V.2.2 - Added “present” to reflect that a vote must reach 85% of the present voting body
- 39. V.2.3 - Removed section concerning Candidate Evaluations
- 40. V.2.4 - Changed to align with National requirements
- 41. V.2.7 - Added sexual behavior

December 2, 2019

- 42. VII.3.3 - Clarified question and answer period for elections and added a description on additional materials
- 43. V.3 - Added descriptions for each philanthropy subcommittee
- 44. V.3 - Added descriptions for each Pomp and Circumstance subcommittee
- 45. V.3 - Added descriptions for each Recruitment subcommittee
- 46. V.2.8.vii. - Clarified expectations for events that VP Service executes each quarter
- 47. V.2.3.iii - Clarified expectations for what VP External Programming oversees
- 48. V.2.6.x - Removed Public Relations committee from VP Panhellenic Relations expectations
- 49. I - Statement of Purpose changed to name of student organization
- 50. II - Removed description on symbols and added statement of purpose
- 51. III - Removed description of Rituals and added nonprofit statement
- 52. IV.2.7 - Added descriptions for anti-harassment policy

February 18, 2020

- 53. VI.2 - Removed section on due date and late fine to the chapter manual
- 54. VI.3 - Removed section on dues by installment to the chapter manual
- 55. VI.4.i-viii - Removed section on fines to the chapter manual

May 12, 2020

- 56. V.2.8 - Added Vice President of Risk Prevention
- 57. V.2.8-2.18 - Updated section numbers for cabinet positions after VP Risk Prevention
- 58. V.3.1 - Updated executive board description to eight VP’s
- 59. December 6, 2020
- 60. Housekeeping, including changing “Greek Life” to “Sorority and Fraternity Life” or “SFL,” “Panhellenic Council” to “College Panhellenic Association” or “CPA”, “National Council” to “National Board”, position names, and updating section numbers throughout the document
- 61. II - Updated description of Statement of Purpose
- 62. IV.1 - Updated expected deadline to pay dues
- 63. IV.1.3 - Changed description of individuals that qualify as Honorary Member
- 64. IV.1.5 - Changed “Inactive Status” to “Part-Time Status”

65. IV.1.7 - Clarified expectation that members on APS do not participate in recruitment and updated outlined recommendations from Standards Board if a member is on the APS for multiple quarters
66. IV.1.8 - Clarified that members on DPS must have 4 pearl points from Philanthropy/Community Service, that they cannot attend events planned by VP of Internal Programming, and updated outlined recommendations from Standards Board if a member is on DPS for multiple quarters
67. IV.1.9 - Clarified expectation that members on ADS can participate in recruitment up to the discretion of VP Recruitment and VP Administration, that they cannot hold an office except Standards Board, and that they must meet with VP Administration and Standards Board if seeking to run for a position for the next term
68. IV.2.1 - Moved description of candidate dues from PNM requirements to section on information disclosed to PNM's prior to induction
69. IV.2 - Removed section on Candidate Evaluation
70. IV.2.3 - Updated descriptions and expectations of candidate process events planned by Vice President of Risk Prevention and Management, added good financial standing as an expectation to initiate, and updated description of scenarios in the case of candidate dissociation
71. V - Removed repeated section about officer planned absences, added description of officers who are unable to serve on Panhellenic Executive Board and/or as Rho Gammas, and updated description of minimum active quarter requirements
72. V.2.1 - Added expectations for President at Panhellenic Executive Board elections, Family Day, external events, and sorority events where alcohol is being provided by a certified bartender.
73. V.2.2 - Added expectations for VP Administration when completing TAP forms, and when at external events where alcohol is being provided by a certified bartender
74. V.2.3 - Added expectations for VP External Programming regarding risk prevention and management, and when attending sorority events where alcohol is being provided by a certified bartender
75. V.2.4 - Added expectations for VP Finance when submitting dues payments to CPA and Phi Sigma Rho Nationals
76. V.2.5 - Added expectations for VP Internal Programming regarding Big/Lil Reveals, Risk Prevention and Management, and when attending internal events where alcohol is being provided by a certified bartender
77. V.2.6 - Added expectations for VP Panhellenic Relations at Panhellenic Executive Board elections and removed section about taking photos
78. V.2.7 - Added expectations for VP Recruitment regarding number of recruitment nights planned, Bid Day, and attending Panhellenic Vice President of Membership meetings
79. V.2.8 - Changed position title to VP Risk Prevention and Management, added expectations regarding risk prevention and management, and attendance at sorority events where alcohol is being provided by a certified bartender
80. V.2.9 - Added expectations for VP Service regarding philanthropic events planned each quarter and service event information shared to the chapter

81. V.2.10 - Added expectations for Director of Athletic Relations regarding health and wellness and attending Panhellenic Athletics Chair meetings
82. V.2.11 - Added expectations for Director of Communications regarding Alum Tea
83. V.2.12 - Added expectations for Director of Development regarding events encouraging academic achievement and attending Panhellenic Scholarship Banquet and Panhellenic Scholarship Chair meetings
84. V.2.13 - Added expectations for Director of Marketing regarding maintaining Youtube account and a variety of member representation on chapter social media, ensuring photos are taken at each sorority function, coordinating with VP Recruitment and VP Service when necessary, following CPA Bylaws and Standing Rules, and attending Panhellenic Marketing Chair meetings
85. V.2.14 - Added expectation for Director of Membership Education to serve on Recruitment Committee
86. V.2.15 - Added expectation for Assistant Director of Membership Education to follow national membership education manual
87. V.2.16 - Added expectations for Director of Philanthropy to coordinate chapter philanthropy merchandise purchases, attend Panhellenic Philanthropy Chair meetings, and corresponding with VP Service when necessary
88. V.2.17 - Added expectations for Director of Traditions regarding Fam Cook-Off, Senior Send-Off, and family trees
89. V.2.18 - Changed position title to Director of Well-Being and Equity, Diversity, and Inclusion (EDI) Affairs, added multiple expectations regarding promoting EDI in the chapter and attendance at Panhellenic EDI Chair meetings
90. V.3.3 - Added Director of Marketing to serve on Philanthropy Committee and updated subcommittee name to include Outreach
91. V.3.5 - Added Director of Marketing to serve on Recruitment Committee
92. V.1 - Changed Hiatus to Operation Periods
93. VII.1.1 - Added Active Period
94. VII.1.3 - Added Crisis Response Period
95. VII.3.2 - Changed GPA requirements for Executive Board to include all Cabinet members
96. VII.3.4 - Clarified that VP Service's term is a calendar year
97. VII.4.1 - Added that required event dates must be provided to the chapter with at least one week notice
98. VII.4.2 - Clarified that VP Recruitment must provide a 2 weeks notice to the chapter when expecting an earlier deadline for excused absence submissions, added to types of acceptable reasons for excused absences, and added that members with an excessive amount of absences must meet with VP Administration
99. VII.5.2 - Removed reference to lavaliers
100. VII.5.4 - Removed guest expectation to sign a waiver before attending an event
101. VII.5.5 - Updated description of defamation, libel and slander
102. VII.6 - Updated references to possession of illegal substances at sorority events
103. IX.1.1 - Added Class Awards
104. IX.1.6 - Added President's Choice

May 17, 2021 - Bylaw amendment by chapter vote, effective May 17, 2021

105. IV.1 - Reordered statuses, combined “Academic Probationary Status” and “Disciplinary Probationary Status” into “Probationary Status,” and removed “Academic Development Status” to merge it with “Part-Time Status.”

May 30, 2021 - Housekeeping by Executive Board, effective May 30, 2021

106. Updating the Table of Contents

October 11, 2021 - Bylaw amendment by chapter vote, effective October 11, 2021

107. II - Changing “women” to “women and nonbinary students” to reflect 2021 National Convention vote.
108. Changing gendered language (she/her pronouns, “sister”) to more gender inclusive language (they/them pronouns, “member”) throughout the document.
109. V.2 - Removing a duplicate section regarding minimum active quarter requirements.
110. V - Adding statement regarding that only UC San Diego students may vote in elections and hold office (statement required by UC San Diego Center for Student Involvement).

November 20, 2021 - Bylaw amendment by chapter vote, effective November 20, 2021

111. Housekeeping: adjusted formatting throughout document.
112. Housekeeping: changed “alumnae” (or equivalent) to “alum” throughout document.
113. IV.1 - Formatting statuses with subheadings.
114. IV.1 - Moving requirements from VII.4.1 Mandatory Functions to be listed under each status (includes: meetings, recruitment events, ritual events, chapter philanthropy events, and retreat).
115. IV.1 - Listing participation in membership education process as a separate requirement not necessarily equal to one Pearl Point, clarifying that participation includes coffee dates, and clarifying that Orchid and Probationary status are not required to participate.
116. IV.1 - Explicitly specifying eligibility for voting, holding office, and becoming a Pearl or Big Sister for each status.
117. IV.1 - Rewriting consequences of not meeting Pearl Point requirements into a new “infractions” section standardized across all applicable statuses.
118. IV.1 - Explicitly requiring Active, Part-Time, Orchid, and Probationary status to attend the quarterly EDI meeting.
119. IV.1.2 - Requiring Part-Time status to attend 50% of recruitment events.
120. IV.1.2 - Requiring Part-Time status to participate in the membership education process.
121. IV.1.3 - Allowing Orchid status to become a Big Sister.
122. IV.1.3- Allowing members who are unable to attend the majority of events for a quarter to be on Co-Op status.
123. IV.1.5 - Prohibiting Probationary status from voting on national issues.

124. IV.1.8 - Allowing non-binary individuals to be honorary members, and clarifying that they may attend non-ritual events.
125. IV.2.3 - Requiring Candidates to attend the quarterly EDI meeting.
126. V - Removing duplicate language regarding the composition of Executive Board. Moving statement regarding officers being asked to step down to V.1.2.
127. V - Moving eligibility to hold office to V.1.1.
128. V - Moving minimum active quarter requirements to V.2, and allowing members to include the quarter in which elections are held as an active quarter if their term would begin the following quarter.
129. V.2.1 Requiring President and Director of Membership Education to have 4 active quarters.
130. V.3.4 - Changing “Ritual Preparation” subcommittee to “Traditions” subcommittee.
131. VI.1 - Standardizing language for dues of Active members; Part-Time, Orchid, Co-OP, and Probationary members; and candidates. Adding that payment plans may be coordinated between the member and VP Finance.
132. VI.1.4 - Adding new section for Dues Assistance.
133. VII.4.1 - Removing list of mandatory functions, as they are now listed under each status. Clarifying that mandatory functions are required based on a member’s status, as well as that excused absences are listed in the Chapter Manual. Moving section regarding the deadline for VP Recruitment to send dates so that its content is preserved.
134. VII.4.1 - Allowing Retreat and Chapter Philanthropy events to have an earlier deadline for absences, similar to Recruitment.
135. VII.4.2 - Adding family emergencies as an excused absence.
136. VII.4.2 - Clarifying that members may receive Sisterhood Hours instead of fines as specified in the Chapter Manual.
137. IX.1 - Clarifying the voting body of chapter awards to be the active body.

November 30, 2022 - Bylaw amendment by chapter vote, effective November 28, 2022

138. Housekeeping: Changed UCSB to UC San Diego due to CSI guidelines.
139. Housekeeping: adjusted formatting throughout document.
140. Housekeeping: replaces some remaining gendered terms (she/her pronouns) throughout document.
141. IV.1.5 - Clarified that the minimum G.P.A for probationary status is cumulative.
142. IV.1.5 - Added that receiving a strike places a member directly onto probationary status.
143. IV. 2.3 - Added that Candidates can initiate onto Probationary Status as long as they meet other initiation requirements
144. IV. 2.3 - Clarified initiation requirements for Candidates, including excused absences.
145. V.2.1 - Added that the President chairs the Family and Sisterhood Committee.
146. V.2.5 - Clarified that the Director of Traditions assists VP of Internal Programming with Senior Send-Off.
147. V.2.17 - Clarified various roles of Director of Traditions involving Founder’s Day and other traditions.

148. V.3.1 - Removed duplicate language regarding which positions make up the Executive Board.
149. V.3.4 - Separated the Formal Subcommittee into the Semi-formal subcommittee and Formal subcommittee and specified which quarters these committees take place.
150. V.3.5 - Creation of the Family and Sisterhood Committee, with subcommittees for Retreat and Family Day.
151. VI.3.4 - Clarified the term length of an Interim position.
152. VI.4.2 - Changed “Participation in” to “Attending” a wedding to be considered an excused absence.
153. VI.4.2 - Clarified how consequences of excessive unexcused absences can be administered, as well as what these consequences may be.
154. VI.5.1 - Specified that Candidates can wear the words “Phi Rho”.
155. VI.5.5 - Clarified what actions constitute a strike and that receiving a strike places a member on Probationary Status.
156. VIII.2 - Changed wording of “Academic and Disciplinary Probationary Status” to “Probationary Status.”
157. VIII.2 - Clarified how a member can be placed on Probationary Status, as the section it referred to before did not exist.
158. VIII.3 - Changed “Academic Probationary Status” and “Disciplinary to Probationary Status” to “Probationary Status for academic reasons” and “Probationary Status for disciplinary reasons” to reflect the combination of Academic and Disciplinary Probationary Status.
159. VIII.3- Clarified guidelines for Deactivation.

November 12, 2023 - Bylaw amendment by chapter vote, effective November 12, 2023

160. V.2.8 - Clarified a timeline on the quarterly Risk Presentation.
161. VI.1.4 - Referenced Article VII, Section 1.4 of the Chapter Manual.
162. VI.1.5 - Added Section 1.5 to clarify non-payment of dues or fines.
163. VII.5.1 - Removed the instance of the word “or” before the word “heels.”

November 23, 2024 - Bylaw amendment by chapter vote, effective November 23, 2024

164. Housekeeping: Removed Relay for Life from all instances of occurrence.
165. Housekeeping: Changed all instance of Sober Sister to Sober Sibling.
166. Housekeeping: Changed all Lation declensions of “alumn” to the English “alum” and “alums.”
167. IV.1.3 - Added that Orchid Status pays a reduced portion of active dues.
168. IV.1.5 - Added a reference to Article VI, Section 1.5 of the Bylaws.
169. IV.2.2 - Added a reference to Article IV, Section 2.2 of the Chapter Manual.
170. IV.2.3 - Clarified the online modules required for Candidates to complete before Initiation and removed the requirement for a UC San Diego hosted Risk Prevention and Management Awareness Program.
171. IV - Added a third section titled “Membership Policies” and consisting of the Anti-Hazing Policy, the Phi Sigma Rho Chi Chapter Risk Policy, and the Anti-Harassment Policy.

172. IV.2.6 - Clarified the Anti-Harassment Policy measures taken by the Chapter.
173. V.2.4 - Added a requirement for Bid Day planning and clarified roles in the Bid Day sub-committee.
174. V.2.5 - Removed the language regarding alcohol logistics from VP Internal position requirements.
175. V.2.8 - Added position requirements to VP Risk regarding the organization of Sober Siblings and transportation to and from events.
176. V.2.10 - Removed the instance of Challenge Games.
177. V.3.7 - Added the Finance Committee.
178. V.3 - Clarified what the Chair or Board of a committee may call to session.
179. VI.1.5 - Added a reference to Article VI, Section 2 of the Chapter Manual.
180. VII.4.1 - Removed the deadline for announcing recruitment events.
181. VII.4.2 - Clarified who should be contacted for excused absences and when.
182. VII.5.2 - Added an instance of tobacco and tobacco products.
183. VIII.1.1 - Removed the word “physically.”
184. VIII.1.2 - Clarified due process in the event of a co-signer who is not a member of the Chapter.
185. VIII.1.3 - Removed the requirement of an Active Body vote on the proposed course of action.