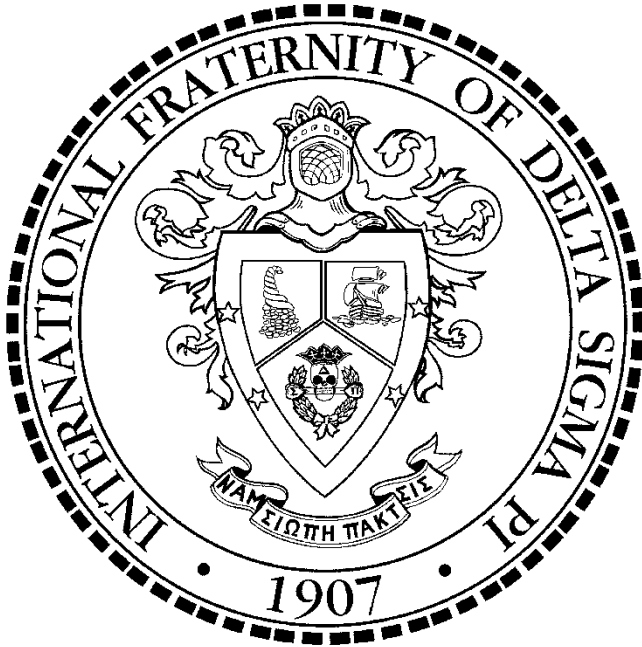


DELTA SIGMA PI



CHAPTER CONSTITUTION

**CHAPTER CONSTITUTION FOR THE INTERNATIONAL FRATERNITY
OF DELTA SIGMA PI**

DELTA SIGMA PI
Mu Psi Chapter

AT

IOWA STATE UNIVERSITY

CHAPTER CONSTITUTION

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PREAMBLE

Delta Sigma Pi is a Professional Fraternity organized to foster the study of business in universities; to encourage scholarship, social activity, and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

Section 1. Statement of Compliance - Delta Sigma Pi abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Delta Sigma Pi agrees to annually complete President's and Treasurer's Training.

Section 2. Iowa State University required nondiscrimination statement - Iowa State University and Delta Sigma Pi do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.

ARTICLE I-Name

Section 1. Name - This organization shall be officially known and designated as Delta Sigma Pi at Iowa State University.

Section 2. Variations in Name – (From National Bylaws, Article I, Section 2) No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Delta Sigma Pi and Deltasig.

ARTICLE II-Organization and Government

Section 1. In General - The laws of this organization shall consist of the Bylaws and Policies of the International Fraternity of Delta Sigma Pi, the interim edicts of the National Board of Directors; the resolutions of the Grand Chapter Congress; such additional regulations as may be enacted by the Grand Chapter or the National Board of Directors; the Chapter Bylaws; and Federal, State, and Local laws.

Section 2. Bylaws - This organization may pass rules and regulations for local government from time to time, not inconsistent with the laws of this Fraternity. They shall be presented to the Delta Sigma Pi Central Office annually by November 15 for review and approval. All proposed amendments should be submitted to the Delta Sigma Pi Executive Director in advance for review and approval and do not become effective until so approved.

Section 3. Affiliation - This organization shall consist of all members affiliated with the chapter, who are in good standing and who are attending Iowa State University Ivy College of Business.

Section 4. Executive Committee - The Executive Committee of this organization shall consist of the President, Senior Vice President, Vice President-Pledge Education, Junior Vice President-Pledge Education, Vice President-Professional Activities, Vice President-Alumni Relations, Vice President-Chapter Operations, Vice President-Finance, Vice President-Scholarship and Awards, Vice President-Community Service, Chancellor, Secretary, Historian, Webmaster, Corporate Sponsorship and Fundraising Committee, Social Committee and Chapter Advisor (without a vote for an indefinite length).

ARTICLE III-Membership, Election, and Initiation

Section 1. Membership Classifications - The members of the Delta Sigma Pi shall consist of three classes: honorary, collegiate and alumni (faculty considered alumni).

Section 2. Qualifications - Only those students matriculating in a qualified program in the Ivy College of Business; of good moral character; who comply with the Laws of this Fraternity shall be eligible to election in this Fraternity as a member, providing they are not members of any other fraternity in direct competition with this Fraternity. Prospective and current members must have a cumulative grade point ration (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment

and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six credit hours (half-time credits) must have been taken for the semester under consideration.

Section 3. Membership in Other Fraternities and Sororities – (From National Bylaws, Article XII, Section 3) Membership in this Fraternity shall not be granted to any individual who is a member of any local, national or international professional commerce and business administration fraternity or sorority in competition with this Fraternity as shall be determined by the Board of Directors. No member of this Fraternity may become a member of any other professional commerce and business administration fraternity or sorority, and should a member become so, he or she shall upon this action be automatically expelled from this Fraternity without regard to any due process of jurisprudence defined in the Laws of this Fraternity. Other professional fraternities and sororities embracing such branches of collegiate learning as architecture, chemistry, dentistry, education, engineering, journalism, law, medicine, and pharmacy, or honorary scholarship fraternities or sororities embracing any branch of collegiate learning, or general fraternities or sororities, shall not be held to be in direct competition with this Fraternity. Conflicting national organizations include Alpha Kappa Psi, Phi Gamma Nu and Phi Chi Theta.

Section 4. Definition of Collegiate Members - (From National Bylaws, Article XII, Section 7) Collegiate Members shall be duly initiated students matriculating in a qualified program where the chapter is located and students who have been regularly initiated by another chapter, who are in good standing, who have regularly affiliated with the chapter and are matriculating in a qualified program where the chapter is located. Any member who ceases to matriculate in a qualified program where the chapter is located and is matriculating in a non-qualified program may retain collegiate status at the member's option. Any member in good standing who transfers to any school at which a chapter of this Fraternity is situated, and who is matriculating in a qualified program where the chapter is located may affiliate with such chapter.

Section 5. Definition of Alumni Members – (From National Bylaws, Article XII, Section 8) Alumni Members shall be those who were members in good standing of a Collegiate Chapter, who have graduated from, or who have ceased to matriculate in a qualified program in the university.

Section 6. Definition of Faculty Members – (From National Bylaws, Article XII, Section 9) The dean, associate dean or their equivalent and those members of faculties instructing courses or conducting research in a qualified program may be initiated by a Collegiate Chapter upon having been duly elected by the chapter and receiving a majority approval of the Board of Directors. Faculty Members cannot hold office in Collegiate Chapters, other than that of Chapter Advisor, cannot vote, and cannot be charged Collegiate Chapter dues. Immediately after initiation Faculty Members assume the status of Alumni Member. No Faculty Member shall be denied the right and privilege of being nominated for, elected or appointed as a Grand Officer or District Director, provided such Faculty Member otherwise conforms to the eligibility requirements as provided for by the Laws of this Fraternity.

Section 7. Definition of Honorary Members - (From National Bylaws, Article XII, Section 10) Honorary Members shall be those who have been duly elected by the Board of Directors or a chapter and approved by the Board of Directors, but who, at the time of initiation, are not students or members of the faculty in the university where a chapter is situated. Only those individuals who, in the opinion of the Board of Directors, have made a significant contribution to business, government, education or the Fraternity and whose professional or personal achievements warrant the bestowing upon them of honorary membership in Delta Sigma Pi may be initiated as Honorary Members.

Section 8. Election of Pledges - (From National Bylaws, Article XII, Section 11) Except as provided hereinafter, no person shall be initiated into this Fraternity except through a Collegiate Chapter and by a secret vote of the members of said chapter, in good standing, constituting a quorum present at a regularly called meeting as may be defined by the Bylaws of the chapter and the Laws of this Fraternity. All elections to pledgeship in this Fraternity shall be by secret ballot. To ensure against mistake, should twenty percent (20%) of the members present and voting, or five (5), whichever is greater, negative votes appear in the ballot box on the name of a prospective pledge, a second ballot shall be immediately taken. If twenty per cent (20%) of the members present and voting, or five (5), whichever is greater, negative votes appear in the ballot box on the second ballot, the prospective pledge shall be considered rejected. Before any ballot is cast, the ballot box, if used, shall be shown to the President, the Senior Vice President, and the Vice President-Chapter Operations, who shall severally vouch for the emptiness of the same. All qualified members

of the chapter present shall vote. Failure to vote shall be construed as a favorable vote for the candidate. After all such members have voted, the ballot shall be declared closed, the same inspected, and the votes counted by the President, Senior Vice President and the Vice President-Chapter Operations. The declaration of these officers announcing the vote favorable or unfavorable to election shall be final. Should the name of the same prospective pledge be proposed and rejected a third time, the same prospective pledge shall never be proposed again in that chapter. The votes concerning prospective pledges described herein must be held before the individuals in question are formally accepted as pledges. Should the prospective pledge receive a favorable election, but be unable to accept pledgship, an election must be held in any subsequent academic term in which the prospective pledge's name is proposed again.

Section 9. Pledging - (From National Bylaws, Article III, Section 9) Each prospective member shall be pledged according to the pledging ceremony of this Fraternity. Pledging this Fraternity is not a guarantee of membership. Following the pledging ceremony a probationary period of not less than 30 days and no more than 10 weeks shall follow. During this time the pledge shall be under the supervision and direction of the Vice President-Pledge Education. The pledge shall perform such duties and enjoy such rights as may be prescribed in the Pledge Education Program for Delta Sigma Pi.

Section 10. Voting on Pledges - (From National Bylaws, Article XII, Section 12) A majority vote of chapter members in good standing, present and voting at a regular or special chapter meeting, held at least three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program. A four-fifths (4/5) vote of chapter members in good standing, present and voting at a regular or special chapter meeting, held less than three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program.

Section 11. Inactive Status - (From National Bylaws, Article XII, Section 17) A collegiate brother in good standing may request inactive status in times of extreme circumstances. Requests for inactive status shall be submitted to the Executive Committee of the chapter for consideration. The Executive Committee shall then present its recommendation to the chapter for consideration. A four-fifths (4/5) vote of the chapter members in good standing present and voting shall be required to approve the request for inactive status. Should the chapter approve the request for inactive status, that decision shall then be submitted to the Regional Vice President and Provincial Vice President for approval and, if approved, the minutes of the chapter meeting shall be submitted to the Central Office. A member granted inactive status shall assume active status at the beginning of the next succeeding academic term. Should the circumstances extend beyond one academic term the member shall submit a request for inactive status in each academic term for consideration. While on inactive status a member shall not be responsible for paying national dues or fulfilling the requirements of an active brother. No penalty shall be assessed the member or the collegiate chapter. Should the Central Office receive notification of the granting of inactive status after the chapter has been assessed dues for the academic term, a credit will be issued to the chapter by the Central Office for any current financial obligation of the inactive member during that academic term.

Section 12. Resignation --- (From National Bylaws, Article XII, Section 18.) Although membership in this Fraternity is for life, members may submit an application to the office of the Executive Director for voluntary withdrawal. Such application does not automatically mean termination of membership. The Board of Directors shall establish guidelines for acceptable terms of resignation.

ARTICLE IV-Finances

Section 1. Chapter Dues - Chapter membership dues shall be assessed on a per person basis at no less than the national dues. These dues are \$150.00 for the first semester and \$140.00 for each following semester. These dues shall be paid at the beginning of each term.

Section 2. Initiation Fee - The initiation fee to be paid by each collegiate member of this organization shall be no less than the national fee, the badge lease fee and the fee for the *Manual for Pledge Education*. This organization shall initiate no pledge until he or she has paid the entire initiation fee in full. It will consist of the national initiation fee, badge lease fee, the fee for the *Manual for Pledge Education*, and any local initiation fee. These current fees are \$150.00, with \$70 going to nationals, \$50.00 for badge lease fee, \$30.00 to the Iowa State chapter

Section 3. Faculty Initiation Fee - An initiation fee for each faculty initiate is set by the National Fraternity. Each faculty initiate shall also be required to lease an official badge at the time of initiation. The initiation fee and the cost of the badge may be paid completely by the chapter or by the initiate or may be shared between the two parties.

Section 4. Honorary Initiation Fee – An initiation fee (\$30.00) set by the National Fraternity is to be paid by the chapter for all honorary members initiated at installation or anytime thereafter. The chapter shall also lease an official badge for each honorary initiate. No fees are to be collected from the initiate.

Section 5. Financial Good Standing - Any financial obligations in arrears for more than 60 days will cause a member not to be in good standing and subject to removal from office and restriction of voting privilege.

Section 6. Fiscal Year - The fiscal year of this organization shall commence on the first day of July and expire on the thirtieth day of June to comply with the fiscal year of the International Fraternity of Delta Sigma Pi, Inc.

Section 7. Checking Account - This organization shall maintain a checking account in the name of the chapter through Iowa State University. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Chapter Advisor to this organization must approve each expenditure electronically before payment.

Section 8. Insurance – The organization shall maintain a comprehensive liability insurance policy as secured by the Delta Sigma Pi Executive Director. The chapter will pay the premium as invoiced annually by the Delta Sigma Pi Central Office.

ARTICLE V-Meetings

Section 1. Meetings - Regular scheduled meetings of this organization shall be held weekly at a time determined by the members each school term. In the absence of the President, the next highest-ranking officer present may call the business meeting to order. The Chancellor then conducts all meetings according to Basic Parliamentary Procedures of *Robert's Rules of Order*.

Section 2. Special Meetings - The President or the Chapter Executive Committee may call special meetings by giving three days notice to all collegiate members.

Section 3. Quorum – 1/3 of the collegiate members in good standing shall constitute a quorum for any stated or special meeting of this organization.

Section 4. Agenda - The order of business at all stated or special meetings shall be as follows:

- Opening Ritual
- Roll Call
- Approval of minutes of previous meeting
- Officer Reports
- Committee Reports
- Old Business
- New Business
- DeltaSig of the Week
- Remarks for the good of the chapter
- Adjournment
- Closing Ritual

Section 5. Parliamentary Procedure - Except as otherwise provided for in these Bylaws, all meetings shall be conducted according to *Robert's Rules of Order*.

ARTICLE VI-Officer Elections and Officer Duties

Section 1. Elected Officers – (From National Policies, Section D, Policy 2) The elected and required officers of this organization shall be the President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, Vice President-Alumni Relations, Vice President-Fundraising and Sponsorships, Vice President-Marketing, Chapter Webmaster, Brotherhood Chair, and Graphic Design Chair, Senior Guide, Junior Guide, Chapter Advisor (without a vote) and others that the chapter may add. The President may appoint such other officers or committee chairpersons as shall be deemed necessary.

Section 2. Qualifications for Office—(From National Policies, Section D, Policy 3) In order to be nominated, elected or appointed to office (with the exception of the Chapter Advisor) a brother must be a current member of the chapter (or has transferred to, and is affiliating with the chapter) and be in good standing. Any officer that is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any Fraternity liability, is automatically disqualified for chapter office.

Section 3. Term of Office - All elected officers shall hold office for a period of one semester and/or until their successors are elected and qualified. All appointive officers shall hold office for a period of one semester except that they may be removed at any time at the direction of the President or Executive Committee. Names and addresses of all officers must be reported to the Central Office within seven days of their election or appointment.

Section 4. Notification of Elections - All collegiate members in good standing shall be notified of the date, time, and place for holding the election of officers, at least 10 days prior to the date of election occurring no later than two weeks prior to prep week.

Section 5. Officer Elections - The election of officers of this organization and the order of succession in case of temporary vacancy shall be held each academic semester no later than two weeks prior to Prep Week in the following order: President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, Vice President-Alumni Relations, Vice President-Fundraising and Sponsorships, Vice President-Marketing, Chapter Webmaster, Brotherhood Chair, Graphic Design Chair, Senior Guide, Junior Guide, and Chapter Advisor (without a vote).

Section 6. Voting In the election of chapter officers, the member receiving a majority of the total votes cast for the office in question shall be declared elected.

Section 7. Impeachment of Elected Chapter Officers—(From National Policies, Section B, Policy 4) If one-fourth (1/4) of the members of the chapter Executive Committee feel that an elected officer should be removed from office, they must submit a motion to the chapter in writing and it must include all charges against the officer. If at least 51% of the members in good standing, present and voting, approve the motion, the chapter will determine a date for the recall proceedings. Such recall proceedings must be held no sooner than seven days from the date of the impeachment motion and no more than 21 days from the date of the motion. Proper notice of such proceedings must be given to members of the chapter. The president appoints a member to perform the duties of the office until the outcome of the recall is determined.

Examples for Impeachment:

Misuse of Organizational funds or property

Failure to Perform Required Duties

Behavior that harms the organization's reputation or members, including harassment

Rights of the Accused Officer:

The accused officer **has the right to be notified** of all charges in writing and must be given the opportunity to **speak in their own defense** before any final vote is taken. The officer **may be present during the discussion of the charges**, except during the final deliberation and vote, which may be held in closed session to preserve impartiality.

A **two-thirds (2/3) majority vote** of the full voting membership is required for removal from office. Upon removal, the position will be declared vacant and filled according to the organization's succession or special election procedures.

Section 8. Recall of Elected Chapter Officers—(From National Policies, Section B, Policy 5) The chapter members must vote on the recall of an elected officer after proper notice is given. A two-thirds (2/3) vote of the members in good standing, present and voting is required to recall an elected chapter officer.

Section 9. Vacancies—(From National Policies, Section B, Policy 6) If a vacancy occurs in any elected chapter office for any reason, the chapter must hold a special election for the vacated office. Prior to holding the special election, it may be necessary for the president to appoint another member to temporarily assume the duties of the vacated office. If the vacated office is the president, then the senior vice president assumes the responsibilities of the president until the special election.

Section 10. Duties of the President—(From National Policies, Section D, Policy 9) The president has the following duties and powers:

- To act as the chief executive officer of the chapter.
- To call special meetings in accordance with the chapter bylaws.
- To see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
- To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- To appoint such committees provided for in the chapter bylaws.
- To appoint such officers provided for by Delta Sigma Pi's Bylaws, Policies and Procedures.
- To countersign all chapter checks.
- To ensure that the chapter Executive Committee develops and maintains a strategic plan, in coordination with the vice president-chapter operations. Such plan, including updates, must be submitted to the Central Office semi-annually.
- To serve as delegate to the Provincial Council unless unable to attend.
- Attend and actively participate in Presidents' Academy unless having the most urgent reason to not be present. If unable to attend, chapter president will find one substitute from the chapter's executive committee to attend and actively participate based on the nationally recognized line of succession beginning with senior vice president. The nationally recognized line of succession following senior vice president is as follows: vice president-pledge education; vice president-finance; vice president-chapter operations; chancellor; vice president-professional activities; vice president-community service; vice president-scholarship and awards; vice president-alumni relations.
- To have any other duties and powers assigned by the chapter.
- To oversee all organizational efforts related to risk management, including safety, compliance, and risk reduction. This includes identifying and minimizing potential risks associated with chapter activities, recommending appropriate policies and procedures, ensuring required documentation is submitted to Iowa State University, and ensuring completion and maintenance of all required waivers, background checks, and compliance materials.

Section 11. Duties of the Senior Vice President- (From National Policies, Section D, Policy 10) The senior vice president has the following duties and powers:

- To assist the chapter president and temporarily assume the president's duties in his/her absence.
- To oversee the recruiting activities and the pledging ceremony of the chapter.
- To ensure the chapter seeks out candidates for Honorary and Faculty membership.
- To have any other duties and powers assigned by the chapter.

Section 12. Duties of the Vice President-Pledge Education—(From National Policies, Section D, Policy 11) The vice president-pledge education has the following duties and powers:

- To oversee the preparation of pledges for examination and initiation.
- To ensure the entire planned pledge program for each academic term is submitted to the Central Office in a timely fashion or by any established deadlines.
- To ensure the names and personal information of each proposed initiate, including faculty and honorary initiates, are reported to the Central Office, using the officially designated membership forms and procedures, within seven days of the pledging ceremony.
- To coordinate with the vice president-finance to ensure the Initiation report is completed and returned, with related initiation fees, to the Central Office within fourteen days of initiation.

To have any other duties and powers assigned by the chapter.

Section 13. Duties of the Vice President-Finance— (From National Policies, Section D, Policy 12) The vice president-finance has the following duties and powers:

To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the chapter.

To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the chapter.

To oversee the keeping of an accurate account of the receipts and expenditures of the chapter in a standardized accounting system which must be open at all reasonable times for inspection and examination.

To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.

To ensure the Central Office is notified if a member of the collegiate chapter is or is not in good standing upon graduation or withdrawal from the chapter in accordance with such procedures as may be prescribed by the Executive Director.

To ensure that badges are ordered and paid for 21 days before each initiation.

To ensure that all financial obligations affiliated with initiations are submitted to the Central Office within seven days following each initiation.

To ensure that member dues are paid to the Central Office within 30 days of the first day of classes in each academic term.

To ensure all chapter disbursements are authorized by two different executive officers in which 1) neither officer is the vice president-finance; and 2) the disbursement is not payable to one of the approvers. Before approving a disbursement, the two officers should ensure that the disbursement is properly approved (chapter previously approved transaction or was already included in the approved budget) and receipts/invoices have been obtained and filed with the vice president-finance.

To ensure that payment to the Central Office for invoices covering chapter liability insurance, regalia use and the Grand Chapter Congress travel fund are promptly submitted.

To ensure an independent accounting review of the chapter's finances for the prior fiscal year is completed annually by June 1. The reviewer may be a CPA, a member of the school's accounting faculty, or similar professional.

To have any other duties and powers assigned by the chapter.

Section 14. Duties of the Vice President-Chapter Operations—(From National Policies, Section D, Policy 13)

The vice president-chapter operations has the following duties and powers:

To oversee the maintenance of all Chapter Management Program (CMP) records.

To oversee the reporting of CMP credit earned by the chapter to the Central Office.

To ensure the chapter is informed of its CMP standing and attention is called to areas in which the chapter needs improvement in areas measured by the CMP.

To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.

To ensure all official communications are read into the minutes of the chapter.

To ensure correspondence with the Central Office and national officers is promptly handled.

To ensure the names and addresses of all nationally required officers are reported to the Central Office within seven days of their election or appointment.

To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.

To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.

To coordinate strategic planning sessions with the chapter president.

To have any other duties and powers assigned by the chapter.

Section 15. Duties of the Chancellor—The chancellor is the chief judicial officer of the chapter and has the following duties and powers:

To preside over the meetings of the chapter.

To oversee the individual discipline process, including serving as the chair of the Chapter Standards Committee, ensuring all members of the Chapter Standards Committee have been trained in accordance with Fraternity standards and reporting hearing results to the chapter.

- To preside at all hearing conducted by a hearing panel.
- To ensure that any violations of the Bylaws of this Fraternity within the chapter are reported to the Central Office. The chancellor has no penal rights whatsoever.
- To cast a deciding vote in the case of a tie, providing the chancellor has not already voted on the motion (such as in hearings or election of pledges).
- To serve as Ritual Chair, unless the chancellor and president agree to delegate this duty to another brother.
- To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- To ensure that chapter bylaws and policy and procedures are updated and submitted to the Central Office as specified in the Chapter Management Program.
- To have any other duties and powers assigned by the chapter.

Section 16. Duties of the Vice President-Professional Activities- (From National Policies, Section D, Policy 15)

The vice president-professional activities has the following duties and powers:

- To oversee the development and implementation of the chapter's professional program.
- To ensure that the chapter is educated on risk management issues.
- To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.
- To coordinate chapter professional activities with the Provincial Professional Development Committee.
- To chair the chapter's Professional Development Committee, should the chapter choose to have such committee.
- To have any other duties and powers assigned by the chapter.

Section 17. Duties of the Vice President-Community Service—(From National Policies, Section D, Policy 16)

The vice president-community service has the following duties and powers:

- Development and implementation of a community service program for the chapter.
- Ensure that the chapter is educated on the importance of being involved in the campus community and the surrounding area. (town, city or county)
- Promote participation in any national or provincial community service project/ programs and encourage attendance.
- Coordinate community service activities with the Provincial Community Service Committee.
- Serve as Chairman of the Community Service Committee (if the chapter has one).
- Talk to provincial and national committee members as resources for community service information.
- To have any other duties and powers assigned by the chapter.

Section 18. Duties of the Vice President-Scholarship and Awards—(From National Policies, Section D, Policy 17)

The vice president-scholarship and awards has the following duties and powers:

- To ensure the chapter is informed about all opportunities for individual and chapter fraternal recognition.
- To coordinate and oversee the chapter's award application process, including nomination of a Collegian of the Year candidate.
- To serve as the contact person for the provincial and national Scholastic Development and Awards Committees.
- To develop programs to foster and recognize members' academic achievement.
- To educate members about university and Fraternity scholarship and academic development opportunities.
- To oversee the administration of any chapter scholarships.
- To promote to the university and local community any recognition received by members and/or the chapter.
- To have any other duties and powers assigned by the chapter.

Section 19. Duties of the Vice President- Alumni Relations—(From National Policies, Section D, Policy 18)

The vice president-alumni relations has the following duties and powers:

- To ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area.
- To ensure the members of the chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.

To ensure the activities of the chapter are communicated to the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.

To ensure timely information about the chapter and its members is provided to the editor of The DELTASIG.

To oversee the orchestration of Founders' Day, Alumni Day and Homecoming activities.

To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.

To ensure the chapter actively seeks lost alumni and reports "found" information to the Central Office.

To oversee the acquisition, organization and maintenance of chapter historical information.

To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

To have any other duties and powers assigned by the chapter.

Section 20. Duties of the Vice President- Fundraising and Sponsorships

The Vice President-Fundraising and Sponsorships has the following duties and powers:

To coordinate and oversee all chapter fundraising efforts and sponsorship initiatives.

To lead the development and execution of the chapter's Corporate Sponsor Program, including identifying, approaching, and securing new corporate sponsors.

To maintain consistent and professional communication with current sponsors, ensuring strong, long-lasting relationships and proper sponsor recognition.

To manage sponsor benefits and obligations, ensuring sponsors receive agreed-upon deliverables such as event access, promotional visibility, or branding opportunities.

To organize and execute fundraising events in collaboration with chapter members and other executive officers.

To maintain relationships with past fundraising partners and explore opportunities for renewed engagement.

To work closely with the Vice President of Finance to assess financial needs, report recently acquired funds, and manage fundraising revenue.

To lead the Fundraising and Sponsorship Committee in identifying new opportunities, delegating tasks, and following through on viable leads.

To ensure all fundraising and sponsorship activities align with the values and regulations of the Fraternity and the university.

To have any other duties and powers assigned by the chapter.

Section 21. Duties of the Vice President- Marketing

The Vice President-Marketing has the following duties and powers:

To manage and maintain all official chapter social media platforms, including but not limited to Instagram, TikTok and LinkedIn.

To create and schedule engaging content that promotes chapter events, achievements, and member highlights in alignment with the Fraternity's image and values.

To chair the Public Relations Committee and oversee its efforts in supporting chapter promotion, visibility, and branding.

To document chapter events through photos and media, and ensure timely updates to the chapter's shared photo drive.

To take or coordinate professional-quality photos of chapter members and events when necessary.

To create digital or print marketing materials as needed to promote chapter initiatives, recruitment, and fundraising efforts.

To recognize member birthdays and other milestones across chapter communication channels.

To assist in maintaining and organizing digital records of the chapter charter, bylaws, and other required documentation.

To collaborate with other Executive Board members to ensure consistent and effective communication of chapter messaging and branding.

To have any other duties and powers assigned by the chapter.

Section 22. Duties of the Chapter Webmaster

The Chapter Webmaster has the following duties and powers:

- To maintain and regularly update the official chapter website to ensure accuracy, relevance, and consistency with Fraternity branding.
- To post timely updates regarding executive board members, chapter news, upcoming events, and other important information.
- To ensure the website reflects a positive, professional, and welcoming public image of the chapter.
- To work with the Vice President of Marketing to ensure cohesive branding and messaging across all digital platforms.
- To troubleshoot website issues and implement improvements to enhance user experience and accessibility.
- To manage access and administrative permissions for the website, ensuring security and continuity.
- To archive outdated materials and maintain a clean, organized site structure.
- To have any other duties and powers assigned by the chapter.

Section 23. Duties of the Brotherhood Chair

The Brotherhood Chair has the following duties and powers:

- To foster strong interpersonal relationships within the chapter by organizing inclusive and engaging social events throughout the semester.
- To plan, schedule, and coordinate social event locations, dates, and times, and ensure timely communication of event details to all chapter members.
- To serve as Chairman of the Social Committee and collaborate with the Social Committee to develop and execute additional social activities that enhance member connection and morale.
- To actively seek feedback from chapter members regarding desired events and continuously adapt programming to reflect the interests of the brotherhood.
- To take attendance at chapter social events and maintain records for chapter engagement and participation.
- To organize and lead the planning of the senior ceremony in recognition of graduating members.
- To promote a welcoming and supportive environment through intentional programming and outreach.
- To have any other duties and powers assigned by the chapter.

Section 24. Duties of the Graphic Design Chair

The Graphic Design Chair has the following duties and powers:

- To create digital promotional materials for chapter events, initiatives, and campaigns in coordination with the Vice President of Marketing
- To design and coordinate chapter merchandise in partnership with vendors certified through Delta Sigma Pi, ensuring quality and compliance.
- To organize and facilitate the chapter-wide voting process for official apparel designs.
- To establish and enforce clear deadlines for design submissions, orders, and production timelines to ensure timely delivery.
- To contribute visual design support to Executive Board members and committees as needed for chapter projects or initiatives.
- To maintain a consistent visual identity for the chapter that aligns with Fraternity branding and values.
- To assist in updating and organizing digital assets, including logos, templates, and promotional graphics.
- To have any other duties and powers assigned by the chapter.

Section 25. Duties of the Senior Guide

The Senior Guide has the following duties and powers:

- To participate in all chapter rituals, including meetings, initiations, and special events, as requested by the Executive Board.
- To collaborate with the Junior Guide to ensure proper execution of ritual ceremonies and uphold Fraternity traditions.
- To maintain and promote chapter standards regarding member knowledge of Fraternity values, history, and ritual procedures.
- To enforce dress code expectations for ritual, including ensuring members wear badges as required.
- To monitor entry into ritual spaces and challenge members to confirm eligibility and understanding of ritual expectations.
- To serve as a role model in upholding the dignity, seriousness, and respect associated with Fraternity ritual.
- To have any other duties and powers assigned by the chapter.

Section 26. Duties of the Junior Guide

The Junior Guide has the following duties and powers:

- To participate in all chapter rituals, including meetings, initiations, and special events, as requested by the Executive Board.
- To collaborate with the Senior Guide to ensure proper execution of ritual ceremonies and uphold Fraternity traditions.
- To maintain and promote chapter standards regarding member knowledge of Fraternity values, history, and ritual procedures.
- To enforce dress code expectations for ritual, including ensuring members wear badges as required.
- To monitor entry into ritual spaces and challenge members to confirm eligibility and understanding of ritual expectations.
- To serve as a role model in upholding the dignity, seriousness, and respect associated with Fraternity ritual.
- To have any other duties and powers assigned by the chapter.

Section 27. Qualifications and Duties of the Chapter Advisor—(From National Policies, Section D, Policy 19)

One individual, elected by the chapter, and reported to the Central Office, will serve as the recognized Chapter Advisor. The Chapter Advisor must be a faculty member of the Fraternity or member of the school's faculty or administration. Chapter Advisors who are not members of the Fraternity may not participate in ritual portions of Fraternity activities. The Chapter Advisor has the following duties:

- To serve as the official advisor recognized by the National Fraternity.
- To serve in an advisory capacity to the members of the chapter.
- To serve as a liaison to the school for the chapter and National Fraternity.
- To assist chapter officers in the development of their plans and duties.

Section 28. Provincial Council Delegate – (From National Bylaws, Article X, Section 6) The President of a Collegiate Chapter shall serve as that Chapter's Delegate on the Provincial Council. If, for any reason, the President is unable to attend a Provincial Council Meeting, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a Collegiate Member, in good standing, of that Chapter. The Chapter Vice President-Chapter Operations shall notify the Provincial Vice President of the election of an alternate Delegate within forty-eight (48) hours after the election.

Section 30. The officers of this organization must meet the following requirements:

Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

ARTICLE VII: Committees and Their Duties

Section 1. - Executive Committee

The Executive Committee establishes chapter policy, the chapter's long-range and operating plans and serves as the research and advisory committee for the chapter. At a minimum, the executive committee consists of the following chapter of officers (in order of election): President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, Vice President-Alumni Relations, Vice President-Fundraising and Sponsorships, Vice President-Marketing, Chapter Webmaster, Brotherhood Chair, and

Graphic Design Chair. The executive committee may include the Chapter Advisor serving without a vote. The President is the chairman of the executive committee.

Section 2. Chapter Standards Committee - The Chapter Standards committee has the following duties and power.
Chancellor is the chair of this committee
At any time may not have less than the Chancellor and three (3) additional initiated collegiate members trained per Fraternity guideline.
Committee must be established at all times.

Section 3. Finance Committee - The finance committee has the following duties and power.
Vice President-Finance is the chair of this committee
To create an annual budget for the chapter
Strategically align finances as approved by the chapter
To have any other duties and powers assigned by the chapter
Submits any and all finance forms through the HUB

Section 4. Fundraising and Corporate Sponsorship Committee - The fundraising and corporate sponsorship committee has the following duties and power.
Vice President-Fundraising and Sponsorships is the chair of this committee
To contact local businesses about sponsorship
To keep records of all donations and information
To plan all fundraising events
To oversee all fundraising events
To have any other duties and powers assigned by the chapter
Submits any and all forms through the HUB

Section 5. Public Relations Committee - The public relations committee has the following duties and power.
Vice President-Marketing is the chair of this committee
To establish a communication plan between chapter members and the general public
Utilizes chapter social media accounts in an ethical and professional manner.
To have any other duties and powers assigned by the chapter
Reports to President or Senior Vice President for any and all form submissions

Section 6. Social Committee - The social committee has the following duties and powers
Brotherhood Chair is the chair of this committee
To plan all social events
To have any other duties and powers assigned by the chapter
Reports to President or Senior Vice President for any and all form submissions

Section 7. Recruitment Committee - The recruitment committee has the following duties and powers
Senior Vice President is the chair of this committee
To coordinate interviews with all potential new members
To reserve space for the interviews to be conducted
To have any recruitment duties and activities assigned by the chapter
Submits any and all forms through the HUB

ARTICLE VIII–Individual Discipline

Any member of this Fraternity may be disciplined in accordance with the National Bylaws of the International Fraternity of Delta Sigma Pi. (For trial procedures, refer to the Bylaws, Article XIII, the Individual Discipline Policy, and any other published information on this matter as established by the Board of Directors of the International Fraternity of Delta Sigma Pi.)

ARTICLE IX-Publication and Publicity

Section 1. Newsletter - The newsletter of this organization shall be known as Mu Psi Daily and shall be issued at least twice during each academic year. Copies of this newsletter shall be distributed electronically and/or mailed to the Central Office, the Regional Vice President, District Director, and to all members of this organization.

Section 2. Publicity - All publicity pertaining to this organization and to its members, appearing in campus or community publications shall be clipped and kept in an appropriate scrapbook.

ARTICLE X—Fraternal Occasions to Observe

This organization shall hold appropriate ceremonies on November 7 of each year or as near thereto as possible, to commemorate the founding of the International Fraternity of Delta Sigma Pi; on March 23 or as near thereto as possible, to celebrate the founding of this organization; and on April 25 of each year, or as near thereto as possible, to celebrate National Alumni Day.

ARTICLE XI-Amendments

These Bylaws may be repealed, modified, altered, or amended, or new Bylaws may be adopted at any regular or special meeting of this organization, provided that due notice—sent electronically or by mail—of the proposed changes has been delivered to all collegiate members of this organization at least ten (10) days prior to the meeting. A two-thirds (2/3) vote of the chapter members in good standing who are present and voting shall be required to adopt any amendment to these Bylaws. All proposed amendments must be submitted in advance to the Executive Director for review and approval, and **no amendment becomes effective until such approval is granted**. No amendments may be made to sections of these Bylaws that reference the National Bylaws or the Policy and Procedures Manual. Chapters wishing to amend any Bylaws or Policies at the national level must contact the Executive Director to discuss the procedure for submitting such proposals to the Board of Directors and/or the Grand Chapter Congress.

Following ratification and approval, the chapter must submit the updated and amended Bylaws document to Student Engagement within ten (10) days to ensure timely institutional recordkeeping.

ARTICLE XII-Advisor Information

The Chapter Advisor may continue for as long as they wish to serve. As an elected officer, a Chapter Advisor is subject to the removal and replacement procedures described in Article VI, Section 7-9 of this Constitution. All new and current Chapter Advisors must meet the requirements described in Article III, Section 6 and Article VI, Section 20 of this Constitution.

In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.

Notification of these changes must be communicated at the next full organizational meeting.