

Constitution of the _____ Chapter
of
Phi Mu Delta Fraternity
Street
City, State Zip

Article I

Name

The name of this organization shall be the _____ Chapter of Phi Mu Delta Fraternity at _____ University.

Article II

Principle and Purpose

Section 1. The principle of the fraternity shall be that indicated by the Greek phrase for which the name stands. Founded nationally in 1918 as the first national fraternity to accept men regardless of their race or religious affiliation, Phi Mu Delta has as its mission, to provide a positive fraternity experience for today's college man, encouraging high personal standards, morally, mentally, and spiritually, and, to help its members live the ideals of our founders: democracy, brotherhood and service.

Section 2. The purpose of the fraternity shall be service to the college, to the fraternity and to the individual.

Article III

Membership

Section 1. The _____ Chapter at _____ University shall consist of male students, in attendance at the institution previously named. The - Chapter shall not discriminate as to its membership on the basis of race, creed, religion, national origin, or sexual orientation. We do however reserve the right to restrict our membership to those individuals who we, as an active body, feel will best promote the purpose of this Chapter as set forth in Article II.

Section 2. The membership of this chapter shall consist only of the following four classifications: active, new member, alumni, and honorary.

- A. The active membership shall consist of those members who are duly enrolled candidates for a Bachelor or advanced degree, or the equivalent there of, and/or those student who after attainment of the Bachelor degree, or the equivalent there of, remain at _____ University in the pursuit of an

advanced degree.

- B. New Members shall consist of those individuals associated with the Chapter who have yet to complete the member orientation program set forth by the National Fraternity. These members have full membership rights and shall attend all weekly chapter and committee meetings. However, they are not permitted to attend formal ritual chapter meetings, as they are not fully initiated members of the chapter.
- C. Alumni members shall be former active members of the [REDACTED] Chapter, both graduates and non-graduates, who have completed their work at – University, or those active members who transferred institutions or terminated their college career due to personal reasons prior to graduation.
 - 1. An alumnus member who re-enters [REDACTED] University may revert to the status of an active member if he has not completed his work as provided in Section 2.A of this Article.
- D. Honorary members shall consist of outstanding faculty members or other non-undergraduate men of good repute, who have been selected by the active chapter, received a 2/3-majority vote from the Chapter, and received approval from the National Office.

Section 3. In the event that a member of another chapter transfers to the [REDACTED] Chapter, proof on his National recognition must be provided and he must receive a 2/3 favorable vote from the active chapter for said member to receive local recognition.

Article IV

Membership Requirements

Section 1. All prospective members must be approved by a vote of the active members of the chapter to become New Members by receiving a [REDACTED]% of votes. **(Note: the National Constitution mandates that this percentage must be between 80% and 90%)**

Section 2. In order for a prospect to go through the formal New Member ceremony and become a New Member, he must meet all of the following criteria:

- A. Receive approval from all authoritative bodies, including the host institution and IFC.
- B. Shall have attained a minimum [REDACTED] cumulative grade point average. **(Note: The NIC minimum is 2.5, Phi Mu Delta Chapters may be higher)**

Section 3. To become an initiated member of the chapter and be fully initiated as a member of the fraternity, each New Member must have completed all requirements set forth by the National Fraternity, the chapter, and the IFC and have completed all financial requirements. Academically, they must attain a minimum GPA the semester they were New Member in order to be initiated, or they may not be initiated until they meet this standard.

Article V

Officers

Section 1. An active brother may hold only one executive office, and no minor offices; during a semester; with the exception of the IFC Representative, as long as that brother is still able to fulfill the requirements for that executive office. A non-executive officer brother may hold no more than two minor offices during a semester.

Section 2. The chapter's Executive Committee shall be comprised of the President, Vice President of Membership, Vice President of Finance, Vice President of Housing, Vice President of Membership Development, and the Vice President of Administration.

Section 3. The chapter's minor officers include the Chaplain, the Sgt.-At-Arms, and the Steward. Other officers such as the Historian, Intramural Chairman, Public Relations Chairman, IFC Representative, Social Chairman, etc. can be created as needed. These offices may be held by a New Member.

Section 4. The duties and qualifications of the chapter officers shall be as follows:

- A. **President:** Shall preside over the chapter meetings, Executive Committee meetings, and is responsible for all chapter operations. The President must meet with all involved campus administrators, receive and distribute all information necessary for the function of committees and show good standings with interfraternity relations. This member must be well versed in parliamentary procedures. As a leader of the Executive Committee, the President shall enforce the Bylaws of the Chapter and National Fraternity, as well as following any policies of the institution. He will also make sure that each of his officers is performing their duties and oversee all functions of the chapter. He has no vote at Executive Committee or chapter meetings, except in those instances where there is a tie, in which case he breaks the tie. In order to be considered for this office, a member shall have completed two years of undergraduate work at the end of the semester elected.

- B. **Vice President of Membership:** Shall perform the duties of the President in his absence or incapacity. He must be prepared to step into the role of President and train a replacement for his position if the President can no longer fulfill his duties. He will guide the chapter through setting Chapter goals at the Brotherhood

Retreats. He shall also oversee the Judicial, Recruitment, Intermural and Social Chairs.

- C. Vice President of Membership Development: He shall perform the duties of the Vice President of Membership in his absence. His main function is that of directing the Chapter **ENGAGE** program, overseeing all areas of membership development and serving as the Chairman of the Membership Development Committee. He is also responsible for the welfare and education of all members, ensuring that all policies and materials essential to being a member of Phi Mu Delta are congruent with our values. He must always ensure brother unity and stress and enforce that no hazing will be involved in the development programs. He shall oversee the Scholarship and Service Chairs.
- D. Vice President of Finance: He shall handle all chapter financial matters. He shall serve as the Chapter's Finance Committee Chairman and oversees the development of the Chapter's budget. It is his responsibility to collect and make all payments both to and from the chapter. He must also enforce chapter bylaws that deal specifically with the treasury. He shall oversee the Finance, Fundraising and Philanthropy committees.
- E. Vice President of Administration: He shall be the record keeper of the chapter. He shall type all minutes of Executive Committee and chapter meetings and send a copy of said minutes, as well as any other correspondence, to the National Office. He shall be in charge of maintaining the Chapter Bylaws, National Constitution, and National Bylaws. He is also in charge of filing all correspondences and minutes for future review; maintaining a file of all pertinent information concerning New Members, members and prospects, including copies of New Member and initiation forms; informing the National Office of any address changes for alumni or active members; corresponding with other fraternal or campus groups and officials; and maintaining a chapter roster including school and summer addresses and phone numbers. He shall oversee the PR, Historian and Alumni Affairs Chairs.

MINOR OFFICES

- F. Sergeant of Arms: He shall supply a copy of the National Fraternity's Risk Management Policies (FIPG) to all chapter members and enforce these policies. He will head the Risk Management Committee and work closely with the Vice president of Housing and Social Chairman to make sure that fire and safety drills are conducted at least once a month and that all social functions are run in accordance with FIPG Guidelines. He is the doorkeeper of the chapter. He receives the handclasp from all initiates before their entrance into formal meetings. He also acts as the voice of order during meetings and functions, maintains the chapter's ritual materials, as well as the meeting room.

- G. Chaplain: He shall be in charge of all devotional exercises in which the chapter participates. He is also responsible for the invocation before all chapter meetings and meals. In addition, he ensures that all Rituals are performed correctly and properly prepared for. He maintains all ritual equipment in a dry, safe location.
- H. Alumni Relations: He shall maintain frequent contact with alumni members. He will head the Alumni Relations Committee and keep an updated list of alumni addresses. He is responsible for the articles in the alumni newsletter and sending articles or other information to the National Office for *The Triangle*.
- I. Steward: He shall maintain and direct all activities involving the kitchen. He shall establish all cleaning schedules for the kitchen.
- J. Social Chairman: He shall chair the Social Committee and ensure that all chapter social events comply with FIGP policy. He is responsible for setting up social activities with brothers, other fraternities, sororities, and school faculty and administration.
- K. Historian: He shall be responsible for the upkeep of the local and national history of Phi Mu Delta through photo albums, video and/or written documentation. He is in charge of the composite.
- L. Intramural Sports Chairman: He shall keep the chapter involved through intramural sports.
- M. Philanthropy/Social Service Chairman: He shall be responsible for setting up functions that help the community through the giving of time, labor, and financial support. He must plan to help the university and work with the Public Relations Chairman to prepare correspondence to give to the media about Chapter activities and achievements.
- N. Scholarship Chairman: He shall provide members with scholarship information, as well as maintain a chapter test file. He also monitors the grades, creates study groups, and sets up tutorial systems for members and New Members. He is the chairman of the Scholarship Committee, which may also present academic awards to chapter members.
- O. IFC Representative: He is responsible for representing the chapter at IFC, or Inter-Greek Council meetings.

Section 5. Additional minor officers/committee chairmen may be created as deemed necessary by the chapter.

Article VI

Committees

Section 1. The Executive Committee shall be composed of the President, VP of Membership, VP of Finance, VP of membership Development, and the VP of Administration. The committee will meet weekly to discuss chapter problems, set goals, and evaluate chapter programs.

Section 2. The Judicial Committee shall be comprised of the VP of Membership (as chairman), the Sgt.-At-Arms, and three Members-at-large (who is not already a member of the Executive Committee), and the Judicial Advisor (non-voting member). They shall enforce the disciplinary procedures stated in Article X of these bylaws.

Section 3. The chapter must also maintain the following committees: New Member Orientation, Finance, Recruitment, Risk Management, Philanthropy/Social Service, House, Scholarship, Social, Alumni Relations, and others that apply. These committees shall be lead by the minor officers for said committee.

Section 4. Additional committees may be created as deemed necessary by the chapter.

ARTICLE VII

Elections

Section 1. Elections for all Executive Board positions shall take place at the chapter meeting in November.

A. A simple majority is required to be elected to an office.

Section 2. Nominations for all positions shall take place two weeks prior to their election. Nominations for all elected positions shall remain open until the President closes them the day of the election.

Section 3. All nominees must be in good financial and scholastic standing.

A. Two active members must nominate a member for an office before a vote is held.

- B. All nominees must be present at the meeting to accept their nomination and be present at the election in order to be eligible to be elected, excused absences being the only exception.
- C. Members have the right to decline a nomination.

Section 4. The voting for all elected positions shall be done by secret ballot.

- A. A member may submit an absentee ballot if he is unable to attend the election meeting due to an excused absence, as approved by the Sgt.-At-Arms.

Section 5. Officers will take position two weeks prior to the end of the semester unless the election takes place mid-term, in this case they take their position immediately. Swearing in ceremonies shall take place at the end of the meeting immediately prior to the beginning of the new term of office, during new business.

Section 6. Upon completion of the election meeting, the President and the Executive Committee shall meet to make appointments for all Minor Offices through an application process.

Article VIII

Meetings

Section 1. Formal chapter meetings shall be held at the first meeting of every month.

- A. The mode of dress for formal meetings will be coat and tie.
- B. The Sgt.-At-Arms shall not admit anyone into a formal meeting who is not dressed appropriately. This will be considered an unexcused absence for said member.
- C. The Chaplain shall prepare a topic for the membership to consider and discuss.

Section 2. Regular meetings of the active chapter shall be held on a weekly basis during the school year, at a location and time determined by the Executive Committee, and will remain constant throughout their term of office.

- A. Special meetings may be called at the discretion of the Executive Committee.
- B. Cancelled regular meetings require that the brotherhood be notified at least two hours prior to the normal meeting time.

Section 3. In order for a meeting to be held, a quorum of active brothers must be present. Quorum shall be defined as a 2/3 majority.

Section 4. Parliamentary procedure shall govern the conduct at all chapter meetings.

Section 5. The order of business at weekly meetings shall be as follows:

1. Call to Order
2. Ritual/Creed/Inspiration
3. Recitation of the Founders' Creed
4. Roll Call
5. Reading/Approval of the Minutes
6. Individual Officer Reports
7. Committee Reports
8. Special Orders
9. Old Business
10. New Business
11. Advisor/Alumnus Remarks
12. Announcements/Lost and Found
13. Awards
14. Pass the Gavel
15. Adjourn Chapter Meeting

Section 7. If a member will be missing a meeting, or any other mandatory chapter function, he must contact the Sgt.-At-Arms with a valid excuse, in order to be excused. Unexcused absences may be subject to disciplinary action upon review of the Judicial Committee.

- A. Any brother with an excused absence will be permitted to submit an absentee ballot to the Executive Committee prior to voting.
- B. Acceptable excuses shall consist of work, death in the family, serious illness, emergency, or class scheduling conflicts.

Article IX

Finances

Section 1. No chapter funds shall go towards the purchase of alcoholic beverages.

- A. Chapter social fees shall go towards the purchase of non-alcoholic drinks and food for chapter social functions.

Section 2. All financial requirements set for the chapter shall be proposed by the VP of Finance, put forth by the Executive Committee, and approved by the vote of the active chapter.

- A. A budget will be drafted by the VP of Finance and Finance Committee and approved by a 2/3-majority vote by the active brotherhood at the end of the semester prior to its implementation.
- B. The VP of Finance can overrule any chapter expenditure for any reason. His veto may be overturned by a 3/4-majority vote by the active brotherhood.

Section 3. Chapter dues will be paid in full by the third meeting of every semester. Dues shall consist of National dues, Insurance Payments, and any local fees set by the Executive Committee and agreed upon by an active membership vote of simple majority.

- A. All members shall sign a dues contract at the beginning of the each semester for the amount they owe. It must be signed even if they pay their dues in full.
- B. Those members who cannot fulfill the financial obligations stated in Section 3 of this Article must abide by a payment plan set by the VP of Finance. Failure to stay current on a payment plan will result in the suspension of the brother's privileges as described in Article X, Section 2.B until the member's account is made current.

Section 4. All money collected from fines shall be placed in a Scholarship fund.

Article X

Disciplinary Procedures

Section 1. The Judicial Committee, as defined in Article VI Section 2, shall be in charge of hearing and ruling on all disciplinary actions brought against members of the chapter.

- A. Based on the severity of the individual case, the Judicial Committee can enforce or overturn fines, suspend active members for financial or disciplinary reasons, place members on academic probation, sanction members with extra house duties or community service hours, remand a member to counseling, or recommend that a member be disaffiliated from the local chapter.
- B. Serious offenses that may require counseling, community service, or local disaffiliation may consist of but not be limited to driving while intoxicated, theft from the chapter or a brother, sexual misconduct, fighting, hazing, or revealing fraternity secrets to non-members.
- C. Decisions of the Judicial Committee can be appealed to the Executive Committee. Executive Committee decisions may be appealed to the chapter-at-large. Chapter decisions may be appealed to the National Office. The National Office has the final say in disciplinary appeal hearings.

Section 2. Fines shall be set by the Executive Committee member or Committee Chairman in charge of the event, collected by the Sgt.-At-Arms, and enforced by the Judicial Committee.

- A. Failure to pay fines or dues will result in the suspension of said member's privileges until such time that the fine is paid.
- B. Suspended members shall not be allowed to participate in chapter functions (i.e. social functions, intramural, philanthropic events, loss of voting rights, etc.) but shall still be expected to attend chapter meetings.

Section 3. Members shall be placed on academic probation if they have a semester grade point average lower than 2.2. This probation shall be decided by the Scholarship Committee and approved by the Advisory Committee.

Section 4. The Judicial Committee shall meet to begin the impeachment procedures for chapter officers only after they receive a written request for impeachment signed by 1/3 of the active membership.

- A. The Judicial Committee shall meet with both the members requesting impeachment and the officer being impeached. Both sides will be afforded an equal opportunity to present their case/defense to the committee. The Judicial Committee will then render a decision. Either party may appeal the decision to the Executive Committee at their next scheduled meeting.
- B. The Executive Committee shall follow the same procedures set forth in the Judicial Committee hearing. If the officer in question is an Executive Committee member,

he will not be allowed to cast a vote on the committee. Either party, if unsatisfied with the decision, may appeal the decision to the chapter.

- C. At the first chapter meeting following the Executive Committee meeting, the party appealing the decision shall move for a chapter vote on the matter during new business. During discussion, both sides will present their case to the chapter and the chapter will vote on the matter by secret ballot. The winning party must receive a 3/4-majority vote of the active members in attendance at a meeting where quorum is present. This decision may be appealed to the National Council for further consideration.

ARTICLE XI

Chapter Advisory Board

Section 1. The active membership work with local alumni, faculty and staff to identify for the Chapter Advisory Board.

- A. The Executive Committee shall review the names and qualifications of the potential candidates suggested by chapter members and rank them in order of preference.
- B. The Executive Committee, or an appointed person, will contact the proposed candidates and assess their interest in serving on the Board.
- C. Those who show interest must then be voted on by the brotherhood. A simple majority is necessary to elect the Chapter Advisor(s).
- D. Once a Chapter Advisor(s) has been secured, he/she shall be certified by the National Fraternity. No Advisor may be seated without certification and approval of the National Fraternity.

ARTICLE XII

Amendments

Section 1. These by-laws may be amended by a 2/3-majority vote of the active brothers at a regular meeting.

SECTION 2. If an article, section, or subsection of these by-laws is to be amended, the motion must be presented, in writing, two meetings (weeks) prior to the discussion and vote on said amendment.

- A. All amendments must be typewritten and submitted to all members of the chapter by the draftee.
- B. If the draftee is not present, the amendment cannot be discussed, and therefore must be tabled.
- C. Voting on an amendment must be done by secret ballot.

D. Any amendment or change in these bylaws must be submitted to the National Office.

ARTICLE XIII
Ratification

These bylaws must be ratified by a 2/3-majority vote.