` 

Phi Sigma Pi National Honor Fraternity Zeta Phi Chapter Bylaws

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# Purpose:

The Zeta Phi Chapter Bylaws of the Zeta Phi Chapter of Phi Sigma Pi National Honor Fraternity shall contain governing policies specific to the Zeta Phi Chapter and shall be adhered to in conjunction with other required policies, as stated by the National Constitution, Iowa State University Policies, State and Federal Laws, and local ordinances and regulations.

# Article I: Zeta Phi

The name of this organization shall be the Zeta Phi Chapter of Phi Sigma Pi National Honor Fraternity, hereafter referred to as the Zeta Phi Chapter. The Zeta Phi Chapter shall be located at Iowa State University in Ames, Iowa. The Zeta Phi Chapter is a non-profit student organization. The Zeta Phi Chapter is a chartered member of Phi Sigma Pi National Honor Fraternity.

# Article II: Purpose

In carrying out the purpose of Phi Sigma Pi, the Zeta Phi Chapter shall strive to personify and encourage three ideals: the acquisition and dissemination of knowledge through scholarship, the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and the fostering of non-discriminatory, fraternal fellowship within Phi Sigma Pi’s ranks. Zeta Phi Chapter shall constantly endeavor to make these ideals dynamic in the lives of its members.

# Article III: Membership

## Section 1: Academic Eligibility

Membership in the Zeta Phi Chapter will be open to undergraduate students of Iowa State University who have completed a minimum of one academic term of college work and have achieved at least a 3.00 cumulative grade point average, and be found to be of excellent character. All new Collegiate Members of the Zeta Phi Chapter must meet the initiation requirements of the Zeta Phi Chapter.

## Section 2: Non-Discrimination Policy

Membership into Phi Sigma Pi through the Zeta Phi Chapter is open to the qualified members of the Iowa State University community.

Iowa State University and Zeta Phi Chapter, Phi Sigma Pi National Honor Fraternity 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, gender identity, or status as a U.S Veteran. In addition, the Zeta Phi Chapter of Phi Sigma Pi National Honor Fraternity does not discriminate on the basis of political affiliation.

## Section 3: Maintenance of Eligibility

To remain a Collegiate Member in good standing, the member shall:

1. Attend all regularly scheduled Chapter meetings per academic term. Two excused absences are permitted; however, notification for excused absence must be given to the recording Secretary, in writing, at least twenty-four hours before the missed meeting. Collegiate members may not miss two meetings in a row.
2. In case of an emergency, official notification must be made within 48 hours.
3. Serve on at least one permanent committee per academic term and attend all regularly scheduled committee meetings per academic term. Three excused absences are permitted; however, notification for excused absences must be given to the chairperson, through email, twenty-four hours before missed meeting. Collegiate members may not miss two meetings in a row.
4. Attend at least two Chapter service events, two Chapter social events, two scholarship events, and two Chapter fund raising events during each academic term. Attend two Recruitment events and the Pinning and the Formal Induction Ceremonies during each academic term.
5. Pay all National dues, National fees, Local dues, and any outstanding balances by the third regularly scheduled Chapter meeting of the academic term.
6. Maintain a cumulative grade point average of at least a 3.00. Failure to do so for two consecutive academic terms is grounds for expulsion by a formal vote of the Active Collegiate Members of the Chapter.
7. Must have a signed “Expectations of Members” document on file with the Zeta Phi Chapter.

## Section 4: Inactivity

1. A Collegiate Member may request National Inactivity for the academic term, provided that the Collegiate Member is eligible for National Inactivity as defined by the National Constitution. The member must enter the request in writing and must be approved by the Executive Board. Nationally Inactive Collegiate Members shall be exempt from paying national dues and shall not be subject to attendance requirements of the Collegiate Chapter**.**
2. A Collegiate Member may request Local Inactivity for the academic term. The member must enter the request in writing for reasons such as, excessive academic schedule, family emergency, or other situations beyond the Members’ control. The granting of Local Inactivity by the Executive Board shall waive the member’s requirements as outlined in Article III, Section 4. The Member shall be exempt from local dues, but must still pay National Dues. If Locally Inactive, the Collegiate Member also relinquishes the right to vote on all Chapter issues. A Collegiate Member shall not be granted Local Inactivity two academic terms in a row.

## Section 5: Resignation

Any Member not currently delinquent in the remittance of any dues, fees or fines may resign from the Zeta Phi Chapter of Phi Sigma Pi. To resign, the Collegiate Member must submit a request to either their Collegiate Chapter or the National Council. All other Members must submit a request to the National Council.

1. If submitting by way of the Collegiate Chapter, the Member must be a current Collegiate Member of the Chapter and shall tender their letter to any Chapter Officer. The letter must be presented to the Chapter during the next business meeting by any Chapter Officer or the resigning Member. Upon presentation of the letter to the Chapter, the membership of the Member seeking to resign shall be terminated. Former Members who have resigned via their Chapter are not eligible for re-instatement into Phi Sigma Pi without at least a two-thirds (2/3) vote of approval from the Active Members of the Collegiate Chapter.
2. If submitting by way of the National Council, the Member shall submit their letter via the National Staff. Upon review of the letter by the National Council, the Membership of the Member seeking to resign shall be terminated. Former Members who have resigned via the National Council are not eligible for re-instatement into Phi Sigma Pi without at least a two- thirds (2/3) vote of the National Council.

# Article IV: Officers and the Executive Board:

## Section 1: Required Officers of Zeta Phi Chapter

The officers (or Executive Board members) of the Zeta Phi Chapter are the President, Vice President, Secretary, Treasurer, Recruitment Adviser, Initiate Adviser, Historian and Parliamentarian. These members comprise the Executive Board.

## Section 2: Officer Requirements

All Executive Board members shall possess at least the minimum requirements of a Collegiate Member and may not be under disciplinary action from the Iowa State University or Phi Sigma Pi nationally or locally. Candidates for President should have been a Collegiate Member for at least one academic term.

Additionally, as required by Iowa State University:

1. 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.
2. 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.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
4. The President shall also assume the role and responsibilities of Risk Management officer. The role of the risk management officer:
	1. Help minimize potential risks for club activities,
	2. Recommend risk management policies or procedures to Zeta Phi Chapter, Phi Sigma Pi National Honor Fraternity,
	3. To submit documentation to ISU’s Risk Management Office
	4. To ensure that Iowa State University policies are followed at all of the organization’s events, and
	5. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
	6. To update, edit, and maintain the Risk Management Policy

## Section 3: Election of Executive Board Members

1. A simple majority of the Collegiate Members present at a regular meeting shall be required to elect Executive Board members.
2. Election of Executive Board members shall be held at a regularly scheduled meeting with nomination having been taken from the floor at the previous Chapter meeting. If an office fails to garner nomination of a Collegiate Member, then nominations for that office may be taken at the regularly scheduled meeting in which elections are being held.
3. The election of all Executive Board members be done using private ballot voting.
4. Executive Board members shall be elected no later than the fourth to the last meeting before the end of the spring academic term to insure officer transition.
5. Executive Board members shall be elected and installed each academic year to serve for the ensuing term of office. The term of office shall be one (1) year, from May 1 to April 30. The old officer must facilitate an officer transition program that is 4 weeks in duration.
6. Each Officer shall relinquish possession of the materials for the office to the newly elected Officer before the end of the semester or quarter in which elections were held unless current Officers’ duties are not yet fulfilled.

## Section 4: Election of Additional Officers

Additional officers may be elected at the discretion of the Chapter and shall be considered members of the Executive Board.

## Section 5: Voting

All Executive Board members shall have one vote during Executive Board meetings.

## Section 6: Adherence to Duties of Officers

All Executive Board members shall adhere to the duties as listed in the National Constitution, in addition to the duties listed in Section 8, below.

## Section 7: End-of-academic Term Reports

All Executive Board shall submit an end-of-academic term report (Form 110) to the Secretary by a date predetermined by the Secretary.

## Section 8: Officer Duties

Additional duties of each officer are as follows:

### President:

The President shall:

1. Preside at all meetings of the Chapter;
2. Have removal power of all non-elected positions in the Chapter subject to the approval of the Executive Board;
3. Be recognized as the official representative of the Chapter;
4. Serve as the chairperson of the Executive Board;
5. Be responsible for advising the Secretary on all correspondence, in accordance with the Chapter;
6. Call special meetings of the Chapter;
7. Prepare the agenda in consultation with the Executive Board;
8. Be responsible for informing the Chapter about the national activities of Phi Sigma Pi;
9. Serve as the Risk Management Advisor for the Chapter;
10. Assist and oversee the officer transition at the end of each Executive Board member’s term;
11. Assume or delegate the responsibilities and roles of vacant Executive Board and committee positions until the vacant position can be filled.
12. Guide, support, suggest, and clarify bills; however, not create nor modify them.
13. Complete President’s Training annually, if required.
14. Serve no less than one (1) office hour(s) per week.

### Vice President:

The Vice President shall:

1. Be responsible for all duties of the President in the President's absence;
2. Act as coordinator and serve as an Ex-Officio Member of the Chapter's Standing Committees, excluding the Executive Board;
3. Accept all official responsibilities and obligations deemed necessary by the President;
4. Appoint all non-elected positions in the Chapter with the approval of the Executive Board;
5. Solicit reports from all the committees/committee chairs;
6. Collect reports from all Chapter Standing Committees.
7. Serve no less than one (1) office hour(s) per week.
8. Be responsible for the duties of the Recording Secretary in the Recording Secretary’s Absence.

### Secretary:

The Secretary shall:

1. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter and enter such minutes in a permanent record;
2. Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the Membership of the Chapter;
3. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
4. Preserve, supply, and submit all National and Chapter Forms, documents, records, the National Constitution, Chapter Bylaws, The Ritual, other documents, and supplies;
5. Submit to the National Office the most up to date Chapter Bylaws with the Form 110 every semester or quarter;
6. Be responsible for the attendance records of the Chapter;
7. Maintain for the Chapter the approved Fraternity Roll Book requiring the signatures of all Members at the time of the Member's Induction. All Members shall be numbered sequentially in the Chapter Roll;
8. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation;
9. If necessary, choose, with the approval of the Executive Board and a majority vote of the Active Members present at a regular meeting, an Assistant Secretary to aid in performing the duties of the office;
10. Preside over the meetings of the Chapter in the absence of the President and the Vice President.
11. Serve no less than one (1) office hour(s) per week.

### Treasurer:

 The Treasurer shall:

1. Report at the Chapter meetings the financial status of the Chapter accounts, including, but not limited to, delinquent Dues;
2. Remit appropriate moneys to the National Office by the specified due date;
3. Propose, in conjunction with the Finance Committee (Fund-Raising Committee), the budget for the next fiscal year;
4. Receive and record all moneys of the Chapter and provide for the moneys' security;
5. Adhere to the budget approved by the Executive Board and the Membership of the Chapter;
6. Pay all debts and expenses;
7. Maintain a record of receipts and expenditures, and balance the accounts;
8. Serve as an Ex-Officio Member of the Fundraising Committee and all other general Chapter purpose monetary generating committees;
9. Provide explanations to questions posed by the Financial Review Board (Group conducting the Chapter's Annual Financial Review) for the completion of the Financial Review Board's report;
10. Preside over the meeting of the Chapter in the absence of the President, Vice President, and Secretary;
11. Complete Treasurer’s training, annually, if required.
12. Serve no less than one (1) office hour(s) per week.

### Recruitment Adviser:

The Recruitment Adviser shall:

1. Plan and devise the Chapter recruitment with the assistance of the recruitment committee;
2. Be responsible for maintaining and upholding the integrity of the recruitment committee of the Chapter in relation to the National Constitution, the rules of the sheltering institution, and any rules established by the Chapter with the assistance of the recruitment committee;
3. Be responsible for, with the assistance of the recruitment committee the planning and implementation of the recruitment program as approved by the members of the Chapter;
4. Report recruitment activities and send a complete and detailed description of the recruitment program to the national headquarters by the specified due dates;
5. Serve as the co-chairperson of the Recruitment/Initiation Committee;
6. Preside over the Chapter meeting in the absence of the aforementioned Executive Board members;
7. Serve no less than one (1) office hour(s) per week.

### Initiate Adviser:

The Initiate Adviser shall:

1. Be responsible for reviewing and updating the Initiation Program of the Chapter;
2. Be responsible for maintaining and upholding the integrity of the Initiation Program of the Chapter in relation to the rules of the sheltering institution, and any rules established by the Chapter;
3. Be responsible for the planning and implementation of the Initiation Program approved by the Members of the Chapter at the meeting prior to the first meet night held by the Chapter;
4. Report Initiation Activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
5. Be responsible for ensuring that all newly inducted members be taught the fraternal grip and word;
6. Serve as the co-chairperson of the Recruitment/Initiation Committee.
7. Serve no less than one (1) office hour(s) per week.

### Historian:

The Historian shall:

1. Keep, collect, and preserve an accurate history of the Chapter;
2. Be responsible for placing news items concerning the Chapter in local and collegiate publications;
3. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion.
4. Serve no less than one (1) office hour(s) per week.

### Parliamentarian:

The Parliamentarian shall:

1. Maintain order at all official Chapter meetings and events.
2. Be responsible for maintaining and upholding Robert’s Rules of Order.
3. Review the Chapter Bylaws and submit proposed changes to the Chapter for their approval.
4. Review the Chapter Operating Manual and submit proposed changes to the Chapter for their approval.
5. Preside over the Chapter meeting in the absence of the aforementioned Executive Board members.
6. Be responsible for the duties of the Recording Secretary in the Recording Secretary’s and Vice President’s absence.
7. Serve no less than one (1) office hour(s) per week.

## Section 9: Vacancies

1. Vacancies in the Executive Board shall be filled by nomination and election (as prescribed by these bylaws) by the Chapter no later than the second regular Chapter meeting after the vacancy occur
2. The officer-elect shall be installed after election and shall serve out the remainder of the predecessor’s term of office.

## Section 10: Removal of Officers

Officers or advisers may be removed from office by 1⁄2 vote of the other officers and 3⁄4 of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

# Article V: Chapter Advisor(s)

The Chapter Advisor(s) of the Zeta Phi Chapter shall be elected by the members of the Zeta Phi Chapter following a nomination by a Chapter member in a manner approved by the Iowa State University. To effectively counsel the Chapter and the Members, the advisor must:

1. Be a full-time faculty or staff of the Iowa State University,
2. Make a reasonable attempt to ensure that all business conducted by the Zeta Phi Chapter meets the Iowa State University policies
3. Complete Advisor Training annually, if required.

# At least one of the sheltering institution’s staff shall be designated the official Chapter Adviser. The advisor(s) shall serve while he or she is at Iowa State University, or impeached.

# Article VI: Alumni Advisor(s):

## Section 1: Duties of Alumni Advisor(s)

The duties of the Alumni Advisor(s) are to give the Chapter key insight on different topics through work experience or personal connections

## Section 2: Election of Alumni Advisor(s)

The Alumni Advisor(s) of the Zeta Phi Chapter shall be elected by the members of the Zeta Phi Chapter following a nomination by a Chapter member in a manner approved by the Iowa State University. To effectively counsel the Chapter and the Members, the advisor must:

1. Be an alumnus of Phi Sigma Pi either as a recent graduate, or older alumnus from either the Zeta Phi Chapter or other Chapters
2. Make a reasonable attempt to ensure that all business conducted by the Zeta Phi Chapter meets the Iowa State University policies.
3. Must be impartial and put the interests of Zeta Phi First when asked of for help.

# At least one of Phi Sigma Pi’s alumnus shall be designated the official Alumni Adviser. The advisor(s) shall serve while he or she is capable, or impeached.

# Article VII: Chapter Standing Committees

Chapter Standing Committees (hereafter referred to as “committees”) exist each academic year. The Vice President shall have the authority to form special (ad-hoc) committees with the approval of the Executive Board when the need arises.

## Section 1: Chairperson Responsibilities

1. The chairperson of each committee will serve as a voting member on the Executive Council, which will help to advise the Executive Board on each committee’s activities.
2. The Vice President shall have the authority to appoint committee chairpersons in the event a position becomes available during non-election periods.
3. The chairperson of each committee shall submit an end-of-academic term report (Form 110) to the Corresponding Secretary by a date predetermined by the Corresponding Secretary.

## Section 2: Standing Committees

1. Fundraising Committee: Plans all revenue marking projects for the Chapter. Must hold four (4) fundraising events per semester.
2. Alumni and Inter-Chapter Relations Committee: Will maintain contact between current members of the Zeta Phi Chapter and other members and Alumni of Phi Sigma Pi National Honor Fraternity.
3. Tripod Committee: The combination of Social, Service, and Scholarship committees into one committee. The Tripod Committee Chair will appoint the sub-committee chairs.
4. Service Sub-Committee: Plans projects for the Chapter members to become involved with service to the university and surrounding communities, and coordinates activities with the Chapter philanthropy.
5. Social Sub-Committee: Plans social, recreational and intramural events.
6. Scholarship Sub-Committee: Creates Chapter awards for deserving members plans educations and cultural events for the Chapter provides speakers for the Chapter on topics concerning students and maintains a program to ensure each member is upholding the high academic standards of Phi Sigma Pi.
7. Recruitment/Initiation Committee: Plans and implements the initiation program as approved by the Chapter, promotes and instills in the initiates the ideals of Phi Sigma Pi, ensures that all initiation activities are in accordance with the National Constitution.
8. Members of the committee are responsible for managing and posting the social media websites for the Chapter. Members will manage no more than one social media website.

# Article VIII: Dues and Finances

## Section 1: Financial Disbursements

A. To ensure financial security, written consent between the President and the Treasurer must be established on any fraternity financial disbursement. Only dual-signature payment instruments shall be used to draw funds against the financial accounts of the Zeta Phi Chapter.

B. For financial disbursements over $100, a Chapter vote, recorded in the minutes, is required, along with the requirements as defined in VII.1.A.

## Section 2: Line of Credit, Credit Cards, and Debit Card Restrictions

The Chapter may not possess a line of credit, a credit card, or debit card in the name of the Zeta Phi Chapter and/or “Phi Sigma Pi National Honor Fraternity.”

## Section 3: Chapter Dues

In addition to the National Dues of Phi Sigma Pi, the Zeta Phi Chapter shall levy additional Chapter Dues, in accordance with Chapter needs. Each member shall pay these specified dues, as determined by the Zeta Phi Chapter, to the Treasurer no later than the third regularly scheduled meeting.

1. Semester dues for the Zeta Phi Chapter of Phi Sigma Pi National Honor Fraternity shall be $33 per semester.
2. Initiates, in addition to their national and induction dues, shall pay $13. The $13 shall normalize in following term for all inducted Brothers.
3. A change of Chapter dues shall only occur with an amendment to the Chapter Bylaws.

## Section 4: Account Balance Thresholds

To ensure that a viable fund shall be on hand at all times to provide for any emergency allocations which may occur, the Chapter shall recognize two account balance thresholds, as follows:

1. If the treasury falls below the minimum balance, or if the treasurer decides to do so, it shall be sealed. Thus, expenditures from the treasury shall be limited until the treasurer determines that the treasury may be unsealed. If any withdrawal of funds is requested from the sealed treasury, a motion shall be made and passed by a two-thirds vote of the Active Members in good standing of the Collegiate Chapter before any money is released from the treasury. Outstanding balances and National Dues owed to the National Office and other debts owed to third parties shall not be subject to this action.
2. A minimum balance of fifty dollars, or what the financial institution at which the Zeta Phi Chapter’s accounts are held requires, whichever is greater, shall be established for the treasury.

## Section 5: Fiscal year of the Zeta Phi Chapter

The Zeta Phi Chapter’s fiscal year begins July 1 and ends the following June 30. The financial policies of the Zeta Phi Chapter shall be governed by a budget adopted at the beginning of each academic term.

## Section 6: Management of Chapter Monies

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 Adviser to this organization must approve and sign each expenditure before payment.

## Section 7: Maximum Dues

Dues shall not exceed $300.00

# Article IX: Meetings

## Section 1: Meeting Logistics

The Chapter shall regularly meet once a week at a time and place to be determined by the Chapter. The President at the last meeting of the present academic term shall call the date of the first scheduled meeting of the following academic term.

## Section 2: Quorum

Quorum shall consist of a simple majority of the Collegiate Members in good standing.

## Section 3: Meeting Procedures

The following rules shall be followed for conducting regular meetings: the National Constitution, the National Operating Policies, the Zeta Phi Chapter Bylaws and Robert’s Rules of Order, Newly Revised.

## Section 4: Voting Procedures

 The Zeta Phi Chapter’s voting procedures shall follow Robert’s Rules of Order, Newly Revised.

# Article X: Rules and Regulations

## Section 1: Statement of Law

The Zeta Phi Chapter shall follow federal and state laws and abide by the rules of the Iowa State University.

## Section 2: Zeta Phi Governing Documents

 The Zeta Phi Chapter shall follow the rules/regulations as provided in the National Constitution, the National Operating Policy, the National Risk Management Policy, and other governing documents provided by the National Office.

Section 3: Chapter Items

All official Chapter-related items be stored at the space given by the Student Activities Center. If there is a reasonable fear that fraternity secrets are at risk, then all appropriate material be removed.

# Article XI: Disciplinary Actions of the Chapter

## Section 1: Membership Delinquencies

All reports, fees, and outstanding balances called for by the National Office or the Executive Board of the Zeta Phi Chapter shall be forwarded promptly to the respective party by the due date. The Executive Board shall contact a delinquent Collegiate Member as soon as possible regarding any reports, fees, and outstanding balances by the appropriate due date. Failure to submit reports, fees, or outstanding balances by the appropriate due date shall subject the Collegiate Member to a fine to be determined by the Executive Board. Further disciplinary action may be taken if deemed necessary by the Executive Board. Multiple or recurring offenses may subject the Collegiate Member to further disciplinary action under the provisions of Section 3 below.

## Section 2: Payment of Dues

Any member that has not paid dues by the deadline prescribed without consulting the Chapter Treasurer for alternate financial arrangements or payment plans shall automatically be brought up for expulsion at the next Chapter meeting under the provisions of Section 4 below.

## Section 3: Probation

1. A Collegiate Member may be placed on Probation by a majority vote of the Executive Board for any violations under Article III; Section 4. Terms and length of probation shall be left to the discretion of the Executive Board.
2. A Collegiate Member may be placed on Probation for willful misconduct, breach of the Chapter Bylaws or National Constitution, or conduct unbecoming of a Member of Phi Sigma Pi by a two-thirds vote of the Active Members in good standing of the Collegiate Chapter. Terms and length of probation shall be left to the discretion of the Chapter.
3. Collegiate Members on probation relinquish their right to vote in Chapter Meetings, may not be assigned an Initiate in the Initiation Program, and may not hold an Executive Board or committee chair position. Collegiate members that currently hold an Executive Board or committee chair position when placed on probation shall serve out the remainder of his or her term, but may not be appointed or elected to an Executive Board or committee chair position at the end of the term.
4. A Collegiate Member who has been placed on probation or suspended may be reinstated at any subsequent meeting by at least a two-thirds vote of the Active Members in good standing of the Collegiate Chapter, after the terms of any disciplinary action have been completed.

## Section 4: Impeachment

A.The Chapter may consider Impeachment of officer(s) and/or advisor(s). Impeachable offenses include but are not limited to

* + - 1. Not fulfilling officer duties as prescribed by the bylaws
			2. Misrepresenting the fraternity and/or Iowa State University in accordance with Zeta Phi Chapter, Phi Sigma Pi National Honor Fraternity bylaws.

B. It is the right of the impeached officer(s) or advisor(s) to be present and shall of a right to speak, limited to two five-minute speaking privileges.

C. Impeachment of an officer(s) or advisor(s) requires a 2/3 vote of present Brothers. A secret ballot vote may occur if so moved and approved by a 2/3 vote of present Brothers.

## Section 5: Hearing Procedures for Motions calling for Impeachment, Suspension, or Expulsion

1. A motion calling for impeachment, suspension or expulsion, of a Member shall be accepted from an Active Collegiate Member for failure to meet probationary requirements, gross willful misconduct, non-payment of National Dues, breach of the Chapter Bylaws or National Constitution, or conduct unbecoming of a Member of Phi Sigma Pi. This motion must be accepted by a two-thirds vote of the Active Members in good standing of the Collegiate Chapter before any action can be taken.
2. The Executive Board shall notify the accused member and the official Chapter Adviser if there is to be a hearing to impeach, suspend, or expel a Member of Phi Sigma Pi. The notice shall be sent by certified and return receipt mail. The notice shall advise the accused Member of the time and place of the hearing.
3. A trial board shall be convened to investigate the validity of the motion for impeachment, suspension or expulsion. The trial board shall consist of eight Active Members in good standing and one Executive Board member, all of who shall be chosen at random (not including the accused or the accuser). For further information regarding trial boards, see Robert’s Rules of Order, Newly Revised.
4. The trial board shall meet within two weeks of convening. The trial board shall investigate the charges and make a recommendation to the Chapter within two regular meetings. In order for the trial board to reach an objective decision, both the accused and the accuser shall be granted equal time to present positions in relation to the case.

E. After the trial board makes its recommendation, it shall take a two- thirds vote of the of the Active Members in good standing of the Collegiate Chapter to impeach, suspend or expel the accused. If the accused is impeached, immediate resignation from the office shall be required.

# Article XII: Operations Manual

The official Operations Manual of Zeta Phi Chapter shall be titled the “Chapter Operating Manual”. The purpose of this document is to include ideas that are more flexible and subject to the beliefs of the Chapter in the short term.

# Article XIII: Risk Management Policy

The official Risk Management Policy of the Zeta Phi Chapter shall be titled the “Zeta Phi Chapter Risk Management Policy”. The purpose of this document is to establish the process for the management of risks faced by the Zeta Phi Chapter.

# Article XII: Constitution

## Section 1: Adoption

These bylaws shall become effective upon approval by the membership of the Zeta Phi Chapter of Phi Sigma Pi Honor Fraternity and by the Iowa State University, if such approval is required in order to remain in good standing with the sheltering institution.

## Section 2: Amendments

These bylaws may be amended at any regular or special Chapter meeting by a two-thirds vote of the Collegiate Members, provided the amendment was submitted in writing to the entire Chapter at the previous regular meeting. Only in cases of pressing concern or if it is the end of the semester may second read be waved and amendments be passed the same week. A two-thirds vote of the entire Chapter Membership is required to initiate this action.

The Updated by-laws including any new amendments shall be submitted to the Iowa State University upon approval by the Collegiate Members, if such submission is required in order to remain in good standing with the sheltering institution.

## Section 3: Dissolution

In the event of dissolution of the Zeta Phi Chapter of Phi Sigma Pi National Honor Fraternity, the Chapter’s assets and finances shall be disbursed in accordance with the National Constitution.