

**Constitution of the Gamma Gamma Chapter
of Phi Sigma Sigma at Clarion University**

(Last Revised 09/27/2017)

We, the members of the Gamma Gamma Chapter of Phi Sigma Sigma, Inc. (the “Fraternity” or “Phi Sigma Sigma”) do hereby establish this instrument as the constitution of said chapter, which shall hereafter be the binding laws to govern the conduct of this chapter of the Fraternity.

Article I

Organization – General

SECTION 1. The Phi Sigma Sigma Fraternity shall be composed of:

First – initiated members of collegiate chapters, established at various colleges and universities of the United States and Canada and designated by the letters of the Greek alphabet, with the prefix beta for a second series, the prefix gamma for a third series, etc.

Second – initiated members of alumnae groups, including clubs and chapters, conducted in accordance with the provisions hereinafter, and known by the names of the cities or geographic areas in which they are located

Third – initiated alumnae members not affiliated with an established alumnae group.

SECTION 2. Charters to establish collegiate chapters shall be granted in the following manner:

An interest group or local sorority shall prepare a petition for colony status signed by collegians of the institution in which the collegians propose to place the chapter. The petition shall be forwarded to Headquarters for the consideration of Supreme Council. Supreme Council will determine the number of collegians who must sign the petition. Supreme Council will also designate the number of collegians who must be returning to the institution for at least one semester, quarter, or trimester following the establishment of the colony.

No petition shall be granted until after the executive director or her designee has conducted a thorough evaluation of the interest group or local sorority and prepared a written report on the colonization. The written report shall be submitted to Supreme Council. A maximum period of three days shall be allowed for each member of Supreme Council to return her vote. A two-thirds vote of Supreme Council shall result in the granting of the petition, and a colony known as the _____ University or College colony of Phi Sigma Sigma shall be established.

SECTION 3. In the event that Phi Sigma Sigma is extended an invitation to colonize on a campus with or without an existing college Panhellenic system, the executive director or her

designee shall conduct a thorough evaluation and prepare a written report on the potential colonization. The written report shall be submitted to Supreme Council. A two-thirds vote of Supreme Council shall result in a commitment to establish a colony of Phi Sigma Sigma on the campus. The post-recruitment colonization group must include the required number of collegians determined by Supreme Council. Supreme Council will also designate the number of collegians who must be returning to the institution for at least one semester, quarter, or trimester following the establishment of the colony.

SECTION 4. Alumnae chapters shall be established in the following manner:

A petition, signed by not fewer than seven alumnae, resident or doing business within the city or geographic area in which the alumnae chapter is to be located, shall be forwarded to Headquarters. Before a member may be affiliated with an alumnae chapter, the alumnae chapter shall ascertain her standing as an alumna in good standing of the Fraternity.

If two-thirds of Supreme Council votes in favor of the petition, the chapter shall be duly organized by the direction of the grand archon and under the supervision of the executive director or her designee. An alumnae chapter must comply with the constitution, bylaws, policies, and ritual of the Fraternity, and tender an annual donation to the Phi Sigma Sigma Foundation in order to maintain its status as an alumnae chapter in good standing.

SECTION 5. If Supreme Council determines that an alumnae group does not meet the requirements for an alumnae chapter, an alumnae club may be established.

Article II

Organization – Purpose

The purpose of this chapter shall be to promote friendship and cooperation among collegiate women of all races, creeds, and religions, to raise the standard of academic ideals, and to promote philanthropic endeavors.

Article II

Membership

SECTION 1. The Gamma Gamma Chapter of Phi Sigma Sigma shall consist of members as provided in this constitution and in accordance with the rules and regulations of Phi Sigma Sigma and the administration of Clarion University.

SECTION 2. All female candidates for a degree at Clarion University shall be eligible for membership in the chapter provided they meet the additional requirements defined in this constitution.

SECTION 3. No candidate for membership shall be extended a bid or initiated until she has demonstrated her interest in working toward the goals of the Fraternity and has met the scholastic requirements of the Fraternity, her chapter, and her university or college.

SECTION 4. Any duly initiated member of another Phi Sigma Sigma chapter who transfers to **Clarion University** may affiliate with the **Gamma Gamma** Chapter after fulfilling the requirements for transfer as stated in the Constitution and Bylaws of Phi Sigma Sigma.

SECTION 5. A candidate for membership shall be required to have a 2.5 cumulative grade point average in order to be initiated into the chapter.

In accordance with Phi Sigma Sigma policy, each candidate for membership must be able to show evidence that she has participated in at least two (2) recognized campus activities and demonstrate knowledge of the history and traditions of the chapter and Phi Sigma Sigma.

No candidate for membership shall be initiated until she has paid her fees and met all other financial obligation to the chapter and Fraternity treasuries. Each candidate for membership must log in to the website to complete initiation requirements.

SECTION 6. Membership is maintained when all chapter, Phi Sigma Sigma, university/college requirements and standards are upheld. All members, both candidates for membership and initiated, shall be subject to the same membership requirements as set down in the Phi Sigma Sigma and chapter constitutions.

SECTION 7. The minimum requirements of sisterhood are:

1. Attend chapter meetings – To maintain good standing, a sister may miss no more than two meetings per semester. All absences in excess of two (2) constitute an unexcused absence and can be appealed to standards board. Arriving late or leaving early unexcused more than two (2) times equals one unexcused absence. After three (3) calls out of order by the archon, a member may be asked to leave. This counts as an unexcused absence. Three consecutive absences from any meeting or official function results in an automatic appearance before standards board.
2. Attendance at mandatory events is required. A sister is expected to participate in all chapter activities (membership recruitment, fundraising, philanthropy, etc.) as determined by the chapter constitution, policies, and meetings. Unexcused absences from such events will result in an automatic appearance before standards board. Sisters must maintain 80% attendance.
3. Pay dues in a timely manner.
4. Participation in two (2) campus activities.
5. Maintain a minimum cumulative grade point average of 2.5, or its equivalent. If a sister falls below the required 2.5, she will be placed on a scholarship improvement plan.

6. Annually, acknowledge Phi Sigma Sigma policies and complete any individual requirements as required by the Fraternity's chapter accreditation program.
7. Fulfill duties to the Greek community, as outlined by the **Clarion University** Panhellenic.

SECTION 8. A member meeting the minimum requirements of sisterhood as defined above has the right to attend meetings, vote, and to participate in all other functions connected with or associated with the Fraternity.

SECTION 9. A member shall be prevented from holding office if she is delinquent in paying dues or not current on her payment plan.

SECTION 10. Any member who has circumstances that may prohibit her from meeting the minimum requirements of sisterhood, or the financial or academic obligations needed to maintain good standing in the chapter has the responsibility to notify the member at large. Such notification should take place as soon as the member is aware requirements may not be met. Failure to notify the member at large can result in immediate disaffiliation.

SECTION 11. Where full participation by a sister is not possible due to circumstances beyond her control; she may petition the standards board for one of the following:

1. Limited Status: Implies total inability to participate in chapter activities, requires payment of Fraternity dues, insurance and Convention tax in advance, (including *parlor fees and Chapter Reserve Account payment where applicable*) and the recommendation of the chapter to grant limited status. Phi Sigma Sigma Headquarters is petitioned (by the chapter) to grant limited status for one (1) academic term. If limited status is granted, the sister has no vote on chapter business.
2. Chapter Status: May be granted for one (1) academic term by the standards board. Phi Sigma Sigma Headquarters is not involved. The sister must present a written petition to the standards board explaining why she wishes to be granted the status. Permission should be requested and granted one (1) semester prior to the time this status would take effect. Fraternity dues, Convention tax and all other fees must be paid in advance. Chapter status implies limited participation and the right to vote is maintained.
3. Alumnae Status: Any duly initiated collegian may petition for alumna status if she meets one of the following requirements: (1) she is enrolled in an institution where her chapter is inactive; (2) she transfers to a school where there is no Phi Sigma Sigma chapter; (3) she is no longer attending school full-time as determined by the university she attends; (4) her chapter has been reorganized or recolonized; (5) she is married and/or has a child or children; (6) she experiences

a documented personal or family circumstance that prohibits meeting the minimum standards of sisterhood; or (7) a collegian in her final semester, quarter, or trimester before graduating whose academic, professional and/or personal circumstances prohibit her from participating in chapter activities.

Eligibility for alumnae status under any of these circumstances requires that the collegian be a member in good standing, which includes financial and academic good standing.

A denial of any of these statuses can be appealed to Supreme Council.

SECTION 12. A standards board hearing is required for all disciplinary action taken against members who fail to uphold the Phi Sigma Sigma constitution, bylaws, and policies as well as the chapter constitution and standing rules. Failure to improve will result in the implementation of the following three-step disaffiliation process.

When a member has not upheld her requirements, she will be called before the standards board to discuss the situation. If she has indeed not upheld the standards, her social privileges will be revoked until an agreed upon action plan is completed (step one). Privileges may be restored when the action plan is completed by the specified time.

If the action plan is not completed by the specified time or additional issues arise, the sister will meet with the standards board for a second time. Any sister who attains step one will proceed to step two if she commits an unrelated violation. After listening to the sister and determining that she did indeed fail to uphold the standards of sisterhood a second time, her voting privileges will be revoked in addition to her social privileges, and her action plan will be reviewed and increased (step two). The member will be reminded that by failing to complete the action plan or by being involved in additional incidents, she is choosing disaffiliation. Privileges may be restored when the action plan is completed by the specified time.

If the action plan is again not completed or additional incidents occur, the member will meet with the standards board a third time. Any sister who attains step two will proceed to step three if she commits an unrelated violation. If there are no extenuating circumstances, she will be asked to disaffiliate (step three). The self-disaffiliation process includes:

1. The sister must turn in all of her letters and Phi Sigma Sigma paraphernalia, including badge and new member pin.
2. Any outstanding balance owed to the chapter or the Fraternity must be paid at time of disaffiliation. Any sister who leaves the chapter with an outstanding balance due to the chapter or the Fraternity will be sent to a collection agency.
3. The self-disaffiliation process will conclude with the archon notifying Phi Sigma Sigma Headquarters that a sister has been disaffiliated.

SECTION 13. Disaffiliation shall also be considered when a member is delinquent in her duties, obligations or conduct as an officer or member of Phi Sigma Sigma. When a sister knowingly violates Phi Sigma Sigma policy and her actions place the chapter, its members, or potential members in jeopardy, it is grounds for immediate disaffiliation. Examples of situations where this may arise are unnecessary risk, embezzlement, and using illegal drugs. A standards board hearing will be held and if the sister is found in violation, immediate disaffiliation will occur.

Article III

Government – Legislative

SECTION 1. All legislative power herein granted shall be vested in the members and officers of the **Gamma Gamma** Chapter. The members in good standing, of the legislative body at a meeting, shall have the right to propose and second legislation, the right to vote, and the privilege of the floor. The legislative body shall have the final authority to make all laws which shall be necessary and proper for the carrying into execution all powers vested by this constitution in the government of the **Gamma Gamma** Chapter.

SECTION 2. Chapter meetings shall be held according to the chapter calendar during the academic year. The chapter shall set the date and time of the meeting, consistent with any university/college regulations. Appropriate dress for ritual meetings, as outlined in the standing rules, is required. A quorum for transaction of regular business shall consist of two-thirds (2/3) of the voting membership.

Special meetings may be called at any time during the academic year on the order of the archon, or upon petition of one-third (1/3) of the membership of the chapter. Special meetings may be called during vacation recesses upon receipt of approval of three-fourths (3/4) of the membership of the chapter; such approval to be by phone, electronic mail, mail, or by a vote taken at a regular meeting of the chapter held prior to the recess.

SECTION 3. The order of business of a chapter meeting shall be:

1. Entrance of the archon (ritual meetings only)
2. Prayer (ritual meetings only)
3. Call to order
4. New members and guests enter
5. Roll call - excused/unexcused absences
6. Approval of minutes from the last meeting
7. Vice archon reads a portion of the Phi Sigma Sigma Constitution
8. Fraternity and local correspondence
9. Fraternity education
10. Bursar report
11. Officer/committee reports

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12. Chapter key advisor report
13. Unfinished business
14. New business
15. Announcements
16. Good and welfare
17. Adjournment

SECTION 4. The rules contained in the current edition of *Robert's Rules of Order* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with this constitution or any special rules of order the chapter may adopt.

SECTION 5. Motions brought before the chapter must be submitted in writing to the archon. Members, including officers and chairmen, will not be recognized at the meeting if they have not followed this procedure. Exceptions may be made for those motions germane to business at hand, which may be presented from the floor.

SECTION 6. Copies of all business motions presented to the archon, as well as committee reports, shall be presented to the tribune for inclusion in the minutes.

SECTION 7. Seating order in the pyramid shall be determined by each sister's initiation date and alphabetically for those initiated on the same date.

SECTION 8. Voting on motions electronically (via email or other on-line technology) is permitted under the following circumstances.

The archon must call the vote, the same way she would at an in-person chapter meeting. She shall distribute all relevant materials with the request for a vote and shall allow 48 hours (minimum) for all members to cast their vote.

Changes to the chapter constitution and the election of officers shall not be conducted via electronic vote.

Results of electronic votes need to be reported using the same procedure as chapter minutes.

Article IV

Government –Executive

SECTION 1. Executive power shall be vested in the executive board of the **Gamma** **Gamma** Chapter, composed of those elected officers as prescribed in the Phi Sigma Sigma constitution and bylaws, Article IX (archon, vice archon, bursar, scribe, tribune, member at large, membership recruitment chairman, sister development chairman, Panhellenic delegate, risk management chairman, and house manager, *if applicable*).

All executive board officers shall be elected to serve a term of one (1) year. All officers shall maintain regular correspondence with Fraternity volunteers and staff. No member shall be eligible for office if she is scheduled to graduate or otherwise leave school before the next regular annual election. A member who is not in good standing shall not be eligible to serve in any office in the chapter.

SECTION 2. It shall be the duty of the archon to preside at all meetings of her chapter, call all special meetings, and enforce due observance of, and compliance with the constitution, bylaws, policies and ritual of the Fraternity, and perform all other duties typically assigned to the presiding officer and executive head of an organization. She shall serve as delegate to Fraternity conclaves. She shall be directly responsible for Fraternity correspondence and her chapter's performance.

SECTION 3. It shall be the duty of the vice archon to perform the duties of the archon in the archon's absence. She shall be custodian of the ritual and shall enforce due observance of and compliance with the constitution, bylaws, policies and ritual of the Fraternity. She shall be responsible for Fraternity education and shall prepare the chapter for the Fraternity examination. She shall implement chapter bylaws and constitution. She shall be an ex-officio, non-voting member of the standards board. She shall chair the executive board and executive council of the chapter and shall supervise chapter chairmen and committees.

SECTION 4. It shall be the duty of the bursar to collect and disburse all funds belonging to the chapter and pay all claims on the treasury, to keep an accurate account of all money received and expended, and to render a report at each meeting concerning the financial affairs of the chapter. The signature of the bursar and either the archon or chapter key advisor shall be required on the chapter's annual budget and compilation. If the chapter has an active housing corporation, the housing corporation shall be responsible for preparation of the house's annual budget and compilation. The bursar shall reimburse only those chapter expenses which have been duly approved in advance and for which proof of expenditure is presented. She shall chair the chapter finance committee which shall be responsible for the preparation of the chapter's annual budget and compilation.

SECTION 5. It shall be the duty of the scribe to conduct all correspondence of her chapter and to immediately notify Headquarters of any changes in membership status. She shall be responsible for chapter's compliance with the Fraternity's standards program effective December 31, 2011. She shall preserve files of her correspondence. She shall notify all members of special meetings. She shall collect the ballots at elections if an alumna is unavailable. She shall be in charge of and maintain the collegiate and alumnae files and shall annually compile and maintain an up-to-date record of the names and addresses of the collegiate and alumnae members of her chapter as part of the chapter's permanent record book.

SECTION 6. It shall be the duty of the tribune to keep an accurate, permanent account of the proceedings of her chapter. She may serve as historian. She shall take roll at all Phi Sigma Sigma events.

SECTION 7. It shall be the duty of the member at large to serve as chairman of the standards board and ensure that standards of the chapter are upheld. She will immediately notify Phi Sigma Sigma Headquarters of any changes in membership status and make membership status changes as required. The member at large shall serve as liaison between the executive board and the chapter. In conjunction with the archon, vice archon and standards board, she shall interpret the constitution, bylaws, policies and ritual of the Fraternity.

SECTION 8. It shall be the duty of the membership recruitment chairman to oversee all membership recruitment events. She shall be responsible for the planning and implementation of the chapter membership recruitment program and the chapter's compliance with the international Membership Recruitment Policy. She shall supervise assistants.

SECTION 9. It shall be the duty of the sister development chairman to oversee all activities related to member development programming. She shall work with new sisters during the orientation program as well as the chapter as a whole at all times throughout the year.

SECTION 10. It shall be the Panhellenic delegate/Inter-Sorority Greek Council representative's duty to represent Phi Sigma Sigma in all Greek activities and to report to the National Panhellenic Conference delegate. She shall serve as the direct liaison to the National Panhellenic Conference delegate. In that capacity, she shall report to the National Panhellenic Conference delegate any campus changes in (1) membership recruitment rules; (2) housing rules; (3) campus total; (4) the Panhellenic advisor; and (5) the number of sororities on campus. She shall also immediately report the existence of any infraction filed against the chapter and any expansion proposals to the National Panhellenic delegate.

SECTION 11. The archon, vice archon, bursar, scribe, tribune, member at large, membership recruitment chairman, sister development chairman, and Panhellenic delegate in conjunction with those other officers elected in accordance with the chapter bylaws, as prescribed in Article VI, Section 1 of the bylaws, shall serve on the chapter's executive board. The executive council shall be composed of the executive board and duly appointed chairman.

SECTION 12. It is the duty of the risk management chairman to enforce Phi Sigma Sigma's risk management standards. She shall increase risk management awareness by educating the chapter on all facets of the risk management program. She shall coordinate accident investigation and claim reports. She shall develop, maintain, review and update the chapter's crisis management plan. She shall be responsible for ensuring that a safety plan is in place for every event. She shall participate on the social committee as an ex-officio member, as well as taking an active role with new member risk management.

SECTION 13. It is the duty of the house manager to enforce all rules and regulations of the university/college, the Phi Sigma Sigma National Housing Corporation (NHC), and the chapter pertaining to the management of the chapter's living center. The house manager shall act as the liaison between the NHC and the chapter, working directly with the house director and other NHC staff members as required.

SECTION 14. The immediate past archon shall serve as an ex-officio non-voting member of the executive board for one (1) semester as long as she remains in good standing.

SECTION 15. Executive board officers may have one or more assistants appointed, as necessary, by the vice archon as part of the executive council appointment process.

SECTION 16. The executive board shall meet at least once weekly during academic periods.

SECTION 17. The executive board shall be responsible for proposing and investigating business and legislative matters not otherwise provided for. The executive board shall be empowered to transact business and to make decisions and to act upon them when it is impossible or impractical to call a special chapter meeting. Executive board meetings shall be open to all members and there shall be sufficient notice of the meetings. Non-members of the board shall have voice, but no vote. The vice archon may close any part of the meeting for executive board attendance only. The executive board must review all business before it can be presented at a chapter meeting.

SECTION 18. All executive board officers are responsible for attending applicable university/college meetings as required by the Clarion University Fraternity and Sorority Life Office and the Clarion University Panhellenic. If they are unable to attend, it is their responsibility to obtain a substitute so the chapter is represented and informed.

SECTION 19. If any officer of the executive board has not fulfilled her duties, a petition, signed by one-third (1/3) of the chapter membership (excluding the standards board) stating the nature of the charges, shall initiate a review by the chapter standards board. A four-fifths (4/5) vote of the standards board shall be necessary for the removal of an officer from office. A two-thirds (2/3) vote of the chapter membership within fifteen (15) days following the standards board vote to remove shall be required in order to reinstate an officer to her office.

SECTION 20. The annual election of officers of the collegiate chapter shall be held no later than 10 weeks before the beginning of the fall term's final examinations, or shall comply with university rules or Panhellenic rules requiring otherwise. Exceptions to this rule must be approved by Supreme Council.

Article V

Government – Officers and Executive Board

SECTION 1. Immediately following the election of the executive board, members of the chapter shall submit an application for the chairmanships they are interested in. Applications should include the sister's qualifications (e.g., knowledge, skills, and abilities) for the office, as well as the goals she hopes to accomplish should she be appointed. The newly elected executive board will use these resumes to appoint the executive council.

SECTION 2. The executive council is chaired by the vice archon. It shall meet at the discretion of the vice archon, but at least once per month.

SECTION 3. The executive council shall be comprised of the following:

1. Alumnae chairman
2. Campus relations chairman
3. Family relations chairman
4. Fashion, design and insignia chairman
5. Fundraising committee chairman
6. Greek week chairman
7. Health and wellness chairman
8. Historian
9. Intramural chairman
10. Multiculturalism chairman
11. Parliamentarian
12. Public relations chairman
13. Scholarship chairman
14. Service and philanthropy chairman
15. Sisterhood chairman
16. Social chairman
17. Sunshine/spirit chairman

(NOTE: Should campus circumstance necessitate the creation of additional executive council positions, or should the chapter not require the entire list of committees defined above, this section should be customized.)

SECTION 4. Where applicable, executive council members shall maintain regular correspondence with Fraternity volunteers and staff, and complete any requirements for chapter recognition and accreditation.

SECTION 5. All executive council members are responsible for attending applicable university/college meetings (e.g., Greek Week chairman - Greek Week planning meetings). If

they are unable to attend, it is their responsibility to obtain a substitute so the chapter is represented and informed.

SECTION 6. Chairmen shall be responsible for ensuring that the committees meet and/or exceed the objectives set forth for each committee in the constitution and by the executive board/chapter. Additionally, they are responsible for tracking participation in their respective committee. Chairman shall be required to follow any event management process and procedures as prescribed by Phi Sigma Sigma Headquarters.

SECTION 7. Immediately following the appointment of executive council, each sister shall be asked to express interest in which committees she would like to participate. The vice archon, with approval of executive board, shall use these preferences to place sisters on committees.

SECTION 8. Ad hoc committees shall be composed of various members chosen by the archon. Ad hoc committees may be established by the executive board and are used to address special situations, such as planning a chapter's tenth anniversary celebration.

Article VI

Government – Committees and Executive Council

SECTION 1. The standards board of the **Gamma Gamma** Chapter shall consist of at least five (5) members, defined as follows: one (1) first-year student, one (1) second-year student or sophomore, one (1) third-year student or junior, one (1) fourth-year student or senior, the member at large, and the vice archon as ex-officio member, but excluding other members of the chapter's executive board. In situations where there is no member of a particular academic class, an additional member of the academic class with the most representatives may be substituted.

Immediately following the election of the executive board, the chapter shall elect the members of the standards board.

The standards board will monitor participation in chapter activities at least once a month using the following point system. Sisters with below average points will be notified. Sisters who fall below 80% of the total points possible are considered to be in violation of their minimum requirements. Points will start at zero each semester. The standards board will assign a point value to any special event or unexpected activity.

Excuses for any meeting and/or activity concerning the chapter (fundraisers, functions, and get-togethers) must be presented in writing to the member at large 24 hours prior to the activity/meeting. An excused absence shall be defined as:

1. Illness
2. Family emergency
3. Work/Other--under discretion of standards board

When a sister has an excused absence from an activity or event, she will receive half of the points available. If she has an unexcused absence she will not receive any points. Participating in additional activities can make up points.

Customize with your chapter's rewards:

The standards board will choose monthly awards/prizes to be given to the sister with the most points for that month. The standards board will also award a prize to the sister with the most points at the end of each semester.

SECTION 2. The finance committee shall consist of the vice archon, bursar, assistant bursar, member at large, finance advisor or chapter key advisor, and two (2) other members of the chapter appointed by executive board. The committee shall prepare the budget for approval by the membership, recommend dues and fees for the chapter's approval, and exercise supervision over the finances of the chapter. The committee shall also audit the books/online account of the chapter monthly and certify the correctness of the bursar's records. The chapter budget shall be prepared and approved according to deadlines established by Phi Sigma Sigma Headquarters.

SECTION 3. The constitution committee shall consist of the vice archon, member at large, parliamentarian, and two (2) other members of the chapter appointed by executive board. The committee's responsibility shall be to supervise the updating of the chapter constitution and make recommendations to the chapter body for consideration. In Convention years, the committee is also responsible for reviewing the Phi Sigma Sigma constitution and submitting recommended changes on behalf of the chapter.

SECTION 4. The recruitment committee shall be chaired by the membership recruitment chairman and shall develop and implement a year-round recruitment strategy based on campus recruitment rules. The committee shall schedule and organize chapter workshops on recruitment skills. The committee shall ensure the chapter achieves maximum recruitment potential, while following the regulations and guidelines established by Phi Sigma Sigma.

SECTION 5. The sister development committee shall be chaired by the sister development chairman and shall coordinate all aspects of sister development throughout the year, including education from bid day to initiation. The committee shall help new members with the Fraternity education process and help integrate them into Greek life by teaching them about Phi Sigma Sigma history, policies, and membership responsibilities. The committee shall include a new member education board comprised of one (1) representative from each academic class year. The new member education board shall attend all new member events.

SECTION 6. The alumnae committee shall interact with Phi Sigma Sigma alumnae in the local area. In addition, the committee will stress the importance and value of alumnae involvement and keeping in touch with the area alumnae.

SECTION 7. The campus relations committee shall organize chapter participation in university or college events and other organizations' philanthropies. The committee will also develop a schedule and plan to recognize the founders' day of each Greek organization on campus, along with other Greek-relations positive activities such as finals care packages, recruitment good luck baskets, etc.

SECTION 8. The family relations committee shall establish and maintain communication with parents/family members of all collegiate members. The committee will be responsible for publishing a newsletter and organizing an event for the parents/families of the chapter.

SECTION 9. The fashion, design and insignia committee shall organize group orders for Phi Sigma Sigma clothing, jewelry and other paraphernalia. This will include the ordering of shirts for events held by the chapter that requires an order for every sister.

SECTION 10. The fundraising committee shall plan events and activities to raise money that the chapter may use for additional programming and functions, such as dinners, socials and awards. The funds shall not be counted in the chapter's dues. The committee shall also coordinate with the service and philanthropy committee to generate donations for the Phi Sigma Sigma Foundation and other philanthropic organizations. Chapter fundraising and philanthropic events must be held separately. The committee will assist the chairman in all duties including motivating chapter members and presenting a positive image of Phi Sigma Sigma at all events.

SECTION 11. The Greek week chairman and her committee shall be responsible for organizing the chapter's participation in Greek Week.

SECTION 12. The health and wellness committee shall implement programming related to the health and wellness of chapter members, which may include activities such as promoting healthy eating and exercising habits, organizing various exercise classes, inviting speakers to conduct workshops on mental health topics, etc.

SECTION 13. The historian and her committee shall be responsible for the ongoing preservation and updating of the chapter's history, a detailed account of its creation and each initiated sister. The committee is also responsible for the upkeep of the chapter archives, which consist of past and present memorabilia, pictures, etc. The committee is in charge of all slide shows for events such as family day, recruitment, etc.

SECTION 14. The intramural chairman shall be responsible for organizing the chapter's participation in intramural sports.

SECTION 15. The multiculturalism committee shall strive to enrich the lives of the members by making them aware of and exposing them to events and opportunities that are related to culture, ethnicity, and diversity. Through this exposure, the committee makes it possible for members to have the opportunity to learn and enjoy other cultures and diverse ethnicities. The committee shall conduct an ongoing program to develop an understanding of and

appreciation for other heritages, cultures, and religious beliefs brought to by the chapter by its membership.

SECTION 16. The parliamentarian shall advise the archon at all chapter meetings on matters related to Robert's Rules of Order. She shall notify the archon when sisters are out of order. She shall serve as a member of the constitution committee.

SECTION 17. The public relations committee shall promote the chapter's events and is responsible for posters, banners, press releases, and other forms of publicity. The committee shall publicize the sisterhood in an effort to foster a positive image. The committee shall maintain a working relationship with the Clarion University publications to promote recruitment, fundraising, and philanthropy events. The public relations committee shall moderate and control all social media accounts on behalf of the Gamma Gamma chapter.

SECTION 18. The scholarship committee shall oversee each member's academic progress. The scholarship chairman is responsible for obtaining each member's grade point average from the previous semester. This information is kept confidential and will only be used by the scholarship chairman to place a member into the scholarship improvement program and to comply with any requirements from the Fraternity. The committee shall develop and implement a chapter scholarship program that recognizes members who do well or show progress and supports those members who need to improve their scholastic standing. The committee shall plan events such as study tables, library hours, and midterm/final gatherings. The committee shall also plan lifelong learning events for the chapter on topics such as resume building, interview skills, and study skills.

SECTION 19. The service and philanthropy committee serves the Phi Sigma Sigma Foundation, chapter and community by promoting and organizing philanthropic activities. The committee is also responsible for organizing teams for other philanthropy events and monitoring sisterhood philanthropy hours. The committee raises money for the Phi Sigma Sigma Foundation with a minimum goal of \$35 a sister per year. The service and philanthropy committee shall plan and supervise volunteer work for a good cause in the campus and local community. The committee will plan enough opportunities so every member is able to complete the required ten (10) service hours per academic year.

SECTION 20. The sisterhood committee shall plan sisterhood activities for members. The committee is responsible for planning a senior farewell for graduating sisters.

SECTION 21. The social committee shall plan and execute social events and functions that may or may not involve other Greek organizations. The committee must be knowledgeable about Phi Sigma Sigma and Greek Life policies. The committee shall implement safety precautions and ensure all members are aware of the rules and guidelines of social events.

SECTION 22. The sunshine/spirit committee shall create an upbeat and cheerful atmosphere in the chapter. The committee shall celebrate members' birthdays, provide encouraging support to sisters during difficult times, and increase the morale of chapter in general. The chairman will be responsible for one project per semester, in which the entire committee will participate in promoting sunshine within the sisterhood. The committee is responsible for developing themes for informal chapter meetings, and appointing "Sister(s) of the Month".

SECTION 23. The nominating committee shall be comprised of two (2) members of each academic class year. *(For chapters under 50 members, substitute: The nominating committee shall be comprised of one (1) member of each academic class year.)* This committee shall be appointed by the chapter archon and chapter key advisor *(or elected by the chapter)*. The chapter archon and the chapter key advisor shall be ex-officio non-voting members of this committee. The nominating committee will review applications for executive board and make recommendations about which candidates are qualified to run for each position.

(NOTE: Should campus circumstance necessitate the creation of additional committees, or should the chapter not require the entire list of committees defined above, this section should be customized.)

NOTE ABOUT PHI SIGMA SIGMA ELECTIONS PROCEDURES

Phi Sigma Sigma requires that chapter constitutions include (1) a committee to oversee the nomination and election of officers and (2) a process by which executive board is elected. The responsibilities of a nominating committee include reviewing applications for executive board and recommending candidates for each office.

Phi Sigma Sigma recognizes that many chapters currently have a process in place, which they believe, best suits their needs. Chapters have two options. (1) Decide to adopt a version of the process identified in the model constitution or (2) work with your Phi Sigma Sigma Headquarters staff representative to determine if your current practice meets our requirements. If so, she will help you with language to incorporate into your chapter constitution.

Article VII

Executive Board Nominations and Elections

SECTION 1. Any sister who wishes to run for an executive board position must complete an Executive Board application/Letter of intent (one per position, if running for more than one position) to be reviewed by the Nominating Committee. The Nominating Committee reserves the right to contact any potential candidate for further information.

SECTION 2. The timeline for elections will be established by executive board at the beginning of the fall semester. This timeline will include:

1. The deadline for applying to be on the Nominating Committee
2. The deadline for turning in application materials
3. The timing for announcing the slate to candidates
4. The timing for announcing the slate to the membership and for sharing the applications of the slated candidates with the membership.

SECTION 3. The following is the election process:

1. At the designated chapter meeting, the slate will be presented to the entire chapter for a vote. The chapter will vote yes, in favor of the slated candidates, or no, against the slated candidates.
2. A simple majority vote (>50%) is required to pass the slate.
3. In the event that the slate does not pass, each position will be voted on individually.
 - a. All of the candidates will leave the room in the event that a vote needs to take place.
 - b. The chapter will first vote on the slated candidate. If she does not receive a majority of the votes, another nominee may run for that particular position.
 - c. Note that "another nominee" refers only to a member who submitted an application and letter to the Nominating Committee for the position up for vote.
 - d. In this case, officers will be elected by simple plurality (i.e., the winner is the candidate with the most votes).

SECTION 4. The annual election of officers shall be held no later than four weeks before the beginning of the term's final examinations or shall comply with the university rules or Panhellenic rules. Incoming officers shall take office prior to the Fraternity's Leadership Conferences. Exceptions to this rule must be approved by the Supreme Council.

SECTION 5. Vacancies in executive board will be filled by the remaining members of an Executive Board, expect for a vacancy of the archon. In the case of the vacancy of the archon, the vice-archon will automatically move into the archon position and executive board will appoint a new vice-archon.

SECTION 6. To be eligible to run for officer positions, the sister must have a cumulative GPA of 2.5

Article IX **Finances**

SECTION 1. The funds of the Fraternity shall be known as the

1. General fund
2. Housing fund
3. Chapter reserve fund

SECTION 2. The general fund shall consist of revenue and collegiate chapter Convention taxes and shall be used to defray all general expenses and to finance conclave.

SECTION 3. The housing fund shall consist of all endowments to the Fraternity. Interest bearing loans to chapters and local housing corporations shall be made from this fund. The housing committee shall require such security and endorsements as it deems wise and practical. The administrative expenses pertaining to this fund shall be paid from the housing fund.

SECTION 4. The chapter reserve fund shall consist of deposits by chapters. The primary use of this fund is for housing-related needs. The administrative expenses pertaining to this fund shall be paid from the chapter reserve fund.

SECTION 5. All income and interest from the money of any fund shall be credited to that fund, unless otherwise indicated. All administrative expenses shall be charged to the appropriate fund.

SECTION 6. The money in each fund shall be used for the purposes provided for in this constitution. However, at the discretion of the finance committee, all or a portion of the general fund may be transferred temporarily or permanently to another fund, and all or a portion of the housing fund may be transferred temporarily to another fund provided the transfer is consistent with housing fund process.

SECTION 7. Each initiated member shall pay semester dues, which shall include the Fraternity dues, Convention tax and insurance, as prescribed by Supreme Council. Dues are

payable in full by invoice due date, unless alternate arrangements are made in advance and approved by the finance committee.

SECTION 8. The fee for a new member and initiation shall be determined annually by Supreme Council. The total amount is payable directly to Phi Sigma Sigma Headquarters by the new member within three (3) days of bid acceptance.

SECTION 9. A Chapter Reserve Account payment in an amount to be determined by Supreme Council shall be made as part of the chapter's Fraternity billing. This sum shall be in addition to chapter and Fraternity dues.

SECTION 10. A parlor fee payment in an amount to be determined by the NHC (or local housing corporation) shall be made as part of the chapter's Fraternity billing each semester.

Customize this section with your chapter's fines.

SECTION 11. Fines

A sister who is unexcused from a chapter meeting will be fined \$25. Payment is due within one week after notification of the fine by the member at large unless standards board grants an exception.

A sister who is unexcused from a recruitment event will be fined \$50. The recruitment dates will be available months in advance; work and other obligations are expected to be rescheduled and will not be excused. Payment is due within one week after notification of the fine by the member at large unless standards board grants an exception. If a fine cannot be met than an alternate action plan will be decided upon by the standards board.

A sister who is unexcused from initiation will be fined \$75. Payment is due within one week after notification of the fine by the member at large unless standards board grants an exception. If a fine cannot be met than an alternate action plan will be decided upon by the standards board.

A sister who is unexcused from a chapter-wide philanthropy event will be fined \$25. If a fine cannot be met than an alternate action plan will be decided upon by standards board.

SECTION 12. All officers are required to stay within their allotted budget and are held accountable for failure to do so. No reimbursement will be made without an itemized receipt and prior approval of the bursar.

SECTION 13. All dues and fines are made payable via the billing system provider prescribed by Phi Sigma Sigma Headquarters. Members will be responsible for submitting payments in a timely manner. Members who are delinquent may be assessed late fees by both the billing system provider and the chapter.

SECTION 14. Any sister experiencing a financial challenge must contact the bursar before any payment is due. She will then be placed on a payment plan designed for the chapter or an individual plan. The payment plan for the fall and spring semesters will be assigned at the discretion of the finance committee.

SECTION 15. Collection of past due money (including any amounts owed to the NHC) shall follow the following steps:

Step One: The standards board will be notified to suspend voice, vote, and social privileges after seven days of delinquent payment. The sister will be informed by the member at large. Any sister who attains step one will proceed to step two if she commits an unrelated violation.

Step Two: If the sister remains delinquent in payment at fourteen (14) days, the sister will be moved to step two and the suspension of privileges suspended from step one remain in place. Any sister who attains step two will proceed to step three if she commits an unrelated violation.

Step Three: If after twenty-one (21) days, the sister remains delinquent in payment, she is automatically disaffiliated.

Article X

Emblems and Trophies

SECTION 1. There shall be two recognized membership badges. The plain badge shall consist of a gold sphinxhead with eyes of sapphire on a gold base bearing the Greek letters of the Fraternity in blue enamel. The jeweled badge shall have the sphinxhead superimposed on a gold pyramid with three sapphires in each corner. Badges shall be furnished to alumnae and collegiate members through Headquarters.

SECTION 2. The membership badge shall be worn by collegians near or over the heart. Alumnae may also wear the membership badge on a necklace, bracelet or ring.

SECTION 3. The membership badge shall never be sold, given or loaned to any person who is not a duly initiated member of the Fraternity.

SECTION 4. The archon's key shall be a blue enameled brick pyramid under the Fraternity coat-of-arms.

SECTION 5. The new member pin shall be a blue pyramid superimposed on a pyramid of gold forming a border on which is inscribed in Greek script the open motto of the Fraternity, "Diokete Hupsala."

SECTION 6. The colors of the Fraternity shall be king blue and gold.

SECTION 7. The coat-of-arms of the Fraternity shall be a sphinxhead on a shield superimposed on a pyramid, at its apex a rose, at its base twin scrolls, bearing, in Greek, Diokete Hupsala, 1913.

SECTION 8. The American Beauty Rose shall be the official flower of the Fraternity.

SECTION 9. The recognition pin of the Fraternity shall bear the Greek letters in the center and may be presented to non-members who have shown extensive interest and/or service to the Fraternity.

SECTION 10. The scholarship award charm shall be a round charm with the Greek letters in the center and the words "Scholarship Award" around the circumference.

SECTION 11. The alumnae archon key shall be a gold key with an inverted gavel impressed in the center, the Greek letters engraved in the upper left panel, and the year of presentation on the lower right panel.

SECTION 12. The alumnae advisor's award shall be a gold triangle embossed with the Phi Sigma Sigma insignia. It shall be presented to an alumna who has served successfully as a chapter key advisor to a collegiate chapter for a period of four years.

SECTION 13. The Supreme Council drop shall be a gold triangle embossed with the Phi Sigma Sigma insignia and a rose. It shall be presented to a Supreme Council member after she has successfully served two full years in office.

SECTION 14. The mother's pin shall be a small bar with a laurel design. Where appropriate it may be superimposed by the Fraternity coat-of-arms. On the reverse side shall be a red heart indicating the love for mother. This pin may be presented to all mothers of all members.

SECTION 15. The patroness' pin shall be a small bar set with pearls superimposed by the Fraternity coat-of-arms. This pin may be presented to all chapter, area, or international patronesses.

SECTION 16. The past grand archon's badge shall be the official jeweled membership badge containing two sapphires and a diamond in each corner of the pyramid. It shall have a guard attached to the badge which shall be attached to a gold gavel containing six sapphires in the center portion of the gavel head, horizontally (two rows of three each) and three sapphires in the handle.

SECTION 17. The sister of the rose award, a gold and jeweled rose, shall be presented to a departing Supreme Council member who has served at least 10 years on Supreme Council.

SECTION 18. The chairman drop shall be a plain gold pyramid. It shall be presented to a committee or task force chairman after she has successfully served four full years in office.

SECTION 19. The founders' dangle shall be a rising sun superimposed on a round disk. It shall be presented to each of the founding sisters of a new chapter at the time of the collegiate chapter's installation. The founders' dangle for those sisters who are founders in a recolonization shall be a phoenix superimposed on a round disk. It shall be presented to each of the founding sisters of a recolonized chapter at the time of the chapter's installation.

SECTION 20. The chapter consultant's dangle shall be a suitcase. It shall be presented to an outgoing chapter consultant upon successful completion of her employment.

SECTION 21. The graduate assistant dangle shall be a graduation cap with tassel. It shall be presented to an outgoing graduate assistant upon successful completion of her employment.

SECTION 22. The alumnae Panhellenic president's pin shall be a gold brick pyramid with an embedded sapphire bearing the letters NPC, representing the National Panhellenic Conference.

SECTION 23. The Sisterhood Award charm is an open gold pyramid. It shall be presented to recipients of the Sisterhood Award.

SECTION 24. The Order of the Sapphire Award charm is an open gold pyramid with four sapphires and three diamonds alternating across the base. It shall be presented to recipients of the Order of the Sapphire Award.

SECTION 25. The Pyramid Award charm is an open gold pyramid with seven diamonds across the base. It shall be presented to recipients of the Pyramid Award.

SECTION 26. The Supreme Council badge is a sphinxhead superimposed on a gold pyramid with sapphires on all sides except that the grand archon's Supreme Council badge has alternating diamonds and sapphires on all sides. Each badge is inscribed on the back with the office.

SECTION 27. The outstanding advisory board member dangle shall be a pyramid with the letters AB inscribed on it. It shall be presented to an advisory board member whose service has benefited the collegiate chapter after serving for at least two consecutive years.

SECTION 28. Dangles shall be presented to the members of the executive board upon completion of their term in office.

SECTION 29. The Archon's Key shall be presented to the outgoing archon upon successful completion of her term of office.

SECTION 30. The jewelry and insignia chairman shall order all jewelry.

Article XI
Amendment

SECTION 1. This constitution is to be reviewed at least once in the beginning of each academic year.

SECTION 2. A constitutional amendment must be introduced in writing one (1) meeting prior to voting.

SECTION 3. A two-thirds (2/3) vote is required for any amendment.

**Standing Rules of the Gamma Gamma Chapter
of Phi Sigma Sigma at Clarion University**

We, the members of the Gamma Gamma Chapter of Phi Sigma Sigma do hereby establish the following as standing rules of our chapter.

Rule 1

Adoption of Standing Rules

Standing Rules will be adopted or amended by a two-thirds (2/3) vote of the chapter. Rules must be presented in writing at least forty-eight (48) hours prior to voting.

Rule 2

Distribution of Constitution

Each member, upon association with the chapter, will receive a copy of the chapter constitution and policies so that she is informed of the standards of sisterhood. Whenever the constitution is amended, the revised version will be distributed to all current members.

Rule 3

Meeting Attire

Ritual Meeting: Appropriate attire for a ritual meeting is professional, and includes dress, skirt and top or pants and top. Denim, low cut shirts, short skirts, sheer material revealing undergarments, exposed midriffs, sneakers, cargo pants, hats, flip-flops, winter boots or leggings are not acceptable. Straps on dresses must measure at least one inch across. A badge or another piece of Phi Sigma Sigma jewelry must always be worn. Hosiery is not required at a ritual meeting. Peep toe shoes are acceptable at a ritual meeting.

Non-ritual Meeting: Any form of clothing is appropriate. Certain meetings may have a theme, but dressing according to the theme is not mandatory.

Initiation: Initiates wear all white (dresses, skirt/shirt, or white academic robe). Initiated members wear all black. Initiated sisters may wear skirts or pants. Official Phi Sigma Sigma jewelry is required. All other specifications for a ritual meeting apply to initiation.

Rule 4

Potential Member Voting Policy

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All voting on prospective members will be by secret ballot.

Only those members who have met a potential member may cast a ballot on that potential member, except during final preference list balloting following the Preference event(s).

Legacies shall be given special consideration as set forth in the Phi Sigma Sigma membership recruitment policy.

When the number of potential members invited back to each invitation round is established by release figure methodology (RFM), the chapter will issue the number of invitations as calculated by RFM unless approved by the executive director of Phi Sigma Sigma or her designee.

Rule 5 Big Sister Policy

In order to be a big sister, one must:

1. Have a minimum of one semester remaining before graduation and no plans to apply for chapter or limited status during that semester
2. Have a point total higher than the chapter average
3. Not have lost social or voting privileges within the past semester
4. Be in good financial and academic standing

Potential big sisters should be warned of their risk of exclusion in the big/little matching process at least two weeks prior to big/little selection by executive board. Reasons for exclusion include failure to meet the requirements above.

Of those qualified, big sister selection is based upon the following:

New members make a list of their top five (5) choices for big sisters.

Sisters will make a list of their top five (5) choices for little sisters.

The lists will be compared by the sister development chairman and her advisor and sisters will be matched.

The sister development chairman is to use her discretion to best match all big/little pairs according to the above guidelines. She makes the final determination. Lists submitted by new members and sisters are completely confidential between the sister development chairman, her advisor and the owner of the submitted list.

In the case of there being only one potential little, the Sister Development Chair can have up to three of the potential bigs participate in the big/little process. The pairing will be the little's choice.

Rule 6

Scholarship Improvement Program Guidelines

If a member falls below the minimum requirement she will be placed on a scholarship improvement program managed by a scholarship task force comprised of the scholarship chairman, the member at large and the vice archon.

The duration of the program will be one (1) semester. If the member's grade point average does not meet the sorority and university/college requirements, additional semesters can be added.

A scholarship sister will be assigned by the scholarship task force to support the member throughout the program. She will provide emotional, academic and motivational support.

Guidelines of the Program

Those members who participate in the program:

1. Cannot be elected or appointed to any position until the grade point average requirements are met. If she is currently holding a position, she must step down.
2. Will not participate as a big sister until her grade point average has met the requirements.
3. Will attend mandatory functions (e.g., recruitment, scholarship events, chapter meetings, philanthropy events, and fundraising events as described by the chapter constitution).
4. Will be directed to campus resources to help improve her academic performance.

If after one term in the program, a member's grade point average has not met the minimum requirement, the scholarship task force and the standards board will determine if further action, beyond continued participation in the program, is necessary.

Rule 7

Housing

Filling the House: All members of Executive Board (archon, vice archon, scribe, tribune, bursar, membership recruitment chairman, sister development chairman, Panhellenic delegate, member at large, house manager, and risk management chairman) shall live in the house, as prescribed by the chapter and the NHC, starting with the semester immediately following her

election, for the duration of her term of office, except that the archon must reside in the house from the beginning of her term.

If the house is not filled voluntarily, each sister will be required to live in the house for at least one year.

In the case where the house is not full, those who have never lived in the house, are closest to their graduation date, been initiated the longest, and have the lowest grade point averages will be required to live in first, as exemplified by the following:

- Oldest to youngest class year
- Initiation date (longest initiated sisters first, within class year)
- Grade point average (lowest to highest)

Failure to live in the house in this situation is equivalent to choosing to disaffiliate.

If the house is not full and all remaining sisters have previously lived in the house, those living in the house the least number of semesters and having the lowest annual points will be required to live in next. Again, failure to live in the house in this situation is equivalent to choosing to disaffiliate.

Per Phi Sigma Sigma policy, the only exceptions are sisters living with parents or guardians or serving as resident assistants.

New members cannot be required to live in the house the semester after they affiliate. However, new member priority to voluntarily fill open spots will be determined on an annual basis and approved by the NHC or Phi Sigma Sigma Headquarters for chapters who are not managed by the NHC.

Room Selection: The following is the priority order for room selections:

- Executive board (in order of election)
- Years lived in the house
- Initiation date
- Class year
- Points or grade point average

Rules:

1. House residents will abide by all rules and regulations as established by the NHC and university or college, where applicable, (*or local housing corporation*) and provided as part of the Room and Board Agreement.
2. Visitors: In-house sisters are permitted to have visitors in the house as long as they accompany the visitors at all times. This includes walking the visitors out of the house when they are leaving.

3. Quiet Hours: The quiet hours at the house are on Sunday-Thursday 11 pm to 9 am and on Fridays and Saturdays from 12 am-9 am.