

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

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

## **Article I – Statement of Purpose**

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

The sisterhood is made up of women who are studying technical sciences, but also take part in campus activities and the social Greek system. In addition to socials, the sisters of Phi Sigma Rho are involved in community service projects and philanthropies. Phi Sigma Rho is a nonprofit organization.

## **Article II – Symbols**

### **Section 1: Chapter Colors**

Chapter colors are turquoise and black.

### **Section 2: Chapter Motto**

Sisters First.

## **Article III – Ritual**

Ritual ceremonies should be conducted in accordance with the ritual binder and national guidelines.

## **Article IV – Membership**

The Responsibility of each member to Phi Sigma Rho and to her 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 UCSD.
- iii. Promoting the welfare and prosperity of the Sorority and its members, conducting oneself in such a way to honor herself, her chapter, and Phi Sigma Rho.
- iv. Striving to interpret the inspired ideals of Phi Sigma Rho throughout her life.

## **Section 1: Chapter Membership Status**

### **1.1 Active Status**

Active Status shall be granted to any sister in good standing with the sorority and currently enrolled as an undergraduate at the University of California, San Diego (hereafter known as UCSD). Additionally, she must have a cumulative grade point average of 2.0 out of a 4.0 index. A sister with Active Status:

- i. Is required to pay national dues, any fees the sorority incurs for having her on the roster, and additional fees as determined by the Executive Board prior to first meeting of each quarter.
- ii. Is required to hold an office or serve on at least one sorority committee each academic quarter.
- iii. Is required to participate in one sorority philanthropy event and one hour of community service.
- iv. Is required to participate in all recruitment, retreat, and ritual events as listed in Article

VII, Section 4.1

- v. 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.
  - a. In the case that an Active does not fulfill the minimum requirement of 6 philanthropy points, 3 external events points, and 3 internal events points, she is subject to a monetary fine and the following actions will be taken according to the number of quarters she has not fulfilled all requirements:
    - i. The first offense will result in a warning from VP of Administration via email.
    - ii. The second offense will result in an active strike from Standards Board and VP of Administration.
    - iii. The third offense will result in involuntary deactivation by Standards Board.

### **1.2 Alumnae Status**

Alumni Status shall be granted to those sisters who graduated from the University of California, San Diego or otherwise left the university while in good standing. Alumni 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 alumnae member and be exempt from National Dues if she has been an active member for at least 11 quarters (excluding summer terms), has paid in full all financial obligations to Phi Sigma Rho, and has received approval from the Chapter.

### **1.3 Honorary Member**

Honorary membership shall be granted to female 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 Council. Honorary members shall bear no financial obligations nor have voting privileges.

### **1.4 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.

### **1.5 Inactive Status**

Inactive Status shall be granted to any sister in good standing with the sorority, currently enrolled as an undergraduate at UCSD with a minimum cumulative grade point average of 2.1 out of a 4.0 index. Inactive Status is reserved for a sister who is undergoing personal difficulties or needs to take a step back from the sorority; a sister who is trying to raise her grade point average shall be asked to consider Academic Development Status (IV.1.9). If a request for Inactive Status is submitted to Standards Board and approved, the Vice President of Administration will announce the status change at the next chapter meeting. A sister will only remain inactive until the end of the academic quarter, after which she must apply for a status change or continuation of Inactive Status. Unacceptable reasons for an Inactive Status request include:

- i. Personal conflicts with other sisters.
- ii. Dissatisfaction with sorority activities.
- iii. Commitments to other student organizations.

A sister with Inactive Status:

- i. Is required to pay national dues, any fees the sorority incurs for having her on the roster, and a reduced portion of active dues as determined by the Executive Board prior to the first meeting of each quarter.
- ii. Is required to fulfill at least 12 Pearl Points. Of the 12 Pearl Points, 4 must be fulfilled through either Philanthropy/Community Service.
- iii. Is required to fulfill fundraising events up to the discretion of VP Service and VP Administration.
- iv. Is required to fulfill recruitment events up to the discretion of VP Recruitment and VP Administration.
- v. Is required to attend all ritual events each academic quarter, except chapter meetings.
- vi. Is not required to participate on a committee.
- vii. Is prohibited from being an officer.
- viii. Is prohibited from voting on chapter issues, but required to vote on national issues.
- ix. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.
- x. Is eligible to run for a position for the next term if granted with the permission of vice

president of administration and standards board.

If a second consecutive request for Inactive Status is made, the sister must meet with Standards Board and will be asked to consider deactivation. If a sister makes a second nonconsecutive request for Inactive Status, she must meet with Standards Board for a consultation.

### **1.6 Co-op Status**

Co-op Status shall be granted to any sister who is a continuing student not currently at UCSD, and who will be returning for classes within a year's time.

A sister with Co-op Status:

- i. Is required to pay national dues, any fees the sorority incurs for having her on the roster, and a reduced portion of active dues as determined by the Executive Board prior to the first meeting of each quarter.
- ii. Is encouraged, but not required to attend sorority activities.
- iii. Is denied voting privileges.
- iv. Is not required to participate on a committee.
- v. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.
- vi. Is prohibited from being an officer. If she was already in office, a replacement will be determined by either the Executive Board or Cabinet, as described in Article V.

If the sister does not return for classes within a year's time, she may qualify for alumni status or be deactivated by Standards Board.

### **1.7 Academic Probationary Status**

Academic Probationary Status shall be for any sister who fails to obtain the minimum cumulative grade point average of 2.1/4.0. If she is placed on Academic Probationary Status, she will be allowed to become Active Status again once her grade point average is above the minimum standard.

A sister with Academic Probationary Status:

- i. Is required to pay national dues, any fees the sorority incurs for having her on the roster, and a reduced portion of active dues as determined by the Executive Board prior to the first meeting of each quarter.
- ii. Is required to participate in one sorority philanthropy/community service.
- iii. Is required to fulfill at least 12 Pearl Points. Of the 12 Pearl Points, 4 must be fulfilled through either Philanthropy/Community Service.
- iv. Is required to fulfill fundraising events up to the discretion of VP Service and VP Administration.
- v. Is required to attend all ritual events, including chapter meetings.
- vi. Is required to meet at least twice during the quarter with the Director of Development to discuss progress.
- vii. Is not required to serve on a committee.
- viii. Is prohibited from attending events planned through the Vice President of External Programming.
- ix. Is prohibited from being an officer.

- x. Is prohibited from voting on chapter issues, but required to vote on national issues.
- xi. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.

If Academic Probationary Status remains after two consecutive quarters, the sister in question will be recommended for deactivation.

### **1.8 Disciplinary Probationary Status**

A sister shall be placed on Disciplinary Probationary Status as deemed necessary by the Standards Board, barring justified circumstances. Reasons for Disciplinary Probationary Status shall include but not be limited to delinquency in the payment of fines or dues and inappropriate behavior, as defined herein and in the Chapter Manual. At the end of the probationary quarter, the sister must apply for a status change.

A sister with Disciplinary Probationary Status:

- i. Is required to pay national dues, any fees the sorority incurs for having her on the roster, and a portion of active dues or additional fees as determined by the Executive Board prior to the second chapter meeting of each quarter.
- ii. Is required to participate in one sorority philanthropy/community service.
- iii. Is required to fulfill at least 12 Pearl Points. Of the 12 Pearl Points, 3 must be fulfilled through Philanthropy/Community Service.
- iv. Is required to fulfill fundraising events up to the discretion of VP Service and VP Administration.
- v. Is required to attend all ritual events, including chapter meetings.
- vi. Is required to serve on a committee.
- vii. Is prohibited from attending events put on by the Vice President of External Programming.
- viii. Is prohibited from being an officer.
- ix. Is prohibited from voting on chapter issues, but required to vote on national issues.
- x. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.
- xi. Is required to pay all outstanding debts to the sorority by the end of the probationary quarter.

At the end of a sister's second quarter as Disciplinary Probationary Status cumulatively, she must meet with Standards Board and will be asked to consider deactivation.

### **1.9 Academic Development Status**

Academic Development Status shall be granted to any sister in good standing with the sorority, currently enrolled as an undergraduate at UCSD with a minimum cumulative grade point average of 2.1 out of a 4.0 index. Academic Development Status is reserved for a sister who has a very heavy workload or is trying to raise her GPA. A sister will only remain on ADS until the end of the academic quarter, after which she will apply for a status change or meet with Standards Board to discuss continuation of ADS.

A sister with Academic Development Status:



- i Is required to pay national dues, any fees the sorority incurs for having her on the roster, and a reduced portion of active dues as determined by the Executive Board prior to the first meeting of each quarter.
- ii Is required to go to 50% of chapter meetings and all rituals.
- iii Is required to serve on a committee and attend 50% of committee meetings.
- iv Is required to complete 50% of active pearl point requirements.
- v Is allowed to vote on chapter and national issues, and is required to attend 50% of voting meetings.
- vi Is allowed to attend events planned through VP of External Programming. vii Is prohibited from being an officer. viii Is allowed to run for a position with approval from Standards Board. ix Is ineligible to be a Pearl Sister for the current Candidate class.
- x Is eligible to be a Big Sister for the current Candidate class, contingent on participation in coffee dates.

A second consecutive request for Academic Development Status will require a meeting with Standards Board.

## **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 2.5/4.0 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 new 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 Council.
- iv. Not be a member of any other social sorority.
- v. Submit payment to the Vice President of Finance before the PNM enters her induction ceremony. This payment will go to cover costs associated with her candidate dues. The amount will be determined by the Vice President of Finance, President, Director of New Member Education and Assistant Director of New Member Education and will be specific to each Candidate Class. It should be announced at the Informational meeting to allow time for payment.

During recruitment, PNMs will be given full disclosure of their requirements and rights, including but not limited to the disclosure of:

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

All women 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 sister or PNM.

Any and all interaction or activity among sisters, including PNMs, will be limited to guidelines set forth by the Phi Sigma Rho National Council, the UCSD Panhellenic Council, and the University of California, San Diego. Additionally, any and all interaction or activity among sisters 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 a bid to each PNM 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 an Candidate. Selection of PNMs to receive bids will follow the guidelines set forth in the Chapter Manual.

## **2.3 Candidate Evaluation**

Each Candidate's progress towards initiation requirements will be formally evaluated a minimum of two times during the association period. During this process, the three-strike rule will be implemented based on guidelines set forth in the Chapter Manual.

The Candidates will be informed of these evaluations at least one week before they take place, and will be informed of the results of the evaluation within one week by the Director and Assistant Director of New Member Education. The purpose of these evaluations is to review a Candidate's progress and activity within the sorority, in accordance to the standards listed in Article IV, Section 2.4.

Candidates will be formally warned of their strike standing by the Director of New Member Education and/or the Assistant Director of New Member Education. If a Candidate has three strikes, she will be dissociated. She will, however, have the option of appealing dissociation through the panel review process; the sorority's actions following the appeal will be determined by panel and voted on by the active body. See Article VIII for more details.

If a Candidate dissociates, her bid shall be considered closed.

If a Candidate is unable to fulfill activation requirements (Article IV, Section 2.4) by the date set for Initiation, she may choose to dissociate or petition to join a future class.

All Candidates who have been dissociated are ineligible from pledging in any other UCSD Panhellenic chapters for one calendar year.

## **2.4 Activation Requirements**

Each Candidate must successfully complete the point system approved by the active body in order to be considered for Initiation:

The point system must include the following activities:

- i. Attend the Induction Ceremony. ii. Attend weekly candidate meetings. iii. Attend chapter meetings if required. iv. Attend a total of 35 study hours
- v. Create a class motto, cheer, and song.
- vi. Learn all material covered in the Phi Sigma Rho Member Manual
- vii. Pay Candidate dues or arrange for the installment plan by the second association meeting. viii. Complete required events (approved by the chapter) to get to know active members ix. Maintain at least a 2.5 quarterly and cumulative GPA during the quarters of new member education.
- x. Attend I-Week events.

Upon successful completion of the point system approved by the active body, the Candidate is eligible to become an Active Member.

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

## **2.5 Anti-hazing Policy**

No chapter or member shall conduct or condone hazing activities. Hazing activities are defined as any action taken or situation created intentionally, whether on or off the chapter premises or campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Examples of hazing activities include but are not limited to the following:

- i. Forcing, requiring, or endorsing the consumption of alcoholic beverages or any other drug.
- ii. Physical and psychological shocks, creation of excessive fatigue including sleep deprivation, paddling in any form, morally degrading or humiliating games and activities, or requiring the ingestion of any undesirable, unwanted substance. iii. Blindfolding at any time, requiring walking or marching in formation, wearing of public apparel that is conspicuous and not normally in good taste, or engaging in public stunts of buffoonery. iv. Verbal harassment including yelling at a person, deception or threats contrived to convince a person that she would not become a member, or any type of personal servitude such as running errands.
- v. Expecting participation in activities that the full membership would not do, or in activities that are not consistent with academic achievement, the governing laws of the sorority, and the regulations and policies of the educational institution or applicable state law.

## **2.6 Phi Sigma Rho's Risk Management Policy**

3.19-1 Phi Sigma Rho Risk Management Policy: The Risk Management Policy of Phi Sigma Rho includes the provisions which follow and shall apply to all Sorority entities and all levels of Sorority membership.

Failure to abide by this policy may be punishable by fines, removal from any office within the Sorority, suspension or expulsion from membership, or suspension or revocation of the chapter's charter.

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

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

### Alcohol and Drugs

1. The possession, sale, or consumption of alcoholic beverages on chapter premises is expressly forbidden (chapter premises defined as all rooms, whether common or private, within the designated Sorority house, apartment complex, dorm floor, or meeting room and the outside areas that are within the property boundaries).
2. The possession, sale, or consumption of alcoholic beverages during a chapter event (any situation sponsored or endorsed by the chapter) or at any event an observer would associate with the Sorority must be in compliance with all applicable laws of the state, province, county, city, and education institution and the chapter must comply with BYOB or Third Party Vendor Guidelines.
3. The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises, or during a chapter event, or at any event that an observer would associate with the Sorority is expressly forbidden.
4. No alcoholic beverage may be purchased with Sorority or chapter funds nor may the purchase of same for members or guests be coordinated by any member on behalf of the Sorority or chapter. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
5. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters or organizations. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or any establishment generating more than half of annual gross sales from alcohol, where alcohol is given away, sold or otherwise provided to those present.
6. Open Parties, meaning events with unrestricted access by non-members of the Sorority, without specific invitation and where alcohol is present, shall be prohibited. No theme parties shall be based on an alcoholic beverage or on becoming intoxicated.
7. No member shall permit, tolerate, encourage or participate in drinking games during a chapter event or at any event an observer would associate with the Sorority.
8. Any membership recruitment activity associated with a chapter shall be a dry recruitment function, meaning without the presence of alcoholic beverages. No alcohol beverages shall be present at any membership education activity or Ritual of the chapter.

### Hazing

1. No chapter or member shall conduct or condone hazing activities. Hazing activities are defined as any action taken or situation created intentionally, whether on or off the chapter premises or campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
2. Examples of hazing activities include but are not limited to the following:

- a. Forcing, requiring or endorsing the consumption of alcoholic beverages or any other drug.
- b. Physical and psychological shocks; creation of excessive fatigue including sleep deprivation; paddling in any form; morally degrading or humiliating games and activities; or requiring to ingestion of any undesirable, unwanted substance.
- c. Blindfolding at any time; requiring walking or marching in formation; wearing of public apparel that is conspicuous and not normally in good taste; or engaging in public stunts and buffoonery.
- d. Verbal harassment including yelling at a person; deception or threats contrived to convince a person that she would not become a member; or any type of personal servitude such as running errands.
- e. Expecting participation in an activity that the full membership would not do; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter premises or campus that are limited to candidates for membership; or any other activities that are not consistent with academic achievement, the governing laws of the Sorority, the regulations and policies of the educational institution or applicable state law.

#### Sexual Abuse and Harassment

The Sorority will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

#### Fire, Health and Safety

1. All chapter houses should meet all local fire and health code standards. All chapter houses should comply with engineering recommendations as reported by the insurance company.
2. All chapter houses should have posted common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
4. The general liability insurance policy of the Sorority is not a health insurance or accident policy for individual members. Members should have their own personal medical insurance to cover health and injuries. The general liability insurance policy also does not cover private property.

Members should have their own insurance coverage for personal belongings through a parent's homeowner policy or renter insurance.

#### Education

1. The Sorority shall annually educate its members in the Risk Management Policy. The policy shall be sent out in the Sorority newsletter once a year and when possible posted in a public area on the Sorority web page.
2. At the beginning of each school term, the Risk Management Policy and any related procedures must be read aloud at a chapter meeting. Each active member, candidate for membership and alumnae advisor shall also signed a statement indicating that they have read, understood and agree to follow these regulations.

3. The chapter is responsible for conducting a mandatory educational program concerning the effects of drugs and alcohol twice each academic year. An active member or candidate shall not be allowed to attend a chapter event where alcoholic beverages are present unless she has completed a program during the previous term or, in the case of a candidate, at the beginning of the membership education program. The first program must be held during the fall term; the second program shall be held at the chapter's discretion.

3.19-2 BYOB or Third Party Vendor Guidelines: It is the responsibility of each active member and candidate for membership to be aware of the state laws concerning alcohol and drug possession and consumption and the consequences of violating those laws. Each active member and candidate should keep a concerned and watchful eye over others at all chapter events and attempt to intervene if a harmful situation occurs.

a. At any event by the chapter, alcoholic beverages shall only be provided by a licensed bartender.

Alcoholic beverages may be provided only at a specified place, only until a predetermined time, and never to someone who appears intoxicated or who is under 21 years of age. Nonalcoholic beverages and food served must also be served and must be easily accessible and available throughout the event.

b. At any event held at a location considered "out-of-town" by a chapter, each person must either return to campus via transportation provided by the chapter or provide the social chair with proof of lodging reservations at the location of the event. Any exceptions shall be approved by the chapter's Standards Board one week before the event.

c. At least two active members must be designated as chaperones at each event to ensure that no one underage is drinking, no one is visibly intoxicated and anyone needing a ride home is taken back to their place of residence (apartment, house or dorm). Chaperones are expressly prohibited from consuming any alcohol beverages before or during the event. At the end of the event, the chaperones shall find all active members and candidates remaining at the function to make sure everyone leaves the event.

d. Where chaperones prefer not to or cannot drive members home from the event, the chapter procedures to provide an alternate, yet safe, way home for members shall be put into effect, such being driven home by a taxi service, school service or another person who did not consume alcoholic beverages, or walked home by someone who is not under the influence of alcohol. At no time shall a chaperone walk someone home if it would require returning to the event alone. One chaperone must remain at the function at all times.

e. Chaperones shall be chosen first on a voluntary basis. If fewer members volunteer than the chapter feels are needed (two is always the minimum), names will be randomly drawn from a list of members that have agreed to attend. No member shall have to serve as a chaperone again if she has previously done so during that term and there are members remaining who have not served during that period. Members who are in their final year of school (graduating seniors) shall be exempt from chaperone duty at significant annual events such as a formal dance.

f. Any organization co-sponsoring a function with the chapter must first agree to comply with the Risk Management Policy of Phi Sigma Rho and these guidelines. To insure this, the signatures of the President and Social Chair of that organization must be obtained on a copy of the policy and guidelines before the function. All signatures must be kept on file for one year.

3.19-3 Each chapter is encouraged to define a chapter risk management policy and procedure to address campus specific aspects. These policies and procedures must be approved by the National Council and may in no way conflict with or override the Phi Sigma Rho Risk Management Policy and procedures.

3.19-4 Risk Management Policy and Procedures Violations: Any suspected violation by an active member or candidate for membership of the Risk Management Policy and procedures or the chapter risk management policy and procedures shall be referred to the chapter's Standards Board to determine what action the chapter should take in response to the violation as specified by the chapter bylaws and policies. If an active member or candidate is determined by investigation by the chapter Standards Board to have been in possession of illegal drugs or controlled substances while on chapter premises or during a chapter event, a chapter hearing will be conducted immediately for a formal hearing and vote of expulsion from membership or removal from membership consideration.

a. Any suspected violation of the Risk Management Policy and procedures by a chapter, including a chapter's failure to enforce the Risk Management Policy and procedures or the chapter policy procedures, shall be submitted to the National Council. This notification should be in writing and signed, so that the National Council can contact the person if further details are necessary. This information will be kept confidential.

b. Upon notification of the violation, the National Vice President of Collegiate Affairs or designated representatives will immediately investigate the allegations and bring her findings before the National Council. Any allegations on the violation of this policy or procedure from any source shall be investigated including, but not limited to, an active or alumnae member, other Greek organizations' national officers or the Dean of Students office. All finding shall be summarized in writing. Written testimony should signed; oral testimony should be recorded on tape.

c. If the National Council finds the allegations true, the National Council may take actions as it deems necessary, such as, but not limited to, placing fines on individuals and the chapter, removing a member from a Sorority office or position, conducting or ordering the chapter to conduct hearings for suspension or expulsion from membership; and imposing chapter suspension for up to two years. National Council also reserves the right to use various ways and means to assure chapter conformation to this policy.

## **2.7 Anti-harassment Policy**

Phi Sigma Rho will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether it be physical, mental, or emotional. This includes any actions that are demeaning to women or men including but not limited to rape or verbal harassment.

## **Article V – Organization (Duties of Officers and Committees)**

The Executive Board consists of all the President, Vice Presidents (hereafter known as VPs), the

Director of New Member Education and the Assistant Director of New Member Education. The Cabinet consists of all positions listed in the following section. In case of planned absence or resignation, officers must give the maximum possible prior notice to their peers and are responsible for designating a replacement for the approval of Executive Board. 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. Additionally, officers are asked to step down in the best interest of the sorority if they feel they cannot adequately perform their duties.

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 sisters 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.

For minimum active quarter requirements, a member may include her quarter of initiation, but not the quarter in which elections are held.

## **Section 1: Duties of Officers**

### **1.1 President**

This position requires a minimum of 3 active quarters. The President is responsible for:

- i. Overseeing all activities of the sorority.
- ii. Conducting voting and counting the votes, except where otherwise stated.
- iii. Attending Phi Sigma Rho National Council and National Convention meetings and being the critical spokesperson of the Chi Chapter.
- iv. Attending all UCSD Panhellenic Council and President's meetings.
- v. Presiding over chapter meetings and conducting them 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. Scheduling and organizing the yearly composite. ix. Approving all disbursements made by VP Finance.
- x. Appointing special committees and calling special meetings, as necessary. xi. Ensuring the chapter's good standing with the National Council, UCSD's Center for Student Involvement, and UCSD Panhellenic Council. xii. Fostering and maintaining good relations and official correspondence with the University, Jacobs School of Engineering, Associated Student Council, and Center for Student Involvement. xiii. Is ineligible to be a Big Sister for any member that is inducted during her term.
- xiv. Planning and executing I-Week with Director and Assistant Director of New Member Education. xv. Maintenance of the mailing list and UCSD Phi Sigma Rho social media (website, Facebook page, Instagram, etc.) in partnership with VP External Programming.
- 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.



## 1.2 Vice President of Administration

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

- 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 UCSD Panhellenic President's Council, Phi Sigma Rho President's Council, National Council, 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 and post-event reports 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
  - 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 (Article VIII, Section 1.2) if disqualified.
- x. Knowing the respective bylaws, constitutions, guidelines, and policies of the:
  - a. University of California, San Diego
  - b. UCSD Associated Students
  - c. Center for Student Involvement
  - d. UCSD Panhellenic Council
  - e. Phi Sigma Rho National Council
  - 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 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. Sitting as a member of Public Relations Committee.

## 1.3 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, including but not limited to exchanges, Panhellenic events, other Greek events, and all events with outside entities.
- ii. Maintaining good relations with University and external organizations or persons.
- iii. Overseeing the activity of the Director of Panhellenic Relations, Greek Week Captain, and any other sorority representatives to other UCSD student organizations, and assisting them as necessary.
- iv. Attending Phi Sigma Rho National Council and necessary

Associated Student Council meetings in the absence of the primary designated representatives.

- v. Fostering and maintaining good relations with other Greek organizations at UCSD 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. Acting as Chair of the Public Relations Committee and overseeing its activities.
- x. Assisting the Director of Development as necessary.
- xi. Must attend at least 80% of the external events each quarter. xii. Must appoint a member of Eboard to be in charge of any event she is absent from.

#### **1.4 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 UCSD.
- iii. Preparing funding requests for submission to external entities with aid from the Director of Development as necessary.
- iv. Filing federal and state taxes for the sorority and its alumni association and maintaining the sorority's tax-exempt status.
- v. Keeping the sorority's bank accounts and CDs 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.
- x. Sitting as a member of Pomp and Circumstance Committee.

#### **1.5 Vice President of Internal Programming**

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

- i. Overseeing the scheduling of all internal events, including but not limited to sisterhoods.
- ii. Being informed of the University's and local drug, alcohol, and hazing policies, as well as Phi Sigma Rho's National Risk Management Policy. iii. Managing alcohol logistics for all events, including but not limited to completing forms and waivers, notifying the proper parties, and arranging for approval as necessary.
- iv. Acting as Chair of the Pomp and Circumstance Committee and overseeing its activities.
- v. Planning the annual Founders' Day Celebration, Orchid Ball, and Senior Send-off. vi. Recording member attendance and participation at organized events and relaying the information to VP Administration.

## **1.6 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 days of tabling and recruitment events, starting with one informational meeting and then a minimum of two extra.
  - d. Ensuring that recruitment activities, scheduling, publicity, and paraphernalia follow Panhellenic Council, UCSD, and Phi Sigma Rho National Council 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 New Member Education with updated, accurate, and complete contract information for PNMs and Candidates.
  - c. Leading discussions and evaluations regarding PNMs.
  - d. Scheduling the Induction Ceremony.
- iv. Acting as Chair of Recruitment Committee and overseeing its activities.
- v. Assessing the quality of the recruitment program and suggesting change as necessary.
- vi. Recording member attendance and participation at recruitment events and relaying the information to VP Administration.
- vii. Maintenance of UCSD Phi Sigma Rho social media in partnership with the President.

## **1.7 Vice President of Service**

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

- i. Acting as Chair of Philanthropy Committee and overseeing its activities.
- ii. Planning and executing the Annual 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. Planning and executing at least one community service event every quarter.

- viii. Planning at least one internal philanthropic event every quarter (ex. Light the Night walk).
- ix. Work with VP Finance to set fundraising goal each year.
- x. Plan a fundraiser each winter quarter, supporting and raising awareness for LLS.
- xi. Record attendance/participation of fundraising event and submit to VP Admin.

### **1.8 Director of Athletic Relations**

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

- i. Informing all sisters of ISS and Greek Challenge games on campus
- 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 UCSD Intramural Sports and the chapter, and relaying information between the two organizations
- v. Attending quarterly Panhellenic Sports Chair Meeting
- vi. Attending at least 70% of the Chapter's ISS games every quarter
- vii. Sitting as a member of the Public Relations Committee

### **1.9 Director of Communications**

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

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

### **1.10 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 membership.
- ii. Recording member attendance and participation at all such events and relaying the information to VP Administration.

- iii. Informing all sisters 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.
- vi. Collecting and maintaining an updated database of member resumes.
- vii. Initiating and maintaining correspondence with industry and corporate contacts and seeking corporate sponsorship and involvement where appropriate.
- viii. Recording member attendance and participation at industry events, as applicable, and relaying the information to VP Administration.
- ix. Attend resume workshops and other related workshops at the Career Services Center.
- x. Sitting as a member of the Pomp and Circumstance committee.

### **1.11 Director of New Member 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 3 active quarters. The Director of New Member Education is responsible for:

- i. Upholding the Standards of the sorority as role model for Candidates.
- ii. Contacting National Council 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 checking that they are in good academic standing with the University.
- vi. Following the Membership Education Policy as outlined by Nationals.
- vii. Leading Active Body discussions and evaluations regarding Candidates, and reporting their progress to the Active Body.
- viii. Planning and executing I-Week events with the President.
- ix. Scheduling the Initiation Ceremony.
- x. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.
- xi. Sitting as a member of Recruitment Committee.

### **1.12 Assistant Director of New Member 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 New Member 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. Helping the Director of New Member Education whenever needed.
- iv. Planning and executing I-week events with the Director of New Member Education and the President.
- v. Is ineligible to be a Pearl Sister or Big Sister for the current Candidate class.
- vi. Sitting as a member of Recruitment Committee.

### **1.13 Director of Panhellenic Relations**

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

- i. Attending all Panhellenic Council meetings or designating a replacement in event of absence.
- ii. Acting as a liaison between UCSD's Panhellenic Association and the chapter and relaying information between the two organizations.
- iii. Reporting relevant points of Panhellenic Council meetings to the Active Body.
- iv. Coordinating sorority involvement in Panhellenic Council events, aided by VP External Programming as necessary.
- v. Recording member attendance and participation at Panhellenic Council events, as applicable, and relaying that information to VP Administration.
- vi. Sitting as a member of the Public Relations committee.

### **1.14 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 sisters 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 UCSD Greek Councils.
- iv. Recording member attendance and participation at philanthropy events and relaying information to VP Administration.

### **1.15 Director of Rituals**

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

- i. Supplies and gifts for all internal events including but not limited to Initiations, Inductions, reveals, and Senior Send Off.
- ii. Collecting and preserving the sorority's historical records, including but not limited to family trees, class rosters, family and chapter histories, and albums.
- iii. Preserving established traditions and presenting new sorority traditions for approval at chapter meetings.
- iv. Keeping, maintaining, and updating the sorority scrapbook.
- v. Maintaining a stock of scrapbooking materials and purchasing new materials as needed.
- vi. Ensuring photographs are taken at each sorority function.
- vii. Sitting as a member of the Pomp and Circumstance committee.

### **1.16 Director of Well-Being**

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

- i. Coordinating events and programs to encourage mental, physical, and emotional wellbeing in the membership.

- ii. Planning and executing at least one internal event (sisterhood) each academic quarter. iii. Recording member attendance and participation at all such events and relaying the information to VP Administration. iv. Informing all sisters of on-campus opportunities through SARC, CAPS, The Zone, Livewell, LGBT, Women's Center, UCSD Recreation, Student Health Advocates, and Fit Life Challenge resources.
- v. Keeping records to coordinate wellness sessions and wellness buddies as necessary.
- vi. Consulting with members through confidential office hours or appointments and assisting them in finding on-campus resources or providing consolation to improve their overall wellbeing.
- vii. Collecting and maintaining an updated database of healthy women's activities including recipes and exercises.
- viii. Initiating and maintaining correspondence with resources in order to provide one wellbeing related event per quarter. ix. Attend related workshops through on-campus opportunities as necessary.
- x. Sitting as a member of the Pomp and Circumstance committee.

### **1.17 Additional Positions**

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

## **Section 2: Duties of Boards and Committees**

The Chair of a Board or Committee shall call it 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 her official goals to the best of their ability.

### **2.1 Executive Board**

The Executive Board consists of the President, all six Vice Presidents, the Director of New Member Education and the Assistant Director of New Member Education. The Director of New Member Education and the Assistant Director of New Member Education shall serve as ex officio members. 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.

### **2.2 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.

### **2.3 Philanthropy Committee**

The Philanthropy Committee shall be chaired by VP Service and include the position of Director of Philanthropy. To be a part of this committee, a sister needs to be organized, enthusiastic, passionate about philanthropy and community service, and hardworking. This committee is responsible for the successful planning and execution of Phi Rho Your Boat. They need to hold people accountable for completing their duties while assisting the VP Service in any way she needs 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 all committee meetings.

### **2.4 Pomp and Circumstance Committee**

The Pomp and Circumstance Committee shall be chaired by VP Internal Programming and include the positions of VP Finance, Director of Well-Being, Director of Rituals, and Director of Development. To be a part of this committee, a sister 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 all committee meetings.

### **2.5 Public Relations Committee**

The Public Relations Committee shall be chaired by VP External Programming and include the Director of PHC Relations, Director of Athletic Relations, VP Administration, and Director of Communications. To be a member of this committee, a sister must be outgoing, hardworking and ready to talk to people from different organizations. This committee is responsible for promoting campus publicity (including but not limited to producing articles, flyers, t-shirts, or banners), producing and distributing a chapter newsletter on an annual basis, and outreach to corporate partners. They must also help the VP External Programming with any external events as she deems necessary and work with the VP External Programming and the President to help with the Sorority's social media. They are required to attend all committee meetings.

### **2.6 Recruitment Committee**

The Recruitment Committee shall be chaired by VP Recruitment and include the positions of Director of New Member Education and Assistant Director of New Member Education. They are responsible for all things related to the planning and execution of a Recruitment period, leading up to and including the Induction of a Candidate class. The Recruitment Committee will also be responsible for the timely and accurate distribution of bids to PNMs.

### **2.7 Additional Committees**

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



## **Section 3: Advisors**

### **3.1 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 sisters of the chapter.
- iv. Helping to deal with organizational crises.
- v. Attending meetings at his or her discretion or at the invitation of the Executive Board.

### **3.2 Alumnae Advisors**

There are two Alumnae Advisors: Senior

Alumnae Advisor and Junior Alumnae Advisor. Both Alumnae Advisors must be an alumna of Phi Sigma Rho Sorority, Chi Chapter and reside in the San Diego vicinity (or capable of visiting Chi Chapter frequently and fulfill her responsibilities). They must have maintained good standing in the chapter as an Active as well as an Alumna Member.

The responsibilities of a Phi Sigma Rho Alumnae Advisor include, but are not limited to the following:

- i. Speaking with the chapter President regularly.
- ii. Attending Rituals and encouraging other alumnae to attend such activities.
- iii. Maintaining communication with the National Vice President of Collegiate Affairs, Regional Field Director, and Faculty Advisor.
- iv. Being available to answer questions of the chapter or of its individual members as they arise.
- v. Being available to meet with the sisters of the chapter.
- vi. Taking a stand on issues or circumstances may require including enforcement of the Constitution, Ritual, Bylaws, Policies, and Risk Management Policies.
- vii. Providing guidance and counsel regarding new ideas from the chapter.
- viii. Supporting the sorority as well as proving continuity and stability as student leadership changes.
- ix. Helping to deal with organizational crises.
- x. Attending the annual chapter philanthropy and leadership retreat.
- xi. Attending meetings at her discretion or at the invitation of the Executive Board at least twice per quarter, particularly formal meetings such as dress to pin meetings.
- xii. Serve on the Chi Chapter Alumnae Association Board.

#### **Senior Alumnae Advisor**

The Senior Alumnae Advisor will serve a one-year term. She must have served on Executive Board as an Active member and/or on the Chi Chapter Alumnae Association Board. The Alumnae Association Board may recommend alumnae for this position. The responsibilities of the Senior Alumnae Advisor are to have knowledge of sorority matters (i.e. chapter structure, organization, operation), attend at least three chapter meetings per year, and attend at least one Executive Board meeting per year.

### **Junior Alumnae Advisor**

The Junior Alumnae Advisor will serve a one-year term. She must have graduated within the past two years. The responsibilities of the Junior Alumnae Advisor are to have good rapport with the current active body, attend at least one chapter meeting per year, and attend at least one sisterhood per quarter such as traditional events (e.g. Big/Lil Cookoff, Big/Lil Reveals, Founders' Day).

## **Article VI – Finances and Property**

### **Section 1: Dues**

#### **1.1 Active Dues**

Active dues shall be set by VP Finance and approved by the Executive Board before the first meeting of each quarter. The due date and quarterly installment amounts will also be decided at this time.

#### **1.2 Inactive, Co-op, and Probationary Dues**

Dues for Inactives, Co-ops, and members on Probationary status will be set by VP Finance and approved by the Executive Board before the first meeting of each quarter. The due date and quarterly installment amounts will also be decided at this time.

#### **1.3 Candidate Dues**

Candidate dues shall be decided by the Executive Board prior to the first Candidate meeting. 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, association pin, active badge, and class t-shirts.

### **Section 2: Due Date and Late Fine**

The due date for all dues shall be set by VP Finance by the first meeting of the school year. All dues must be paid by the designated date or be accompanied by a \$5 fine for every week past due. Once a sister's dues are outstanding for three weeks, the sister will default to Disciplinary Probationary Status. Accumulated late fines must be paid at the end of each quarter or Standards Board may take further disciplinary action.

### **Section 3: Dues by Installment**

The late fine can be overruled if a satisfactory prior arrangement has been agreed upon by the member and VP Finance. A sister unable to make one-time payments of the treasury shall sign a contract with the VP Finance, President, and Standards Board, agreeing upon a payment plan involving partial payments throughout the quarter or school year, whichever is applicable.

### **Section 4: Fines**

Each unexcused absence from a mandatory event will result in a fine (See Article VII, Sections 4.1 and 4.2) as decided upon by Standards Board and based on the following guidelines.

Satisfactory attendance shall be determined by the event coordinator and VP Administration.

Fines for mandatory events include the following, but are not limited to:

- i. Retreat: Unexcused absences will result in a fine of \$20.
- ii. Recruitment Functions: Unexcused absences will result in a fine of \$10 for each event missed.
- iii. Chapter Meetings: Unexcused absences will result in a fine of \$5 per meeting.
- iv. Philanthropy or Community Service: Unexcused absences will result in a fine of \$10.
- v. Executive Board meetings: Unexcused absences will result in a fine of \$10 for each missed meeting.
- vi. Standards Board meetings: Unexcused absences will result in a fine of \$10 for each missed meeting.
- vii. Induction and Initiation ceremonies: Unexcused absences will result in a fine of \$20 for each event missed.
- viii. Inappropriate behavior: Inappropriate behavior as defined in Article VII, Section 5, will result in a fine of \$10 per incident.

## **Article VII – Chapter Operation**

### **Section 1: Hiatus**

If the overall grade point average of the sorority comes within one-tenth (0.1) 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 cancelled 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 (0.1) of a point from the highest minimum.

### **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 situation, 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 discussion of said issue.
- iii. All active members who maintain good standing with the sorority may vote.
- iv. Votes shall be counted and results announced by the presiding officer at the end of the voting meeting.
- v. Voting is only valid when sixty percent (60%) of the Active Body casts a yes or no vote.
- vi. A winning majority shall consist of eighty-five percent (85%) of the voting body.
- vii. Voting must take place during a formal chapter meeting.

- viii. 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. ix. An active may abstain from voting and her vote will go to the majority.

### **Section 3: Officer Elections**

#### **3.1 Election and Appointment**

Officer nominations shall be submitted at least one meeting in advance of the election meeting. Each nominated person shall make a speech, no longer than three minutes, followed by a three-minute question-and-answer period. Other candidates are not to hear each other's speeches. 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**

Executive Board members must:

- i. Have a previous quarter grade point average of at least 2.0/4.0.
- ii. Maintain a 2.0/4.0 grade point average throughout her term. If an Executive Board member received a 2.0/4.0 grade point average while in office, she must step down from office, and Executive Board will appoint an interim officer to serve in her place for that quarter. If she does not raise her grade point average by the beginning of the next quarter, elections will be held within the first two weeks.
- iii. Attend UCSD as a full-time student throughout her term.

#### **3.3 Oath Procedure**

See Chapter Manual.

#### **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 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.

### **Section 4: Mandatory Functions and Points**

#### **4.1 Mandatory Functions**

All sisters are required to attend mandatory functions unless there is an Excused Absence signed by both the sister and VP Administration. The mandatory functions are:

- i. Recruitment
  - a. Recruitment workshops
  - b. Recruitment events
  - c. Bid Meeting
- ii. Ritual
  - a. Meetings such as Chapter meetings, Executive Board meetings, and Standards Board meetings
  - b. Induction
  - c. Initiation
  - d. Founders' Day

- d. Voting in elections
- e. Panel Reviews
- iii. Retreat iv. Responsibility
  - . Fundraisers, meeting the minimum requirement set by the Executive Board.
  - a. Philanthropy or Community Service, meeting the minimum requirement set by the National Bylaws and Policies.
    - 1. Phi Rho Your Boat
    - 2. Relay for Life: a minimum of 2 non-consecutive hours attendance is required.
  - b. Committee meetings.

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 President must be notified at least twenty-four (24) hours before the mandatory function, in writing, unless extenuating circumstances exist. The reason for absence must be included in the notification.

If more than one event will take place on the same night, one pass or excused absence will cover all events. The excuse of an absence is subject to the discretion of Standards Board. Standards Board 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. Participation in a wedding.
- iii. An exam or project on the same night as the event.
- iv. Class not offered at any time other than the time of the event.
- v. Help session not offered at any time other than the time of the event.
- vi. Illness. vii. Work-related or school-related interview during event.
- viii. Religious-related occasion during event

Work may be considered as an excused absence with the approval of Vice President of Administration.

For a reason not listed above, the member must meet with the Standards Board for discussion.

For each academic quarter, an active can claim one academic pass and one non-academic pass as an excuse for events.

## **Section 5: Appropriate Behavior**

### **5.1 Dress Code**

Business casual dress includes dress pants, skirts, and dresses. This excludes sneakers, flipflops, jeans, shorts, and any other articles of clothing normally thought to be conspicuous or in poor taste. Business casual dress is required to events such as Induction, Initiation, voting days, recruiting events, and any other formal social events. 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” may be worn by all members (including Candidates when accompanied by the words “\_\_\_\_\_ Candidate Class”).

### **5.2 Wearing Letter/Pin While Drinking**

Rings and lavalieres may be worn at all times; however the sorority pin (Active or Candidate), words with “Phi Sigma Rho,” and Greek letters **ΦΣΡ** may never be worn while drinking or participating in activities considered to be in poor taste.

### **5.3 Public Behavior**

All sisters are required to always uphold the vows of Phi Sigma Rho. At a sorority event, a concerned sister should 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.

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 our policies to the guest. Guests must sign a waiver before attending events and 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 sister 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 sister in question.

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

Loses Phi Rho Face.

Expresses blatant disrespect for a fellow sister.  
Expresses defamation, libel, slander.  
Displays questionable behavior.  
Conducts action or inaction that negatively affects the chapter.

### **5.6 Excessive Absences**

Any Active Member who, for any reason, misses more than 60% of a quarter's mandatory activities has the option of paying a fine determined by Standards Board or receiving an Active Strike.

## **Section 6: Alcohol and Drug Policy**

1. It is the responsibility of each member of the sorority to be aware of the state laws concerning alcohol and their consequences.
2. Each Active Member and Candidate is charged with the responsibility of keeping a concerned and watchful eye over her sisters at all sorority events.
  - a. No Active member shall provide alcohol or any illegal substances to an Candidate. There shall be no intent to partake in illicit alcohol sharing and consumption.
3. If any sister is proven by investigation to be in the possession of illegal drugs, she will be deactivated automatically; warning will not be issued, and probation will not be granted.
4. The chapter is responsible for conducting a mandatory education program concerning alcohol for both Active and Candidates each quarter.
5. No quantity of alcohol or illegal substances will ever be paid for with sorority funds.
6. No individual may possess alcohol or illegal substances on house grounds.
7. No theme parties will be based on an alcoholic beverage or becoming intoxicated.
8. At any official sorority sponsored event, alcohol may only be provided by a certified bartender.
9. 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.
10. Any organization with which the sorority is planning a function must first agree to comply with the sorority's alcohol policy.
11. At every social event where alcohol is being served, one for every five sisters (minimum two individuals) called Sober Sisters will be available to promote the safety of all members.
12. All Sober Sisters shall be chosen on a voluntary basis. If fewer sisters volunteer than the chapter feels are needed, names will be drawn from a list of sisters that have agreed to attend and have not served as a Sober Sister that quarter. No Active or Candidate should have to serve as a Sober Sister if she has done so previously in that same quarter, as long as there are any members that have not yet served.
13. In a sister's final year of the sorority, she will be exempt from Sober Sister duty at annual events.
14. All sisters 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.

15. All state and university laws must be followed in regards to alcohol and drug use must be followed at all sorority events.
16. Punishments for any violators of the above policies will be subject, but not limited to the following:
  - . Suspension from the next social event
  - a. Mandatory designation as Sober Sister for the following event.Further action may be taken by VP of Administration and Standards Board depending on the degree of severity.

## **Article VIII – 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 she has accumulated three strikes and wishes to appeal her 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 UCSD 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 UCSD and should expect to be physically 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 sister (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 at least four other Active Members (constituting a Jury). At least one of the petition co-signers must also be present at the panel review.

If the minimum of four impartial Members or one co-signer is not present on the scheduled day and time, the panel review must be rescheduled.

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. She is considered to have waived her right to defend her case. For the case of 1.1.i, the Director of New Member 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 she sees necessary and appropriate. At minimum, both Plaintiff and Defendant must be allowed to state their cases, and the jury of peers must be given an opportunity to question both parties. The VP of Administration is required to maintain impartiality to the best of her ability; in addition, she must turn administration of the review panel over to the President or an impartial member of Standards Board if she is 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.

A summary of the panel and the proposed course of action must be presented to and voted upon by the Active Body at the next chapter meeting. Voting should take place in the absence of the Plaintiff and Defendant, with the quorum adjusted accordingly. If the body rejects the presented plan, deliberation shall continue until the Active Body agrees upon a course of action.

If quorum is present at the panel review, the deliberation and voting process may take place during the panel review meeting.

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 the Active Body 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 her transgressions, possible within the given time frame, and reasonable to fulfill.

## **Section 2: Probation**

A sister may choose to apply for Academic Probationary Status if she is trying to raise her GPA. A sister may also be placed on Academic or Disciplinary Probationary Status by Standards Board, according to the guidelines set in Article IV, Section 1.7 and 1.8.

## **Section 3: Deactivation**

Deactivation may be recommended for a sister by the Standards Board or Executive Board if:

- i. She accumulates three strikes.
- ii. She violates the sorority, local, or federal drug and alcohol policies.
- iii. She is Inactive or on Academic Probationary Status for two or more consecutive quarters.
- iv. She is on Disciplinary Probationary Status for two or more quarters, cumulatively.
- v. No member of the Active Body is able to establish communication with her for a period greater than two consecutive months.

A deactivated sister:

- i. Is required to pay all accumulated fines and the current quarter's dues.
- ii. Must return her member manual and official sorority paraphernalia.
- iii. Must sign the following Release Oath, along with the chapter President and two active members as witnesses. By signing the deactivation form, the sister is cutting her ties to Phi Sigma Rho and its privileges; thereafter, for her to portray herself in any way as a member of the sorority is considered perjury.
- iv. A member who wishes to voluntarily terminate the membership shall sign the Release Oath in the presence of at least two active members or a notary.

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 Council must be notified of all member expulsions and voluntary terminations of membership.

## **Article IX – 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 Friendship Award**

This award is given to the sister 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 of all members of the sorority, excluding alumnae.

## **1.2 Scholarship Award**

This award is given to the sister who most exemplifies the meaning of scholarship. This award may go to the sister who has worked hard to bring her grades up, a sister who has helped others with their studies, or any other similar reason. The recipient of this award will be determined by a vote of all members of the sorority, excluding alumnae.

## **1.3 Encouragement Award**

This award is given to the sister who has helped keep the overall morale of the sorority high. The recipient of this award will be determined by a vote of all members of the sorority, excluding alumnae.

## **1.4 Pearl Award**

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

## **1.5 Sister of the Year Award**

The Sister of the Year Award will be given to the sister who has proven to be a woman of Phi Sigma Rho's principles: friendship, scholarship, and encouragement. The recipient of this award will be determined by a vote of all members of the sorority, excluding alumnae.

# **Article X – Amendments**

## **Section 1: Amendments**

The Chapter Bylaws may be amended by an eighty-five percent (85%) vote at any meeting of the sorority where quorum is met. There shall be an annual review of the bylaws by the Executive Board to assess their continued relevance and inclusiveness.

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.

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

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

1. V.1.3.xiii- removed requirement to assist with Social Media
2. V.1.6.vii- added requirement to assist with Social Media

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

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