

CONSTITUTION  
and  
BY- LAWS  
of  
PHI BETA SIGMA FRATERNITY, INC.  
THETA ZETA CHAPTER



“Culture for Service and Service for Humanity”

Revised June 2009

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PHI BETA SIGMA FRATERNITY, INC.  
THETA ZETA CHAPTER**

**PREAMBLE**

WHEREAS, the objectives for which this fraternity is formed are to develop the ideals of Brotherhood, Service and Scholarship; to promote the general welfare of all concerned; to carry out in an effective and systematic manner, the particular programs of; and to efficiently perform the duties and responsibilities mandated by the Fraternity;

**CONSTITUTION**

**Article I – Name**

Section 1. The name of this Chapter shall be Theta Zeta of The Phi Beta Sigma Fraternity, Incorporated; hereinafter referred to as “The Chapter”

**Article II – Membership**

The Chapter shall accept for membership all duly qualified men who attend Columbus State University, herein after referred to as “The Institution,” and who at the time of their application are in good standing with The Institution; provided that they are not and have never been a member of another intercollegiate fraternity other than a professional or a honorary fraternity, and that they meet any, and all additional requirements established by The Institution.

Section 2. Membership or non-membership in a particular race, religion or being of a particular national origin shall not be a requirement for membership in The Chapter.

Section 3. The financial roster as prepared by the Financial Secretary shall at all times designate the membership of The Chapter.

**Article III – Officers, Terms of Office, Removal of Officers**

Section 1. The elected officers The Chapter shall be The President, The First-Vice President, The Second-Vice President, The Secretary, The Financial Secretary, and The Treasurer. The elected officers shall be designated members of the Executive Board.

Section 2. The President with the consent of The Chapter shall appoint a Parliamentarian, Director of Bigger and Better Business, Director of Social Action, Director of Publicity, Director of Education, and Chair of Membership Intake and Membership Recruitment.

- Section 3. The elected officers of The Chapter shall be elected during the month of April each year. At such times as the elections, all candidates must be a good standing member of The Chapter. At the time of election, and for the duration of their term, all candidates must be financial, maintain a minimum 2.0 grade point average and an active member in the chapter. Furthermore, the members of the Executive Board shall pay all dues for the up coming financial year within The Chapter and The Fraternity prior to August 1 of the current year, in order to maintain seat in office. These qualifications are to be made available for review by the Chapter advisor and President as needed.
- Section 4. No elected officers may serve more than two (2) consecutive terms of the same position.
- Section 5. The President, with the advice and consent of the Executive Board, may appoint such other officers for vacant positions as The Chapter may decide by resolution.
- Section 6. The term of office of an elected officer shall begin with the election and installation of such officers and shall end with the election and installation of his successor.
- Section 7. The Chapter may remove any chapter officer for misfeasance, malfeasance, or nonfeasance in his office, for failing to perform the duties of his office or consistently missing chapter or Executive Board meetings, or for conduct which tends to hold The Chapter or The Fraternity up to ridicule or contempt, or which tends to bring discredit upon The Fraternity or The Chapter, provided that written charges shall have been served upon such member at his last known address, and provided further that he shall have been given at least thirty days to answer such charges prior any such removal.
- Section 8. No officer shall be removed under the provisions of this article unless his removal shall have been agreed to by at least two-thirds (2/3) of The Chapter (present and voting) after a personal hearing has been granted.
- Section 9. Any officer removed under this article shall thereafter be ineligible to hold office in The Chapter unless approved by two-thirds (2/3) of The Chapter.

#### **Article IV – Duties of Officers**

- Section 1. The President shall be the chief executive officer of The Chapter and shall preside at all meetings of The Chapter and The Executive Board. He shall explain and decide all questions of order, appoint all chairmen and

members of committees provided for in the Constitution, Bylaws, and Rules of Procedure. He shall serve as ex-official chairman of all committees, with the exception of the nominating committee. He shall see that the meetings be conducted with decorum and discipline and shall exercise due care that his attitude be at all times fair and impartial. He shall display a good working knowledge of parliamentary procedure and shall carry out all provisions of The Constitution, Bylaws, and Rules of Procedure. He is also responsible for upholding the duties of Liaison to the Graduate Chapter. He shall be the primary representative for The Chapter at all activities at the college. He shall be a full-time student on the campus of The Chapter. He shall make no motion nor have a vote except in the case of a tie; he can cast the deciding vote. He shall call special and emergency meeting as well as conduct initiation ceremonies. He shall also led by example.

- Section 2. The First (1<sup>st</sup>) Vice President shall be prepared to assume the office of the President in the event of the absence, death, disablement, or removal of the President. He shall supervise each of the National Program committees. He shall supervise all programmatic events of The Chapter, including Homecoming, Founders' Week and Sigma Week. He shall be the primary delegate for SGA and Greek Council meetings. He shall be in charge of and review the committee and yearly reports.
- Section 3. The SECOND (2<sup>nd</sup>) VICE PRESIDENT shall be prepared to assume the office of the First (1<sup>st</sup>) VICE PRESIDENT in the event of promotion, death, disablement, or removal of the PRESIDENT. He shall supervise all committees not supervised by the FIRST VICE PRESIDENT. He shall also serve as the Pan-Hellenic Council Representative. He shall is also the chair of Membership Intake and Membership Recruitment and he shall be responsible for the development of new members within The CHAPTER.
- Section 4. The Secretary shall keep the minutes of the meetings of the Chapter and the Executive Board; taking care to record of the maker and the seconding voice of all motions as well as the record of the outcome of all votes. He shall notify all committees of their appointments and the assignment of business. He shall sign all official documents when requested. He shall be the legal entity of The Chapter
- Section 5. The Financial Secretary shall maintain all financial records of The Chapter. He shall receive all funds on behalf of The Chapter. He shall keep a complete record of all funds received, carefully noting under what budget the funds are received. He shall keep a complete record of the budgets and expenditures of the various committees and officers. He shall turn over all funds to The Treasurer for deposit.

Section 6. The Treasurer shall receive all funds on behalf of The Chapter. He shall keep a complete record of all funds received, carefully noting under which budget the funds are received. He shall keep a complete record of the budget and expenditures of the various committees and officers. He shall deposit such funds in a bank chosen by the Executive Board and agreed to by The Chapter. He shall keep a complete record of all disbursements and shall make such disbursements as designated by The Chapter or The Executive Board after receiving signed vouchers. He shall keep an accurate record of all bills received by The Chapter.

#### **Article V – Executive Board**

Section 1. There shall be an Executive Board composed of the elected officers of The Chapter and the chairmen of the standing committees. The term of office of the members of the Executive Board shall be concurrent with the terms of their elected or appointed office.

Section 2. The Executive Board shall meet at the call of The President and shall be responsible for the transaction of routine business between regular meetings of The Chapter. The Executive Board shall be empowered to act on behalf of The Chapter, in situations of emergency; provided that a full and complete report is made to The Chapter of such actions at the next regularly scheduled meeting, and provided further that no action taken by The Executive Board be contrary to any expressed policy of The Chapter.

#### **Article VI – Meetings**

Section 1. The Chapter shall hold meetings at such time and place as to promote the most member attendance possible.

Section 2. A special meeting of The Chapter may be called by The President upon five (5) days notice to the membership using all available means of communication. A special meeting shall be called by The President, in like manner upon the request of a majority of the members of The Chapter.

#### **Article VII – Programs and Projects**

Section 1. The National Programs of The Fraternity in which The Chapter shall participate in are Bigger and Better Business, Social Action, and Education. The Chapter shall conduct at least two activities designed to highlight each of The National Programs during each academic year.

#### **Article VIII – Powers**

- Section 1. The Chapter reserves the right to prohibit any member from any activity that represents The Fraternity within the territory that The Chapter is chartered (The Institution) unless or until it is established that such brother is financial and has agreed to abide by this Constitution.
- Section 2. The Chapter, subject in all respects to the authority of The Conclave, The Region, and The State shall retain the authority, by a two-thirds (2/3) vote to suspend members for a period not to exceed beyond the next Conclave, Region or State Conference, which ever occurs first; provided that written charges shall have been served upon the member by The Chapter and the member shall have been given at least thirty (30) days to answer such charges in a full hearing before The Chapter.
- Section 3. Formal written notice shall be sent to The Executive Board of Phi Beta Sigma Fraternity, Inc. State of Georgia, indicating the details of any suspension imposed by The Chapter upon one of its members. Upon consideration of The State of Georgia, or in the absent of any action taken by The State of Georgia, The Chapter may forward all details of any member that The Chapter has suspended, directly to the Southern Region Conference or the Southern Region Executive Board.
- Section 4. The Chapter shall have the authority to remove any suspensions which it imposes.
- Section 5. The Chapter shall maintain good standing within The Fraternity by the consistent execution of the programs of The Fraternity; provided that The Chapter submits a formal report to The State, Regional and National Office when requested, and provided further that The Chapter shall make provision for the attendance of its representative at each National Conclave, Regional and State Conferences. The Chapter shall maintain its financial responsibility to The Fraternity as a pre-requisite for its continued operation.

#### **Article IX – Quorum**

- Section 1. Fifty percent (50%) plus one of the financial members of the Chapter shall constitute a quorum for the transaction of business at any regular or special meeting.

#### **Article X – Parliament Authority**

- Section 1. Robert’s Rules of Order, Newly Revised shall serve as the parliamentary authority for The Chapter.

#### **Article XI – Conflicts**

Section 1. Whenever there exists a conflict between this Constitution and The State, Region, or The International Constitution of The Fraternity, the provisions of the latter shall prevail.

### **Article XII – Amendments**

Section 1. This Constitution may be amended by two-thirds (2/3) vote of the financial members, present and voting, at a regular meeting of The Chapter.

Section 2. Proposed amendments to this constitution may be submitted by any financial brother of The Chapter by submitting the proposed constitutional change to The Chapter one meeting prior to voting on the amendment as a Chapter.

Section 3. Any brother proposing amendments to this constitution must be present at the meeting of The Chapter to provide rationale for any proposed amendment.

## **BY-LAWS**

### **Article I – Meetings**

Section 1. The Chapter shall hold its regular meeting at least twice (2) monthly at a time to be designated by The Executive Board with consent of The Chapter at the first (1<sup>st</sup>) meeting of the scholastic year. The elected officers shall be present at all regular meetings and shall be considered excused only if a signed statement is conveyed to The Secretary prior to the meeting for inclusion in the minutes. The statement shall briefly indicate the reasons for the absence of the officer who has submitted.

### **Article II – Financial Status, Transfer to The Chapter**

Section 1. The financial year within The Chapter shall begin on the first (1<sup>st</sup>) day of July of the current year and shall end on the last day of June in the succeeding year.

Section 2. The financial year within The Fraternity shall begin on January 1<sup>st</sup> and shall end on December 31<sup>st</sup> of each year.

Section 3. The Chapter shall establish whatever payment plan it feels is acceptable for the regular collection of chapter dues; and shall prohibit any brother who is not financially current on all levels from participation within The Chapter. No brother can run for office or hold office in The Chapter who is not financially current with all of his dues.

- Section 4. The Chapter shall respect the right of any member who resides within the immediate area of The Chapter and who has satisfied his regional and national dues and allow him to participate with The Chapter in general fraternal activities, but shall not extend regular voting privileges to such a member within The Chapter nor should such a member participate in The Chapter intake process.
- Section 5. The Chapter shall not accept an application to transfer unless the applicant can provide evidence of current financial status of unless such dues may be necessary within The Chapter. He shall be responsible for the payment of pro-rated dues as established by The Financial Secretary.
- Section 6. Dues shall be levied upon each member of The Chapter as chapter dues for each academic year, as designated by the Budget Committee and approved by the general body. In addition to The Chapter dues, each member shall be assessed National, Regional and State dues.
- Section 7. Members of The Chapter shall transmit to The Financial Secretary all National Regional and State dues for the succeeding year on or before the due date established by the Budget Committee/President so that The Financial Secretary may transmit all such funds to The Treasurer for bank deposit until it is time for it to be submitted to The National Office on or before the last day of regularly scheduled academic classes for the fall semester.
- Section 8. The Chapter Treasurer shall transmit all necessary National Chapter dues to The National Office no later than the last day of regularly scheduled academic classes of the fall semester, so that The Chapter neither suffers penalty nor loses it right to vote in National, Regional, or State meetings. State dues shall also be submitted to The State Treasurer no later than the last day of regularly scheduled academic classes of the fall semester.
- Section 9. Any member submitting his National and Regional dues later than the last day of regularly scheduled academic classes of the fall semester shall be charged an additional ten percent (10%) so that the proper dues plus penalty may be transmitted to the National Office.

### **Article III – Committees**

- Section 1. The President and The Vice President, acting on behalf of The Chapter, shall establish the following standing committees on or before the occasion of the first (1<sup>st</sup>) regular Chapter meeting or each year. Each committee shall be responsible for the planning and implementation of at least one program each academic semester. The committee shall be responsible for completing National and Regional recognition forms.

**(A) The Bigger and Better Business Committee**

The Bigger and Better Business Committee shall design such programs as may promote and foster ideas for the effective organization, improvement, and expansion of business and the dissemination and propagation of information for the advancement of sound business principles and practices. The committee shall assist the membership in the preparation and updating of personal resumes.

**(B) The Education Committee**

The Education Committee shall design such programs as may promote academic, economic, industrial, and business education.

**(C) The Social Action Committee**

The Social Action Committee shall design such programs as may promote the social welfare and full participation of all persons within the society. The committee shall carry out such programs as may provide needed social services. The committee shall maintain a close working relationship with the appropriate campus and city wide social action organizations.

Section 2. The President and Vice President, acting on behalf of The Chapter, shall establish the following committees on or before the occasion of the first (1<sup>st</sup>) regular Chapter meeting of the year.

**(A) The Budget Committee**

The Budget Committee shall be composed of The President, The Treasurer, The Financial Secretary, and two other members of The Executive Board. The committee shall review the requested budgets of all officers, committee chairman, and program directors prior to their submission to the full Executive Board. The committee shall make such recommendations as it may feel justified in relation to the feasibility of funding any particular program when the program is presented either to The Executive Board or to The Chapter. The committee shall be charged with the development of a working chapter budget based upon the regular participation of The Chapter within The Fraternity and the programs of The Institution.

**(B) The Sigma Week Committee**

The Sigma Week committee shall coordinate all events pertaining to Sigma Week. Planning for Sigma Week must be completed six weeks prior to the date of the first (1<sup>st</sup>) event.

**(C) The Alumni Relations Committee**

The Alumni Relations Committee shall be responsible for the fostering of beneficial ties between The Chapter and its Alumni members. This committee shall procure a directory of known Alumni members. This committee shall develop a written history of The Chapter. This committee shall work to procure funds from Alumni members.

**(D) The Fundraising Committee**

This committee shall work to procure additional funds for the day to day operation of The Chapter. This committee shall ensure the feasibility of fundraising events. This committee shall establish fines that are to be levied against members that are not in full participation of fundraising events. All members should aid in the fundraising events. If a member can not participate, he needs to inform The Secretary and The President with a valid reason for not participating.

**(E) The Special Contact Committee**

The Special Contact Committee shall maintain a complete list of the names, addresses, and telephone numbers of all members during the summer vacation. It shall be charged with the responsibility of assisting the intercommunication between members of The Chapter during the summer vacation.

**Article IV – Membership Intake**

Section 1. The Chapter shall, in accordance with National and Regional Rules and acting through the membership committee, provide for the logical orientation of prospective members.

Section 2. The Chapter shall conduct the effective orientation of prospective members in accordance to guidelines provided by The National and Regional Office.

- Section 3. All candidates for membership shall meet the requirements for membership in The Chapter as set by The Fraternity and The Institution to include being enrolled in a baccalaureate degree program.
- Section 4. An applicant for membership shall not be admitted for membership if his application for membership is voted against by two (2) or more members present and voting at the interview session.
- Section 5. The Chapter shall not permit its members to engage in any form of hazing against any member or prospective member, nor shall The Chapter allow any other persons under its control to engage in any form of hazing against any prospective member.

#### **Article V – Delegates**

- Section 1. The President shall attend or see that a representative attends all official State, Regional and National Conferences at which representation is required.
- Section 2. The Chapter delegate shall be required to prepare a full report of each meeting attended. The report, which shall be in writing, shall be entered on the minutes and made available to the appropriate committees.

#### **Article VI – Responsibilities of The Vice President**

- Section 1. The Vice President shall be responsible, as executive coordinator, for all committees within The Chapter which relate to general fraternity programs and which relate to the business of The Chapter itself. He shall be specifically responsible for the committees on Bigger and Better Business, Education, Social Action, budget, fraternal relations, and social affairs.
- Section 2. The Vice President shall assume supervision, as executive coordinators of other such committees as The President may designate.
- Section 3. The presence of The Vice President shall in no way limit or prohibit the designated committee or its chairman from the full exercise of their respective duties.

#### **Article VII – Appointed Chairmen**

- Section 1. The president shall appoint the following coordinators, liaison officers, and special designates at or before the first meeting of The Chapter.

**(A) The Step Coordinator**

The Step Coordinator shall plan and organize all necessary performances for The Chapter. He shall schedule all practice sessions and designate those whom he feels based upon his experience, will best represent The Chapter in public performances.

**(B) Public Relations Coordinator**

The Public Relations Coordinator shall maintain a regular and close relationship with the administrative officers of the institution; taking care to see that The Chapter is informed of the policies of the Institution which relate to Greek lettered organizations. He shall prepare, in consultation with The President, such statements of policy as The Chapter may desire to present to the public.

**(C) Liaison to The Graduate Chapter**

The President or appointed Chapter representative shall be the Liaison to The Graduate Chapter, serving as the principle contact person between The Chapter and its sponsoring graduate Chapter. He shall attend all regular meetings of The Graduate Chapter and see that the interests and views of The Chapter are well represented.

**(D) Liaison to Zeta Phi Beta**

The Liaison to Zeta Phi Beta Sorority, Incorporated shall maintain a close relationship with both his counter-part and the general membership of the sister chapter of Zeta Phi Beta Sorority, Incorporated he shall attend such meetings of Zeta Phi Beta Sorority, Incorporated as may be desirable to the sister organization.

**(E) The Historian**

The Historian shall prepare a narrative record of The Chapter which when adopted shall become the official written history of The Chapter. The Librarian shall maintain control of all trophies, pictures, scrapbooks and other items as require special care and preservation.

**Article VIII – Fund Transfers**

- Section 1. All fund transfers within The Chapter shall be documented by signed voucher:
- (A) The Financial Secretary shall receive all funds from members and committee chairman and shall transfer such funds, in return for a signed voucher, to The Treasurer; after noting under which budget the funds are received.
  - (B) The Treasurer shall issue checks to cover such bills as are authorized by The Executive Board. In all cases he shall receive a signed voucher debiting the proper Chapter budget account prior to the issuance of any check.

**Article X – Rules of Procedure**

- Section 1. The rules of procedure shall stand amended by a simple majority vote taken at a regular meeting of The Chapter.

**Article XI – Amendments and Revision**

- Section 1. These Bylaws may be amended by a two-thirds (2/3) majority vote of the financial members of The Chapter, without prior notice provided that subsequent notice of the change is registered with The Regional Office.

**Rules of Procedure**

- Rule 1. The following agenda shall stand adopted for Chapter meetings:

- Call of Order by The President
- Opening Devotion
- Reading of the Previous Meeting’s Minutes
- Elected Officer Reports
- Committee Reports
- Affiliate Organization Reports
- Unfinished Business
- New Business
- Informal Discussion (Good and Welfare)
- Closing and Fraternal Hymn

- Rule 2. Any member who offers a motion shall be permitted to speak in favor of that motion before any concurring or opposing position is heard.
- Rule 3. No member shall be permitted to speak more than two times, unless in open discussion, on a particular motion.
- Rule 4. The Chair shall entertain as much as possible, alternating views on any particular question.
- Rule 5. The Secretary shall produce a typed copy of the minutes within one week of each meeting and shall within budget limitation, provide as may be necessary for each primary officer.
- Rule 6. All committee chairmen shall make their reports and submit a typed copy to The Recording Secretary.
- Rule 7. All officers shall remain responsible for duties assigned to them and accepted by them in the presence of the chapter regardless of whether they are able to attend the meeting at which their reports are due. Officers who anticipate absence from a meeting shall provide The Secretary with their reports prior to the meeting.
- Rule 8. The dress code requirement for Chapter meetings shall be business casual unless otherwise stated by The President prior to the start of the meeting.
- Rule 9. The official uniform will consist of charcoal gray slacks, white dress shirt, navy blazer, and Chapter tie. The uniform is to be worn for the taking of the chapter photograph, and for official Chapter functions designated by The President.
- Rule 10. The official Paraphernalia Day and Dress Day shall be determined at the beginning of each semester. The dress for this day will be shirt and tie. Both of these are to be considers official Chapter sponsored activities.