

# Phi Sigma Pi National Honor Fraternity National Operating Policies

*formerly known as the Fraternal Governance Document*

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## Introduction

In dealing with the National policies, the scope of the National Operating Policies is limited to National Headquarters management procedures.

The National Headquarters welcomes your comments concerning all policies of Phi Sigma Pi. Please contact us at 2119 Ambassador Circle, Lancaster, PA 17603, or (717) 299-4710.

## University Recognition

Phi Sigma Pi is a combination of an honor society, service organization and social fraternity, collegiate chapters should not be affiliated with or fall under the jurisdiction of groups such as Greek Council, Inter-fraternity Council, National Pan Hellenic Council, Honor Society Council, or any other umbrella group that service organizations which emphasize only one aspect of Phi Sigma Pi.

## Chapter Violations

If the appropriate materials required of a chapter are not postmarked or electronically marked **on** or before the designated due dates, the items will be considered late. When a chapter is late with dues, fees, or forms the National Headquarters shall send a notice of delinquency *two weeks* following the due date to the chapter president and the officer(s) pertinent to the violation (i.e., for forms, the secretary; for monies, the treasurer). **This letter will be accompanied by a fine of \$20.00 per outstanding form and for any outstanding monies.**

A second letter of delinquency and warning of probation will be issued *four weeks* after the first late notice. **This will carry a fine of \$30.00 per outstanding form and \$50.00 for any outstanding amount of monies.**

If the violation and subsequent fines are not resolved within *six weeks* after the original due date, the National Council will discuss placing the chapter on probation

The total monetary value of all fines shall not exceed \$500.

Any chapter that does not send a delegate to Grand Chapter shall be fined \$350 plus the cost of one convention registration and placed on probation until the total fine is paid in full and the chapter has attended a "Grand Chapter Special Session" at the following National Convention.

All Chapter fines will be donated directly to the Richard Cecil Todd and Clauda Pennock Todd Tripod Scholarship Endowment Fund.

## Harassment

Phi Sigma Pi National Honor Fraternity will not tolerate the harassment of any of its members at fraternity events. Harassment is any behavior that intimidates, threatens, or degrades an individual.

## **Reporting Harassment Complaints**

Every member of Phi Sigma Pi National Honor Fraternity shall be treated with dignity, trust, and respect. If this does not occur, the following is available for recompense.

Any member who feels treated with a lack of dignity, trust, and/or respect, should immediately report the matter to the appropriate fraternity official. Phi Sigma Pi shall investigate all such reports and deal with them swiftly, fairly, and with sensitivity. Violations of this policy may result in disciplinary action, including but not limited to expulsion or dismissal. No matter who initially learns of the purported harassment, it is that individual's responsibility to report the incident to the appropriate chapter and/or national authorities. However, if the allegations involve members from another chapter, alumni, National Staff, or National Council Members, the national authorities should be notified first. Chapter authorities are the advisors and president or the highest-ranking officer not involved in the allegations. National authorities are the senior vice president or the highest-ranking officer not involved in the allegations, executive director, or chapter consultant.

## **Filing Harassment Complaints**

A harassment complaint should be a written and signed statement setting forth the details of the alleged conduct. Complainants will be assisted in the preparation of the statement by the chapter or national authorities receiving it. The substance of the complaint shall be discussed in confidence, and the manner in which the complaint will be handled shall be explained. For complaints involving only members or initiates of a specific chapter, the chapter authorities should handle the matter first. In all other instances and if a party involved at the chapter level requests, the national authorities shall have jurisdiction.

## **Sanction Proceedings**

The National Council shall authorize an investigation (pursuant to the approved Investigation Procedures) of any Member and/or Chapter of Phi Sigma Pi National Honor Fraternity after being notified of any moral or legislative breaches. A Chapter shall make every effort to address any violations locally. All issues between two or more chapters or questions of discipline that cannot be resolved on a chapter level shall be reviewed by the National Council. Action may proceed regardless of possible or pending administrative, civil, or criminal proceedings arising out of the same or other events.

## **Complaint and Sanction**

The National Council shall have five (5) days from the receipt of the appropriate materials to initiate, by a simple majority vote, a disciplinary investigation. If the National Council does not initiate a disciplinary investigation, the National Council will submit a statement of the process to the petitioning body within ten (10) days. Once an investigation has been initiated, the Member and/or Chapter shall be notified of the investigation procedures and the reasoning behind the investigation. The National Staff shall have fifteen (15) days to file a report, or request an extension from the National Council. After the report has been filed with the Council, the accused Member and/or

Chapter shall have a chance to defend themselves against the charges via a phone conference or in person. In the event of a Chapter being investigated, the Chapter will appoint one of its active brothers to represent itself. These proceedings will have a time limit set by the National President or next highest ranking National Officer not under charges.

Disciplinary action that can be taken by the National Council is listed in Article XVII of the National Constitution. Phi Sigma Pi reserves the right to notify the proper sheltering institution authorities of the National Council's decision regarding the charge(s) against a Member and/or Chapter and of the sanctions deemed appropriate for that Member and/or Chapter.

Within ten (10) days of the decision of the National Council, the Senior Vice President shall send written notification to the party(s) charged. All notices shall be sent "certified mail" and "return receipt requested". Notices for Members will be sent to their permanent address and to their current school address, if applicable. Notices for Chapters will be sent to the permanent and school addresses of the chapter president, chapter secretary, and chapter advisor(s).

### **Sanction Appeal**

A Chapter or Member may appeal a National Council sanction within thirty (30) days of receipt of sanction notice. The appeal shall be heard at the next regularly scheduled Grand Chapter meeting. The Member and/or Chapter shall comply with the terms of the National Council decision until the appeal is heard. The Senior Vice President, or next highest ranking National Officer not under charges, shall serve as the representative of the National Office. The Member and/or Chapter may appeal a decision to the Grand Chapter only once.

A Member and/or Chapter may appeal based on the following reasons:

- (1) A substantial procedural error that unreasonably impaired the Member and/or Chapter or the National Council.
- (2) New evidence of a substantive nature not available at the original hearing.
- (3) Evidence of substantial bias on the part of the National Council at the time of the original hearing.

The Member and/or Chapter will contact the National Office in writing with the appeal and the reason for it, addressed to the Grand Chapter.

### **Appeal Board**

Appeals from decisions of the National Council will be referred to the Appeal Board. The purpose of the Appeal Board will be to investigate the validity of an appeal from decision of the National Council and make recommendations to the Grand Chapter prior to the Grand Chapter hearing the appeal.

Appeal Board will consist of three members:

- Past national officer (appointed by National Council)
- Alumni at large (randomly selected from a pool)
- Active brother (randomly selected from a pool)

The past national officer will be appointed at the beginning of each new National Council term. The Alumni at large and Active Brother positions shall be randomly selected from the pool of members selected by the Grand Chapter. The pool for each position shall be composed of five members. No pool shall have more than one member from the same collegiate chapter. This selection shall be done in an agreed upon manner that ensures a random result. The National Council may remove by unanimous consent one or more members if there is a conflict of interest with a specific appeal and a new member will be chosen from the pool or appointed in the case of past national officers. Upon appointment the members of the Appeal Board will be sworn to maintain objectivity and confidentiality.

The National Staff will provide to the Appeal Board within fifteen (15) days of the appeal being filed the history of the case and a summary of the Council's decision.

The Appeal Board will have thirty (30) working days to review the case, talk to the appealing Member and/or National Council/Staff and make the final recommendations. The Appeal Board will then give written notification to the appealing Member and/or Chapter and the National Council/Staff. This notification will list the reasons for the recommendation. If it is not unanimous, the dissenting member may put their reasons for dissenting.

Recommendations can be one of the following:

- An appeal should be heard.
- An appeal should not be heard based on the appeal criteria.

The Appeal Board will present its recommendation to the Grand Chapter prior to the Grand Chapter deciding whether or not it will hear the Member and/or Chapter's appeal. In the event a representative is not present, this information will be presented by the Senior Vice President or highest ranking National Officer not under charges.

### **Appeal Hearings**

All hearings shall be held in executive session, and therefore only open to the following: the representative(s) of a Chapter and/or Member charged, and Members of the National Office and Grand Chapter Delegates/Alternates.

The Grand Chapter will hear the appeal, unless it moves not to hear the appeal, at its next full business meeting, with the appeal placed on the agenda at the discretion of the National President.

When a Chapter is appealing to the Grand Chapter, no teleconference will be allowed since each chapter must send at least one delegate to all Grand Chapter business meetings. Standard travel reimbursements and registrations costs shall apply.

At the hearing, discussion will be formal and held in a format similar to “challenging the decision of the chair.” A member of the Council will state the case against the Chapter and/or Member. The appealing Chapter delegate and/or Member will speak second. Points of information, to the Council or Appealing Chapter Delegate and/or Member, will be allowed. The appealing Chapter and/or Member will then leave the meeting while the body deliberates. Deliberation will consist of a standard PRO/CON format until debate is ended. The National President shall preside over the meeting unless s/he chooses to pass the gavel to the Senior Vice President. At the end of the hearing, the governing body will either:

- Uphold the previous decision.
- Pass a modified version of the previous decision [requires two-thirds (2/3) vote],  
or
- Reject the previous decision [requires a two-thirds (2/3) vote].

Upon completion of the hearing, the Chapter and/or Member will be expected to immediately comply with the decision.

### **Mileage Reimbursement**

The National Council and official representatives of Phi Sigma Pi, when on fraternity business, may be reimbursed on the mileage reimbursement found in the rate schedule, which is reviewed at the beginning of each fiscal year as part of the budget process. Tolls will also be reimbursed if receipts are provided. Prior authorization of travel by the National Headquarters is required before reimbursement will be considered.

### **National Dues:**

Semester Schools: \$54/semester (paid twice a year)

Quarter Schools: \$36/quarter (paid three times a year)

### **Induction Fees:**

All New Members: \$95 (paid only once)

### **Charter Fees:**

All members who join a chapter during the charter semester/quarter: \$45 charter fee (paid only once, non-refundable)

### **National Event Location**

The National Council will determine the location of National Events on the basis of accessibility, location, cost, and quality of accommodations. In selecting site locations,

efforts will be made over time to vary the impact of travel expense on members attending from the various regions of the United States. *Amended 2/10/2007*

## **National Awards**

The National Council presents awards annually to the Collegiate Chapters in good standing that best uphold the ideals of Phi Sigma Pi. The National Awards are as follows:

The **Joseph Torchia Outstanding Chapter Award** is the first, oldest, and most prestigious of the National Awards. Chapters are evaluated for this award on the basis of overall chapter activities as they strive to achieve a balance between scholarship, leadership and fellowship.

The **C.H. McClure Single Service Award** is presented to a collegiate chapter for an outstanding service project. Each chapter may choose an exemplary service project that they have successfully completed during the past year and write a detailed summary of the project to be included with the spring Chapter End-of-Semester/Quarter Report (Form 110).

The **Charles W. Chance Alumni Award** is presented to the chapter that excels in alumni relations based upon such areas as sound communication, financial support, and alumni participation in chapter events.

The **Sanders P. McComsey Most Improved Old Chapter Award** and the **Clarence O. Williams Most Improved New Chapter Award** are presented to the chapters that have demonstrated the most overall improvement from the preceding year. A new chapter is defined as a chapter that has been active up to and including four (4) National Fraternity fiscal years. An old chapter is defined as a chapter that has been active for five (5) or more National Fraternity fiscal years (i.e., A chapter inducted in Fall 1996 or Spring 1997 is a new chapter through the 2001-2002 fiscal year).

The **Steven A. DiGuiseppe Administrative Award** is presented to the collegiate chapter(s) that maintains the highest efficiency in administrative detail. Criteria for evaluation includes the manner in which the chapter conducts its communication with the National Headquarters as well as with officials of the college or university where the chapter has been chartered, and whether or not the chapter exhibits consistency in carrying out its administrative affairs.

The **Jeffrey L. Johnson National Fellowship Award** has been established so that chapters and individuals that have exhibited outstanding examples of fellowship towards and with other chapters may be recognized and honored. Chapters and individuals may only be nominated by the official vote and recognition of their fellow chapters and/or National Council. Though up to two awards may be given each year, an award does not have to be bestowed every year. By this means, the National Council and the nominating chapters are charged with honoring only the most deserving. *Amended 7/26/06.*

The **Dr. Eldo L. Hendricks Award for Excellence in Scholarship and Programming** has been established to recognize chapters that have provided exceptional education, cultural and leadership programs benefiting their members and the community in which they live. Up to three awards may be given each year, but an award does not have to be presented every year.

The **Claude A. Phillips Award** is presented to a collegiate chapter for an outstanding fellowship event. Each chapter may choose an exemplary fellowship event that they have successfully completed during the past year and write a detailed summary of the project to be included with the spring Chapter End-of-Semester/Quarter Report (Form 110). *Amended 2/10/2007*

### **National Awards Guidelines**

1. Any National Forms, Dues and/or Induction Fees that are required by the National Headquarters and are received after their respective due dates will be subject to consideration for all awards presented by the National Council. To be eligible to receive a National Award, chapters must have all National Forms, Dues, Induction Fees, and outstanding debts reconciled before May 15 for semester schools and June 15 for quarter schools.
2. Chapters on probation or suspension for any portion of the academic year are ineligible to receive any National Awards for that academic year. However, the Chapter End-of-Semester/Quarter Report (Form 110) must be submitted regardless of whether or not the chapter is eligible to receive a National Award.
3. A Form 110 delinquent thirty (30) days or more shall not be considered for any National Awards. However, it will be reviewed for the status of the chapter. (Refer to the Awards and Scholarship Manual.)

### **National Scholarships**

The **Richard Cecil Todd and Claudia Pennock Todd Tripod Scholarship** is the first and oldest National Scholarship awarded to undergraduate members. This scholarship is awarded to undergraduate members who have excelled in embodying the ideals of the Tripod.

The **Rolla F. Wood Graduate Scholarship** is a National Scholarship awarded to brothers who have excelled in undergraduate studies and are continuing their education in graduate school.

### **National Scholarship Guidelines**

1. The award recipient shall be a member of Phi Sigma Pi National Honor Fraternity in good standing with the chapter and National Office.
2. The applicant may apply multiple times, but may only receive the scholarship once.
3. All applicants must submit the required materials to the National Office by April 15. The recipients will be announced at the following National Convention Awards banquet.

## **National Endowment Fund**

The **Subrosa Endowment Fund** is to provide financial support to brothers in need. This endowment fund shall be awarded on a per case basis and when financially possible to applicants granted funds by the National Council.

## **Handbook Policy**

All Initiates shall receive a copy of the Phi Sigma Pi National Handbook, *The Scholar's Province*, at the beginning of the chapter initiation program. The number of handbooks used by Initiates during a specific semester/quarter will be replaced by the National Headquarters at the beginning of the following semester/quarter.

## **Mark Policy**

Any mark owned by Phi Sigma Pi may be used by any Member or Chapter without expressed written permission of the Fraternity, provided that the National Council does not find that the use conflicts with the purposes or image of Phi Sigma Pi. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the Member or Chapter that the inappropriate use must cease.

Any mark owned by Phi Sigma Pi may be used by any non-Member with the expressed written permission of the National Council. Permission must be applied to the National Council via the National Staff. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the user that the inappropriate use must cease.

It is an expectation of membership that a member will not use the name Phi Sigma Pi, any mark of Phi Sigma Pi, or any reference clearly meant to refer to his/her membership in Phi Sigma Pi, in any media context, including any type of Internet posting, in a manner that is in conflict with the ideals of the Fraternity. Examples that are inconsistent with the ideals of Phi Sigma Pi include, but are not limited to:

- Explicit illegal drug references
- Explicit alcohol references, if underage
- Prejudiced/discriminatory speech of any kind
- Explicit reference to any other illegal behavior
- Lewd photographs or language
- Any language that libels another individual or group *Amended 8/8/2007*

## **Membership Pin Policy**

Each new member shall receive an Official Phi Sigma Pi Membership Pin.

## **National Council Election Rules**

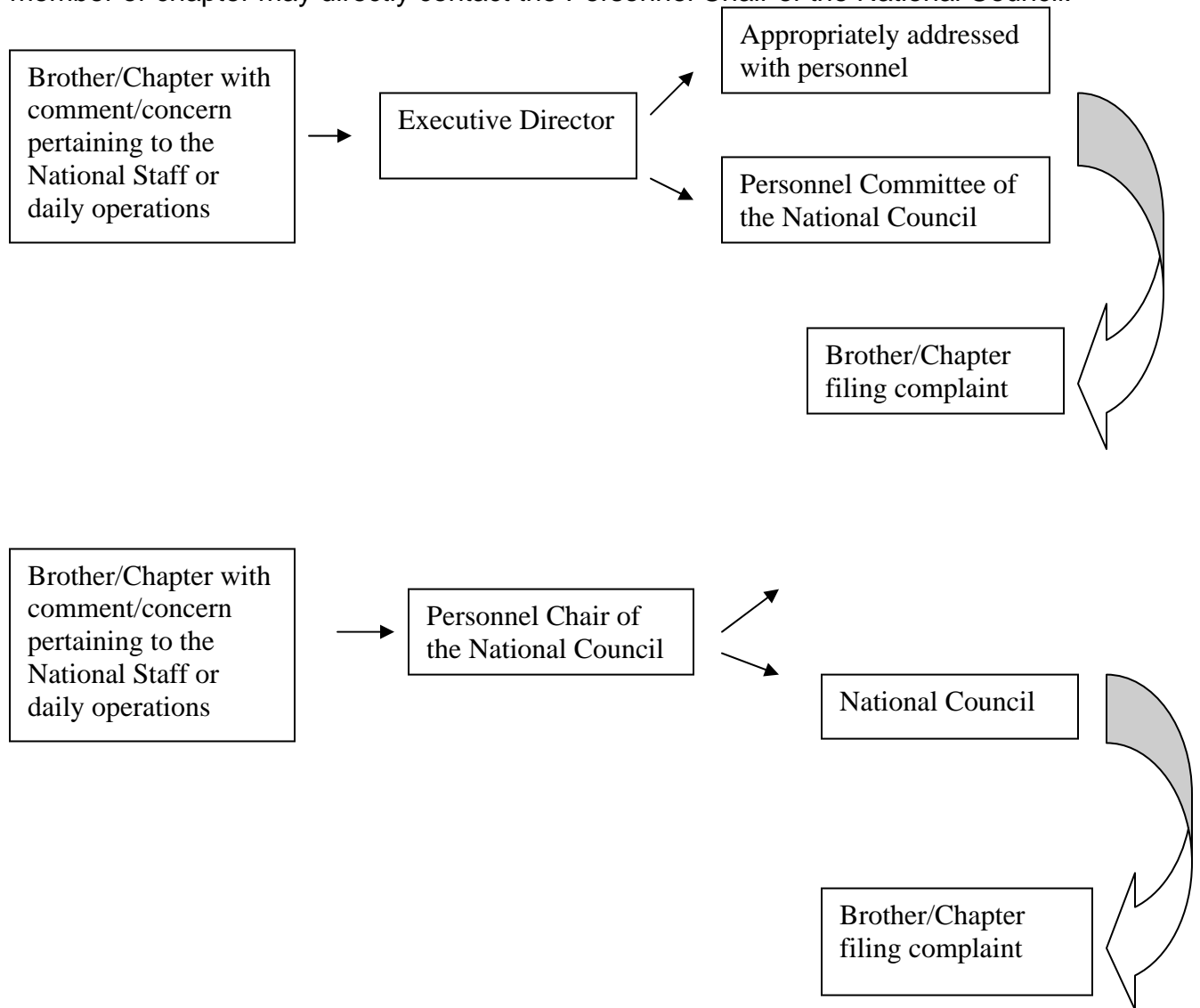
All appropriate candidates shall be provided with a copy of the National Council Standards and shall adhere to all National Council Standards from the time of declaring candidacy until completion of elections.

## Personnel Process

Comments/Concerns regarding the operations of the National Staff should be forwarded to the Executive Director. Those relating to personnel shall be forwarded in writing. If the concern pertains to the Executive Director, documentation should be sent to the Personnel Chair of the National Council.

All comments/concerns will be addressed in an efficient manner. However, those concerns relating to personnel are confidential under the statutes of the Commonwealth of Pennsylvania and therefore, the manner in which they are addressed may not be shared.

If after contact with the Executive Director persistence of the concern exists, the member or chapter may directly contact the Personnel Chair of the National Council.



## Chapter Housing

Any Chapter may lease or sub-lease property through an established house corporation. Only house corporations may be the primary owner of property or leasing agent for properties viewed as Phi Sigma Pi housing.

Chapters exploring Housing should contact the Director of Member Services for advice and guidance through the documentation process.

Insurance coverage premiums will be assessed to the house corporation through the Phi Sigma Pi Insurance Coverage and the premium shall be paid to the National Office within that current coverage fiscal year.

Specific additional housing rules and risk management policies may enable a reduction in the cost of insurance premiums. Interested chapters should seek recommendations from the Insurance Provider with the assistance of the National Office.

If a house corporation wishes to seek outside insurance, all leased property must maintain at least the following insurance on that property:

- General Liability
- Directors and Officers Liability
- Property Contents Coverage

If a house corporation wishes to seek outside insurance, all owned real estate property must maintain at least the following insurance on that property:

- General Liability
- Directors and Officers Liability
- Property

Any Chapter that leases through a house corporation or any house corporation that owns property must submit the following documents to the National Office at the time the property is leased or purchased and each following academic term:

- Lease agreement between the Landlord and house corporation
- Proof of Landlord's liability coverage on the property
- Lease agreement(s) between the house corporation and member(s) living on the property
- Housing agreement between the house corporation and each member of the Chapter
- Proof/Certificate of Insurance and Summary of Coverage
- Chapter Properties List
- Proof/Certificate of Renters Insurance as held by each member living on the property or a declarations page from the renter's parent's homeowner's policy if covered under there
- House and Event Risk Management Policy *Amended 2/10/2007*