



**BYLAWS OF THE IOWA STATE COLONY OF
PHI KAPPA SIGMA
IOWA STATE UNIVERSITY
(LAST UPDATED 01/18/23)**

Article I: Organization

Section A. Name and Address

This Colony, being founded on the 29th day of September, 2022, will hereon be known as “Iowa State Colony of Phi Kappa Sigma International Fraternity,” and will be located at Iowa State University.

Section B. Priority and Ratification

The by-laws of the Iowa State Colony of Phi Kappa Sigma are established in accordance with and supplement the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*. In the event of a conflict between the aforementioned documents, the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity* shall prevail. The by-laws prescribed herein shall supersede all previous by-laws of the Iowa State Colony of Phi Kappa Sigma in effect and, upon approval of these by-laws, all preceding bylaws of the Iowa State Colony of Phi Kappa Sigma will be null and void.

The Iowa State Colony of Phi Kappa Sigma abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Iowa State Colony of Phi Kappa Sigma agrees to annually complete President’s and Treasurer’s Training.

Iowa State University and Iowa State Colony of Phi Kappa Sigma 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, unless otherwise noted in Title IX.

Section C. Purpose

Phi Kappa Sigma is a men’s college fraternity. Its goals are many, but all center on the promotion of academic and extracurricular excellence, friendship and fellowship, loyalty, leadership, and service. The objective of this organization is to excel in all phases of fraternity and student activities at Iowa State University. To fulfill this objective, the development of scholarship, leadership, community service, social graces, and cultural awareness are encouraged and stressed. It is each Member’s duty to work diligently toward these objectives so that few may equal, and none excel the ideal virtue of a true Phi Kappa Sigma.

Article II: Membership

Section A. Eligibility for Membership

Membership in Phi Kappa Sigma Fraternity is open to any full-time male student currently enrolled at Iowa State University.

Section B. Members in Good Standing

All initiated Members of the Phi Kappa Sigma Fraternity shall be Members in good standing except:

1. Any Member who has been expelled.

2. Any Member who owes any sum of money to Phi Kappa Sigma or any undergraduate chapter more than thirty (30) days past due.
3. Any Member who is considered not in good standing under any provision of the *Constitution, ByLaws and Rules of the Phi Kappa Sigma Fraternity* and Enactments of the Grand Chapter of Phi Kappa Sigma.
4. Any Member who has charges pending against him,
5. Any Initiate who is considered not in good standing under any provisions of the by-laws or other Enactments of the Iowa State Colony of Phi Kappa Sigma.
6. Any member whose GPA drops below a 2.5.

Only Members in good standing shall be entitled to attend Grand Chapters, Leadership Conferences and social events (as defined in the Code of Conduct) conducted in the name of Phi Kappa Sigma or the Iowa State Colony. Every Initiate in good standing shall enjoy perpetual membership in this Fraternity, including the continuing right to attend meetings of the Iowa State Colony of Phi Kappa Sigma by which he was initiated and speak and vote on all questions, except that alumni shall not be eligible to vote on the election of candidates for initiation or pledging, the suspension or expulsion of an undergraduate member, the election of officers, and assessments applicable to undergraduate members.

Section C. Qualification for and Classes of Membership

1. New Member
 - a. Any male upon the request and a favorable ballot of at least two thirds (2/3) of the Brothers of the bidding panel or the Chapter present, shall be extended an invitation to pledge, and will be considered a New Member upon acceptance of said invitation and after having been conducted through the Pledging Ceremony by the Iowa State Colony of Phi Kappa Sigma.
2. The bidding panel shall consist of at least two Executive Committee members, one of which is the Alpha and at least five Brothers in good standing appointed by the Executive Committee with the majority approval of the Chapter present.
3. The Chapter may release any Pledge after a vote is taken as prescribed by the Ritual of Phi Kappa Sigma.

2. Initiate

- a. Every New Member shall be considered eligible for lifetime membership in Phi Kappa Sigma upon completion of the following requirements:
 - i. Have a cumulative grade point average of at least 2.5 (out of possible 4.0), except in very special circumstances where a Pledge Member has a verifiable learning disability that would put him at an academic disadvantage, whereby a three-quarters vote of the Brothers present shall reduce the minimum cumulative grade point average requirement to that of Iowa State University.

- ii. Fulfill his financial obligations, including, but not limited to, payment of the initiation fee; iii.
 Pass a final examination of Phi Kappa Sigma history, operations, officer duties and services; iv.
 Must not be “Not in Good Standing” as defined herein; and
 - v. Be formally initiated into the Phi Kappa Sigma Fraternity.
3. Alumnus – Any Initiate who has left Iowa State University, or has received a bachelor’s degree, and/or transferred to another institution and has not elected to affiliate with the Phi Kappa Sigma chapter on that campus, if one should exist.
 4. Member – A general name referring to all classes of membership.

Section D. Grounds for Removing Undergraduate Members

Brothers and New Members may be suspended or expelled by the Iowa State Colony of Phi Kappa Sigma for:

1. Failure to maintain standards of moral conduct as established by the Phi Kappa Sigma Fraternity at Iowa State University;
2. Failure to comply with the provisions of the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*;
3. Engaging in contemptuous and/or contumacious behavior or violating the Code of Conduct 4. Failure to maintain standards of scholarship, as described in these By-Laws; or
5. As otherwise set forth herein.
6. Failure to adhere to Iowa State University Rules, IFC (if applicable), local and state laws.

Section E. Procedures for Membership Removal

- 1) Undergraduate Brother/Alumnus
 - a) Procedures for removing Brothers are contained in the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*.
- 2) New Member
 - a) A New Member can be removed at any time by simple majority vote of the Brothers present in favor of the removal, provided a quorum of at least three-fourths (75%) of the undergraduate Brothers of the Chapter in good standing are present.
- 3) Any Brother or New Member who is removed from membership shall return their Skull Session and their pledge pin to the chapter

Section F. Resignations

1. An undergraduate Brother can resign from his membership in accordance with the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity* by submitting a written notice of explanation briefly noting reasons for resignation.
2. A Pledge may only be released from his pledge in accordance with the Ritual of Phi Kappa Sigma.
3. Any Brother or Pledge who resigns shall forfeit all monies paid to the Phi Kappa Sigma Fraternity or the Iowa State Colony of Phi Kappa Sigma.
4. Any Brother or Pledge who resigns shall return their Skull Session and their pin to the chapter

Article III: Officers

Section A. Eligibility

1. To be eligible to be elected to an office described in this Article III, the Brother must be in good standing and have a cumulative grade point average of at least 2.5 (out of a possible 4.0). He shall agree to attend all meetings connected to his office and any other Phi Kappa Sigma function when possible. If valid reasoning for absence is not produced for at least three (3) meetings in which they are subject to be present, he may have to appear before the Judicial Committee due to the negligence of the duties as is required for his position. He must anticipate remaining enrolled at Iowa State University for the entire term of the office which he seeks.
2. To be eligible for election to an Executive Committee position, a Brother must have achieved at least one (1) Certificate of Ritual Proficiency. To be eligible for election as Alpha or Iota, a Brother must have achieved at least a Certificate of Ritual Proficiency for the Initiatory of Phi Kappa Sigma.

Section B. Executive Committee

The Chapter's Executive Committee shall be comprised of the Alpha, Beta, Tau, Sigma, Iota, and Pi along as is in accordance with the Phi Kappa Sigma national organization. The Chapter may elect to supplement the Executive Committee with an assistant to the aforementioned positions as the Chapter may deem necessary.

Section C. Executive Committee Meetings

The Executive Committee shall meet weekly during the school year at regularly scheduled times, at least one (1) hour in advance of all regularly scheduled Chapter meetings. Additional meetings of the Executive Committee may be held at other times, so long as the Chapter is informed of the meeting at least twenty-four (24) hours in advance.

Special meetings of the Executive Committee may be called when deemed necessary provided that such special meetings are posted in advance or an attempt is made to contact each official member of the Executive Committee. Notice of special meetings need not be posted to the Chapter.

The Alpha shall preside over all Executive Committee meetings. In the event of the temporary absence of the Alpha, the following officers shall preside in hierarchical order: Beta, Iota.

Section D. Executive Committee Positions

- **Alpha** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Alpha shall be the chief executive officer of the Chapter and as such shall be conversant with all the duties and responsibilities of all other officers of the Chapter, both elective and appointive. While he shall not usurp the duties of the remaining officers as outlined hereinafter, it is his responsibility to have personal knowledge of the status of reports, correspondence, and functions of all other

Chapter officers. The Alpha shall be the presiding officer of the Chapter and shall preside over all regular and special meetings.

- **Beta** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Beta shall succeed to the office of Alpha when the Alpha is absent from the Chapter. He shall be the chief disciplinary

officer of the Chapter and shall oversee all Chapter discipline. He shall preserve order and compel attendance at meetings and shall be empowered to impose pecuniary fines or other discipline to achieve this objective. The Beta shall be charged with maintaining, updating, and enforcing these By-Laws, and shall ensure that all Members receive a copy of them. He shall also conduct a review and issue a report of these By-Laws at least once per year. Additionally, the Beta shall oversee the committee system as well as updates from Chairmen once a week.

- **Iota** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Iota shall oversee and coordinate all aspects of the Chapter's New Member Development Program. The Iota shall also serve as custodian of the Chapter's Ritual equipment, and he shall be tasked with its maintenance and repair. He shall further serve as Chapter Parliamentarian and ensure that the Chapter's archives are sufficiently maintained. He shall actively promote and coordinate Ritual Proficiency testing.

- **Sigma** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Sigma shall maintain a complete record of the minutes of the Chapter and in all other respects act as its secretary. He shall record, file and communicate to the Chapter all correspondence received in the first Chapter meeting held after its receipt.

- **Tau** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Tau shall act as the custodian of the Chapter's funds and shall be responsible for overseeing all aspects of the Chapter's financial health. He shall be responsible for the collection of dues and other accounts

receivable and for the payment of all Chapter debts and other accounts payable which the Chapter incurs. He shall develop and maintain the Chapter's budget and shall report to the Chapter monthly at Chapter meetings on the state of the Chapter's finances. He will also be the primary signatory on the fraternity bank account and will provide continuous updates on the financial status of the fraternity.

- **Pi** - In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Pi shall be charged with organizing the chapter's academic endeavors and arranging opportunities for the chapter's members to advance their studies. He shall also be charged with the task of alerting brothers to scholarship opportunities and academic resources provided either by Phi Kappa Sigma International Fraternity or Iowa State University.
- **Phi** - In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Phi shall be charged with organizing and conducting all the chapter's philanthropic and service-oriented events and opportunities. It shall be the job of the Phi to help members maintain compliance with standards issued by the International Headquarters of Phi Kappa Sigma International Fraternity.
- **Chi** - In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Chi shall be charged with the recruitment of new members and organizing the chapter's recruitment efforts and events.

He shall coordinate with the Iota to register and report all new members to Phi Kappa Sigma International Fraternity and to Iowa State University in an appropriate and timely manner.

- **Psi** - In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Psi shall be charged with organizing, planning, and running all chapter-sponsored social events.
- **Theta** – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Theta shall be charged with running the chapter's Risk Management and education programs.

The Theta will also act as the risk management chair to help minimize potential risks for organizational activities, recommend risk management policies or procedures, to submit documentation to ISU's Risk Management Office and Phi Kappa Sigma IHQ, and to ensure that proper waivers and background checks are on file with Risk Management for events

- **Upsilon** - In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Upsilon shall be charged with receiving and distributing correspondence with all parties outside of the chapter, including but not limited to the chapter's alumni and alumni advisory board. He shall be charged with planning all alumni events and creating the chapter's alumni newsletter, to be distributed no less than once per year.

Section E. Non-Executive Committee Positions

Assistant to the Alpha – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the

Assistant to the Alpha, if any, shall assist the Alpha in the performance of his duties. The Assistant to the Alpha shall also serve as the Communications Chair and shall attend all executive committee meetings and communicate action items to chairmen and falls under the jurisdiction of the Alpha and Beta. The Assistant to the Alpha shall only be elected by request of the newly elected Alpha. If the newly elected Alpha declines to have an Assistant to the Alpha, then there will be an election for a communications chairman.

Assistant Sigma – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Assistant Sigma, if any, shall assist the Sigma in the performance of his duties. The Assistant Sigma shall succeed to the office of Sigma when the Sigma is absent from the Chapter.

Assistant Tau – In addition to any responsibility or duty stated in the Ritual of Phi Kappa Sigma and/or the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*, the Assistant Tau, if any, shall assist the Tau in the performance of his duties. The Assistant Tau shall succeed to the office of the Tau when the Tau is absent from the Chapter.

If the need for an assistant for any given position (both Executive Committee and non-Executive Committee), an election for an assistant can be motioned and confirmed following the guidelines of the nomination and election of Officers as is laid out in Article III, Section F.

Section F. Nomination and Election of Officers

The Executive Committee officers, and Assistant to the Alpha and Assistant Sigma and Assistant Tau (if applicable) of the Epsilon Gamma Chapter shall be elected at the second (2nd) to last regular Chapter meeting before the end of the semester by a majority vote of the Chapter Members present eligible to vote. Nominations shall be made one (1) regular Chapter meeting prior to the date of the elections. A Brother can be nominated and stand for election for multiple offices, but may only hold one (1) office at a time. For elections to be held, a quorum of seventy-five percent (75%) of Chapter Members in good standing must be present. If a quorum is not present at the meeting scheduled for elections, elections shall

be held at the next regularly scheduled Chapter meeting. In the event that a quorum is not achieved by the last regularly scheduled Chapter meeting of the semester, emergency meetings shall be held on successive days until a quorum is achieved.

Following elections, but before installation of the new officers, at least one Executive Committee transition meeting shall be held. The newly elected officers shall be installed one (1) meeting prior to the last meeting of the fall semester or, if elections occur during an emergency meeting, the newly elected officers shall be installed within five (5) days of the election. Only undergraduate Initiates in good standing shall be allowed to vote in officer elections.

Section G. Term of Office

Members of the Executive Committee shall serve for a term of one (1) year. Chairmen shall serve for a term of one (1) semester. All other officers shall serve for a term of one (1) year.

Section H. Special Elections

In the event of an officer's resignation or removal from office, a special election shall be held to elect a replacement. An announcement of the special election shall be made during the regular Chapter meeting immediately following the officer's resignation or removal. Nominations shall be received one (1) week after the announcement and elections held one (1) week following nominations. In the event of a vacancy, the Alpha shall have the power to appoint interim officers on a temporary basis.

Section I. Removal from Office

Any undergraduate Initiate seeking to remove an officer from office shall submit a written petition to the Beta requesting removal of the officer. If any such petition is regarding the Beta, the petition should be addressed to the Alpha. The petition shall be read aloud at the next regular Chapter meeting and the Chapter may vote to remove the officer. A three-fourths (75%) vote of Initiates present and in good standing is required to remove an officer from office. A quorum of seventy-five percent (75%) of the undergraduate Initiates in good standing must be present for such a vote to occur.

The officer being removed from office is allowed to be present during the final vote to speak and defend their removal, if they so choose.

Examples of removable offenses include negligence of their officer role detrimental to the colony as a whole or breaking any Iowa State University or Phi Kappa Sigma risk management policies.

Section L. Alumni Chapter Advisor

1. The alumni (or Chapter) advisor shall fulfill the role as primary advisor to the Chapter.
2. Finding an alumni advisor can be facilitated with the International Headquarters, from the list of alumni.
3. All alumni advisor nominations must have the final approval of the International

Headquarters.

4. The alumni advisor's duties shall include, but are not limited to:
 - A. Being present at one Chapter meeting per month (at a minimum).
 - B. Serving as liaison between the Chapter and Headquarters when deemed necessary.
 - C. Participating in monthly conferences with the Alpha regarding the current state of the Chapter.
5. When the position becomes vacant, the alumni advisor shall be selected by the Alpha and the alumni advisory board.
6. If the Chapter feels as if the advisor needs to be removed from their role, the chapter must have a 75% passing vote for removal (quorum must be present for vote).
7. There will be no term limit for the chapter advisor as long as he is fulfilling the duties of his role and continues to want to serve in the position

Article IV Chapter Meetings and Events

Section A. Frequency

Regular Chapter meetings shall be held once a week during the school year, excluding the final examination period, on Sundays or Mondays at 7:00 p.m. at a place scheduled through the university and will be relayed to all Members within twenty-four (24) hours of the meeting. Any adjustments to time or day or place of general meetings will be announced at least twenty-four (24) hours in advance of the meeting. Special meetings may also be called by the Executive Committee when deemed necessary as long as the Chapter is apprised at least six (6) hours in advance, either by notice posted in the Chapter house and/or provided by e-mail (text message).

Section B. Attendance

Attendance is required at all Chapter meetings by all members. Members with under fifty percent (50%) meeting participation after the first 4 meetings will not be eligible for Chapter events such as social events. The executive committee can pardon meeting participation with a majority vote.

Attendance at rush events during the initial rush week (five events) is mandatory with the exception of one (1) unexcused absence and all Chapter members are expected to be at all rush events. Any special circumstance that does not allow a member to be present at a rush event must communicate reasoning with proof to a member of the Executive Committee or the Chi.

Section C. Quorum

A quorum shall consist of at least seventy-five percent (75%) of undergraduate Initiates in good standing. This quorum must be present at all meetings in order for business to be conducted unless otherwise specified herein. A quorum call shall take place fifteen (15) minutes after the start of the meeting.

Section D. Order of Business

All regular Chapter meetings shall follow the following agenda:

- I. Call to Order (Alpha) and Roll call (Sigma)
- II. Reading of a section of the Constitution & Acts, or Chapter By-Laws (if necessary)
- III. Minutes of preceding meeting
- IV. Communication and letters (including Phi Kappa Sigma Headquarters, IFC, or any outside entity)
- V. Proposal and election of New Members VI. Initiation
- VII. Reports of officers and committees
- VIII. Election of Officers
- IX. Instillation of Officers
- X. Unfinished business
- XI. New business
- XII. Comments by the Chapter Advisor and/or guest(s)
- XIII. Correction of Minutes
- XIV. Closing Comments (Alpha) XV. Adjournment

Section E. Attendance

All Chapter Members are required to be on time for, and attend all regular Chapter meetings and other Chapter events. Any Chapter Member absent from a meeting or other Chapter event without the prior permission of the Beta may be subject to disciplinary action.

Section F. Dress Code

All Chapter Members are required to wear proper attire for all Formal Chapter meetings, including a collared shirt and tie with jacket, long pants not of a denim nature, and appropriate closed-toe business shoes (no sneakers, sandals or flip-flops). Initiates should wear the Badge of Phi Kappa Sigma at all Formal Chapter meetings.

All Chapter Members are required to wear proper attire for all general Chapter meetings, including a collared shirt, long pants, and appropriate closed-toe shoes.

Section G. Conduct for Meetings

Parliamentary procedure and Robert's Rules of Order, where consistent with the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity* shall govern the conduct of Chapter meetings. All Chapter Members are expected to be polite and orderly at all Chapter meetings, and shall speak only with the Alpha's permission.

Article V Committees

Section A. Chairmen

Chairmen of the Iowa State Colony shall be elected at the second (2nd) to last regular Chapter meeting of the semester by a majority vote of the Chapter Members present eligible to vote. Nominations shall be made one (1) regular Chapter meeting prior to the date of the elections. A Brother can be nominated and stand for election for multiple offices, but may only hold one (1) office at a time. For elections to be held, a quorum of seventy-five percent (75%) of Chapter Members in good standing must be present. If a quorum is not present at the meeting scheduled for elections, elections shall be held at the next regularly scheduled Chapter meeting. In the event that a quorum is not achieved by the last regularly scheduled Chapter meeting of the semester, emergency meetings shall be held on successive days until a quorum is achieved.

A chairman will be elected with a simple majority vote. The Chairman positions are as follows:

- I. Phi
 - A. A. Head of the Philanthropy Committee

- II. Pi
 - A. Head of the Academic Excellence Committee

- III. Brotherhood Chairman
 - A. Head of the Brotherhood Committee

- IV. Community Development (Diversity and Inclusion) Chairman
 - A. Campus Involvement Committee

- V. Chi
 - A. Head of the Rush Committee

- VI. Theta
 - A. Head of the Risk Management Committee

- VII. Upsilon
 - A. Head of the Alumni Relations Committee

- VIII. Sustainability Chairman
 - A. Head of the Sustainability Committee

- IX. IM Chairman
 - A. Head of the Intramurals Committee

- X. VII. Psi
 - A. Head of the Social Committee

Chairmen will head each committee if needed listed in Article V, Section C. They will be required to hold weekly meetings with their committees (if applicable) and report their agendas as described in Article V, Section C.

If a chairmen is deemed by the Alpha to be doing a poor job, the executive committee (4/5 voting) can remove the chairmen and can appoint a new chairmen. Should this occur, the executive committee shall write a brief outlining reason for removal. This will be presented by the Beta at the next general meeting.

Section B. Committee Appointments

Committee chairmen are to be appointed by the Executive Committee but shall require the approval of a vote of two-thirds (2/3) of all Initiates present and in good standing at the meeting where committee appointments are made.

Each committee chairman shall be an Initiate in good standing, have a cumulative grade point average of at least 2.3 (out of a possible 4.0), and shall be appointed by the Executive Committee (if not voted upon no later than the second (2nd) regular meeting of the semester Each committee shall consist of the chairman and a number of members, determined within the Executive Committee's discretion.

All committee appointments for chairmen and committee members shall be for one (1) semester.

Section C. Standing Committees

1. **Philanthropy Committee.** The Philanthropy Committee shall be responsible for developing, planning and executing suitable community service projects and fundraisers sponsored by the Chapter, including arranging sponsors and participants and working with the Upsilon on appropriate advertising and arranging media coverage of community service activities.

Additionally, the committee shall inform the Chapter of community service opportunities available in the school or the local community. The committee shall ensure that all community service hours and dollars raised by Chapter Members are entered in the Phi Kappa Sigma Fraternity's website, so that the Chapter receives credit for its community service involvement. The Philanthropy Committee shall report to the Alpha and the Tau and be headed by the Phi.

2. **Academic Excellence Committee.** The Academic Excellence Committee shall ensure that all Members are complying with the scholarship requirements of Iowa State University, the Iowa State Colony, and the Phi Kappa Sigma Fraternity. This committee shall also provide assistance to Chapter Members on effective studying and academic achievement, including assistance with identifying school resources for Members with academic difficulties. The Academic Excellence Committee shall also verify the scholastic eligibility of all candidates for elected positions within the Chapter. The Academic Excellence Committee shall report to the Beta and be headed by the Pi.
3. **Alumni Relations Committee.** The Alumni Relations Committee shall be responsible for publishing the Chapter's alumni newsletter no less than one time per semester, coordinating Chapter events including alumni involvement, promoting interaction between the Chapter and

local and Chapter alumni, and maintaining an updated alumni information database. The Alumni Relations Committee shall be headed by the Upsilon.

4. **Awards Committee.** The Awards Committee shall coordinate all Chapter, Iowa State University, and Phi Kappa Sigma Fraternity Awards, including determining for what awards to present/apply, preparing the appropriate presentations/submissions, and coordinating with all other committees to obtain any information necessary for the proper submission of awards. The Awards Committee shall meet as needed and be headed by the Pi.
5. **Brotherhood Committee.** The Brotherhood Committee shall develop and execute such brotherhood bonding programs and activities as are beneficial while ensuring that all activities comply with the Code of Conduct and all policies of Iowa State University. The committee shall ensure that all Pledges and Brothers are well-versed in Phi Kappa Sigma history and teachings, including Skull Session and other Fraternity publications, and shall further ensure that all Pledges are duly prepared for Initiation into Phi Kappa Sigma. The committee shall be responsible for coordinating all aspects of Pledge education, including pledge classes and projects. The Brotherhood Committee shall report weekly to the Iota and be headed by the Brotherhood Chairman.
6. **Campus Involvement Committee.** The Campus Involvement Committee shall be responsible for promoting and encouraging Chapter Members' involvement in other campus activities, including clubs, sports and student government. The committee shall keep Chapter Members appraised of various opportunities available on campus, and shall recommend to individual Members activities aligned with their respective areas of interest. The committee members will also search for community service opportunities for the chapter to participate in. The Campus Involvement Committee shall report to the Beta and be headed by the Community Development Chairman.
7. **Rush Committee.** The Rush Committee shall be responsible for the planning, coordination and execution of all Chapter recruitment programs, whether formal or informal. The committee shall compile and maintain an active database of all prospective rush guests and work to ensure that all prospective Pledges are able to meet with as many Chapter Members as possible. Additionally,

the committee shall be responsible for coordinating bid meetings where the Chapter votes on extending bids to prospective pledges, and for distributing such bids to potential pledges. The Rush Committee shall report to the Iota and be headed by the Chi.
8. **Finance Committee.** The Finance Committee shall consist of the Alpha, Beta, Tau, Assistant Tau, if any, the Chapter's Alumnus Advisor or his delegate, and two (2) Initiates who is neither an officer nor a committee chairman. This committee shall prepare and maintain the Chapter's budget each semester, oversee the Chapter's accounts receivable, negotiate payment arrangements with any Members who may have difficulty staying financially current, and audit the Tau's records. The Finance Committee shall meet and be headed by the Tau.

9. **Intramurals Committee.** The Intramurals Committee shall be responsible for informing the Chapter about the availability of intramural sports at Iowa State University, as well as for coordinating teams to represent the Chapter in as many activities as possible. The committee shall also be responsible for keeping Chapter Members apprised of upcoming dates and times for games and keeping the Chapter informed about the results of such games. The Intramurals Committee shall report to the Sigma and be headed by the IM Chairman.

10. **Alumni Relations Committee.** The Public Relations Committee shall arrange and supervise the dissemination and advancement of all Chapter communication to the public by publishing press releases and arranging for appropriate media coverage of Chapter events. This committee shall also submit timely submissions for publication to Phi Kappa Sigma, per the deadlines outlined by Phi Kappa Sigma Headquarters. The Public Relations Committee shall report to the Sigma and be headed by the Upsilon.

11. **Risk Management Committee.** The Risk Management Committee shall coordinate all Chapter programs relating to safety and alcohol awareness, including communicating with Chapter Members about the availability of third-party presentations on risk management topics offered through the school or the community. This committee shall also work with the Social Committee to ensure that all policies—including Interfraternity Council ("IFC") and Iowa State University policies, the Code of Conduct, and any applicable local, state and federal laws—are followed at social events. The Risk Management Committee shall report weekly to the Beta and be headed by the Theta.

12. **Social Committee.** The Social Committee shall be responsible for organizing all social functions and assuring that all policies—including IFC and Iowa State University policies, the Code of Conduct, and any applicable local, state and federal laws—are followed at social events. This committee shall also notify Chapter Members of upcoming social events on campus and in the community, so that the Chapter may be represented at such events. The Social Committee shall report weekly to the Beta and be headed by the Psi.

Section D. Special Chairman

Special chairmen shall be appointed in the same manner as committee chairmen, described in this Article V, but shall not be responsible for other members on a committee. These are stand-alone committees.

1. **Interfraternity Council Representative.** The Interfraternity Council Representative shall attend all Interfraternity Council meetings and vote on behalf of the Chapter on all matters requiring a vote, in the absence of the Chapter's Alpha. The Alpha shall appoint the Interfraternity Council Representative in the event of his absence. He shall report all business of the Interfraternity Council to the Chapter at each regular Chapter meeting.

Section E. Ad Hoc Committees

The Chapter may form ad hoc committees for special events or situations such as homecoming, Greek Week, or any other instance when deemed necessary by the Executive Committee. All appointments to ad

hoc committees shall be made by the Executive Committee and shall require no ratifying vote by the Members. Upon completion of the duties and tasks assigned to the ad hoc committee, the committee shall be dissolved.

Article VI: Chapter Finances

Section A. General Fraternity

Fees payable to Phi Kappa Sigma Headquarters for pledge and initiation fees shall be collected and transmitted in accordance with the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*.

Section B. Collection of Dues

1. **Dues.** All Chapter Members shall be required to pay dues to the Chapter each semester. The amount of dues charged in a given semester shall be determined by the Executive Committee and communicated to Chapter Members at least one (1) week following the end of rush week.
2. **Payment.** Chapter Member dues shall be due within two (2) weeks of the announcement of dues for the given semester.. New member dues shall be due no less than fourteen (14) days following

the Ceremony of Pledging by which the New Member was pledged into the Chapter. The Tau may, in consultation with the Finance Committee, permit Members to pay dues in accordance with a payment plan contained in a promissory note, which must be signed by the Member and submitted to the Tau prior to or along with the first installment at the time indicated in the promissory note. Payment of dues shall be made by cash, check or money order, or by any other means authorized by the Finance Committee.

3. **Late Payments.**
 - If a member's account becomes more than five (5) days past due without prior arrangements with the Tau, the Member shall be assessed a \$10.00 fine.
 - If a Member's account becomes more than fourteen (14) days past due without prior arrangement with the Tau, the Member shall be assessed an additional \$25.00 fine with an increase of \$25.00 for every week thereafter until the payment is submitted in full.
 - Any Member who issues a check to the Chapter that is returned for insufficient funds shall be assessed a \$10.00 fine, and shall no longer be permitted to pay the Chapter by check.
4. **Loss of Privileges/Not in Good Standing.** Any Member whose account with the Chapter falls five (5) days past due will be not in good standing and will lose all voting, social, intramural and other privileges of membership in Phi Kappa Sigma. To restore his status to good standing, the

Member must pay his account in full or pay a significant amount determined by the Executive Committee.

5. **Suspension/Expulsion.** If a member has not been in good standing for a period of at least thirty (30) days and has failed to clear his account with the Chapter, the Chapter may take action to suspend or expel such Member in accordance with the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*.
6. **Disbursement.** The Alpha and the Tau (in conjunction) are the only Members authorized to make or approve expenditures of monies belonging to the Iowa State Colony of Phi Kappa Sigma. Other Members must specifically be authorized by the Alpha and the Tau to make or approve expenditures on the Chapter's behalf.

Article VII: Code of Conduct

Section A. Phi Kappa Sigma Code of Conduct

The Iowa State Colony of Phi Kappa Sigma, and all Initiates and Pledges of the Iowa State Colony, shall strictly comply with the requirements of the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity* and the Phi Kappa Sigma Code of Conduct. The Code of Conduct is incorporated into these By-Laws by reference, and its contents shall have the same effect as if they appeared in these By-Laws. Any Member, New Member or Initiate, who violates the Code of Conduct shall be subject to disciplinary action by this Iowa State Colony, as described in these By-Laws, or by the Supreme Executive Committee, as described in the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity, City of Ames, State of Iowa, or the United States Government (and will be prosecuted to the fullest extent of the law)*.

Any Member, New Member or Initiate, who witnesses, suffers, discovers or otherwise becomes aware of a violation of the Code of Conduct is obligated to report such violation and shall report such violation to the Chapter's Executive Committee, Alumnus Advisor, or Headquarters staff. Any Member who witnesses, suffers, discovers or otherwise becomes aware of a violation of the Code of Conduct and fails to report it in the manner described in this Article VII shall also be guilty of the Code of Conduct and may face disciplinary action himself.

Any officer who receives a report of an alleged Code of Conduct violation must:

1. Report the allegation immediately to the Chapter's Alumnus Advisor;
2. Take all necessary actions as directed by the Alumnus Advisor, cooperate fully in any ensuing investigation, and encourage and take steps to ensure cooperation of any and all Chapter Members.

Any officer who fails to cause all of the above to occur may also be subject to disciplinary action for impeding a Code of Conduct investigation.

Section B. Attendance at Chapter Events

All Initiates and New Members are expected to attend all fundraising, community service and other mandatory Chapter functions. Members incurring unexcused absences from such mandatory events may face disciplinary charges as provided in these By-Laws. A mandatory function is any activity, regular or special meeting, where attendance has been deemed required by a majority vote of the Executive Committee or the Chapter, at least one week in advance, with notice of such designation provided to all Members of the Chapter, either by notice posted in the Chapter house and/or provided via an electronic communications platform agreed upon by the Executive Committee and implemented into the fraternity.

Section C. Judicial Board

The purpose of the Judicial Board is to exercise discipline upon the undergraduate Members of the Chapter when necessary.

The Judicial Board shall consist of the Executive Committee in addition to three (3) undergraduate Initiates in good standing. The Judicial Board shall be chaired by the Beta.

The Beta will accept nominations of Members who wish to be a part of the Judicial Committee. After approval by the Beta, the nominee, if he chooses to accept, shall become a member of the Judicial Board following a vote of the majority of the Members present at the general Chapter meeting. An alternate will replace a Judicial Board member in the event of a conflict of interest and/or any other circumstances that may prohibit the member from fulfilling his duty. The Beta must approve the excuse of a Judicial Board member.

The Judicial Board shall only meet if the Beta or a majority of the Executive Committee deems the meeting necessary. The Beta shall deem a meeting necessary if he believes that an incident requires a review by the Judicial Board. An incident may be any violation of the Code of Conduct or any action by a Member or Members unbecoming of a Phi Kappa Sigma. A description of the incident must be submitted to the Beta within seven (7) days of the incident.

If a meeting of the Judicial Board is deemed necessary, the Board members and the alternates shall meet at a date and time determined by the Beta. At such a meeting, the Member submitting charges against another Member shall state his grievance to the Board. The Member providing the description of the incident and the Member(s) in question shall be allowed to present testimony and witnesses on their behalf, but all testimony shall be given by a Member of the Chapter. The members of the Judicial Board shall not discuss the incident before the meeting.

After review of the incident, a majority of members of the Judicial Board shall agree on one or more of the following actions:

1. No action.
2. Issue a warning.
3. Designate Member(s) as not in good standing for up to ten (10) consecutive Chapter meetings.
4. Fine Member(s) up to fifty dollars (\$50) each.

5. Fine Member(s) for up to a replacement/repair cost of damages, if applicable. In this instance, the fiftydollar (\$50) limit does not apply.
6. Restrict Member(s) from any Chapter activity or activities for up to ten (10) consecutive academicweeks.
7. Recommend filing charges as outlined in the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*.

Any Member upon whom disciplinary action has been taken, or the Member who submitted charges against the charged Member may appeal the action taken by the Judicial Board by notifying the Beta within one (1) week of the action. The request for appeal must explain the grounds for appeal. Within one (1) week from the appeal request, the Beta shall report the review of the incident to the Executive Committee. A majority vote of the members of the Executive Committee, excluding the Beta and any Executive Committee officer involved in the hearing, is required to overturn a decision of the Judicial Board.

Section D. Suspension

Any Member may be suspended for a definite period of time, not to exceed one (1) calendar year, from all rights and privileges of membership in Phi Kappa Sigma. Such suspension shall be imposed as prescribed by the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity*.

Section E. Expulsion

Any Member may be expelled, if after a fair trial in the manner provided in the *Constitution, By-Laws and Rules of the Phi Kappa Sigma Fraternity* he is found guilty of conduct unbecoming a Phi Kappa Sigma, or other causes prescribed in these By-Laws.

Article VIII: Ratification/Amendment of the By-Laws

Section A. Ratification

These By-Laws of the Epsilon Gamma Chapter of Phi Kappa Sigma shall take effect immediately upon a two-thirds (2/3) vote of the Initiates present to so ratify.

Section B. Amendment

1. Proposed amendments to these By-Laws must be presented in writing, with references to the proper articles and sections, to the Executive Committee prior to the weekly general meeting.
2. All proposed amendments shall be introduced as new business during such regular Chapter meeting.
3. The Beta shall distribute the proposed amendments to each Member, either in hard copy or via email, within twenty-four (24) hours of the motion to amend.
4. No vote shall be taken on any proposed amendment until the next regular Chapter meeting.
5. A two-thirds (2/3) vote of the Initiates present shall be necessary to revise these By-Laws.
6. Any by-laws submitted will be reviewed by the Executive Committee which can veto a proposed

By-Law amendment by a unanimous vote.

7. In the event of a veto, the proposed amendment shall be brought back to the Chapter to either be;
 - a. Re-voted upon by the Chapter and implemented with a unanimous vote of initiates present.
 2. Revised and re-voted upon by the Chapter with a two-thirds (2/3) vote.
 - i. The Executive committee may then veto the revised amendment after revisions by a unanimous vote.
 - ii. The proposed amendment will then be put back up for revisions if vetoed by the Executive Committee.
 3. Dismissed by the Chapter with a two-thirds (2/3) vote
8. If any amendments are made to the bylaws, they should be promptly submitted to the Iowa State University Student Engagement Office and Phi Kappa Sigma IHQ after recognition.

Section C. Maintenance and Disbursement

All revisions to these By-Laws shall be indexed by article and section by the Sigma. Current By-Laws, as revised, shall be published each year by the Sigma and copies shall be issued to each undergraduate Initiate.

ADDENDUM Suggestion for Non-Discrimination Clause

In the selection of members, the Iowa State Colony of Phi Kappa Sigma does not discriminate on the basis of race, sexual orientation, religion, or national or ethnic origin. Phi Kappa Sigma Fraternity, a 26 U.S.C. 501(c)(7) organization, is a social fraternity exempt from taxation under 26 U.S.C. 501(a). Accordingly, under 20 U.S.C. 1681(a)(6)(A), Title IX of the Education Amendments of 1972 does not apply to Phi Kappa Sigma and the Epsilon Gamma Chapter of Phi Kappa Sigma is not prevented from discriminating on the basis of gender when selecting members.