

CONSTITUTION AND BYLAWS
OF THE
PHI BETA SIGMA FRATERNITY, INCORPORATED,
ALPHA CHAPTER
2018-Until Further Amended

PREAMBLE

WHEREAS, the objectives for which this Fraternity was formed are to develop the ideals of Brotherhood, Service, and Scholarship; to promote the general welfare of the membership, to carry out in an effective and systematic manner the particular programs of, and to efficiently perform the duties and responsibilities mandated by the Fraternity, NOW THEREFORE, we bind ourselves to carry out these objectives and agree to abide by the following Constitution, Bylaws, and Rules of Procedure.

THE CONSTITUTION

ARTICLE I - NAME AND JURISDICTION

Section 1.

The name of the chapter shall be the Alpha Chapter, Phi Beta Sigma, Fraternity, Incorporated founded at Howard University on January 9, 1914. (Hereinafter referred to as "The Chapter")

ARTICLE II - MEMBERSHIP

Section 1.

The Chapter shall accept for membership all duly qualified men who attend Howard University. Membership in The Chapter shall be limited to men who have successfully completed thirty (30) Howard institution credits and maintained a minimum G.P.A. of 2.85 or shall have transferred from another collegiate chapter. A candidate for membership should: show interest in the Fraternity; successfully interact with a majority of the Brothers in The Chapter and the other candidates and as a result, this interaction should foster the Brothers' knowledge of the candidate; have attended a majority of the Chapter's service projects and social functions. Candidate must attend an interview, and must receive a satisfactory rating for the interview, and must be approved by Howard University. The Chapter shall have submitted his application to the Area Deputy Director, who sends the application in a timely fashion to the Regional Director. If the Regional Director fails to approve or disapprove such application within the specified time, the Chapter may, by unanimous vote, refer such application to the General Board for final determination.

Section 2.

For voting purposes, to be accepted into the Crescent Club, a candidate cannot receive two legitimate "no" votes from the financial members of The Chapter. The legitimacy of a "no" vote from one financial member of The Chapter can be challenged and ultimately determined by a majority vote of all financial members of The Chapter. If a "no" vote is determined to be illegitimate, then said "no" vote will be changed to an "abstaining" vote.

ARTICLE III - OFFICERS, ELECTIONS, AND TERMS OF OFFICE & REMOVAL

Section 1.

The elected officers of the fraternity shall be President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Historian, and Program Director. These positions shall constitute the Executive Board.

Section 2.

The officers shall be elected in an April meeting of The Chapter.

Section 3.

A term of office shall be one (1) year.

Section 4.

The President, with the advice of the Executive Board, may appoint such officers as The Chapter may decide by resolution.

Section 5.

Any member of The Chapter may recommend to The Chapter the removal of any officer for

misfeasance, malfeasance, nonfeasance in office, or for conduct tending to hold The Chapter or The Fraternity up to ridicule or contempt, or tending to bring discredit upon The Fraternity or The Chapter, provided that written charges shall have been served upon such member by email.

Section 6.

No officer shall be removed under this article unless his removal shall have been concurred in by at least two-thirds of the financial members of The Chapter.

Section 7.

Any officer removed under this article shall thereafter be ineligible to hold office in The Chapter for that academic school year.

ARTICLE IV - DUTIES OF OFFICERS

Section 1.

The President shall be the chief executive officer of The Chapter and shall preside at meetings of The Chapter. He shall explain and decide all questions of order, appoint all chairmen and members of committees provided for in the Constitution, Bylaws, and Rules of Procedure. He shall sign all official documents of The Chapter, with the understanding that in his absence, there is an alternate signer. He shall see that the meeting is conducted with decorum and discipline and shall exercise care that his attitude is at all times fair and impartial. He shall serve as ex officio of all committees with the exception of the nominating committee. He shall display a working knowledge of parliamentary law and shall carry out all provisions of the Constitution, Bylaws, and Rules of Procedure. The President may not serve as Treasurer during his tenure as President.

Section 2.

The First Vice President shall be prepared to assume the office of President and shall assume such office in the event of the absence, death, disablement, or removal of the President. He shall head such committees as may be designated by the President or the Bylaws. The First Vice President shall be responsible for the planning and execution of Blue and White Week. First Vice President shall be responsible for the selecting a chairperson to head all homecoming week events.. He shall assume the duties of the Recording Secretary and the Financial Secretary if these positions remain unrealized.

Section 3.

The Second Vice President shall be prepared to assume the office of the First Vice President in the event of the promotion, death, disablement, or removal of the First Vice President. He shall head such committees as may be designated by the President or the Bylaws. The Second Vice President shall be responsible for the planning and execution of Sigma Week. The Second Vice President shall serve as The Chapter's first representative for the National Pan-Hellenic Council. As the first representative, he is responsible for attending all NPHC meetings and relaying necessary information to The Chapter. The Second Vice President shall assume the duties of the Historian and Programs Director if these positions remain unrealized.

Section 4.

The Recording Secretary shall keep the minutes of the meetings of the Chapter and the Executive Board; taking care to record the maker and the seconding voice of all motions as well as the record of the outcome of all votes. He shall sign all official documents when requested. He shall keep a running record of all financial Chapter members. He shall ensure that The Chapter's documents are

properly structured and organized on the chosen file storage service. He shall post the meeting minutes to the group within 48 hours following each meeting.

Section 5.

The Corresponding Secretary shall receive and present all correspondence to the Chapter. He shall respond to all correspondence after receiving direction from the General Body or the Executive Board. He shall be charged to respond to all necessary correspondence and shall seek guidance from The Chapter when the mandate of The Chapter does not cover the text of the correspondence. It is the duty of the Corresponding Secretary to maintain mailing lists and chapter email database. He shall be the second representative of The Chapter for the National Pan-Hellenic Council. As the second representative, he is responsible for attending all NPHC meetings and relaying necessary information to The Chapter. He shall also serve as a liaison to Zeta Phi Beta Sorority, Inc., Alpha Chapter.

Section 6.

The Financial Secretary shall receive all funds on behalf of The Chapter. He shall keep a complete record of all funds received, carefully noting under what budget the funds are received. He shall keep a complete record of the budgets and expenditures of the various committees and officers which shall be properly stored in the file storage service, viewable to all financial members of The Chapter. He shall turn over all funds to the Treasurer for deposit. He shall, at all times, maintain an accurate account of the amounts in fines and dues owed/paid by each member. The Financial Secretary may not serve as Treasurer during his tenure as Financial Secretary.

Section 7.

The Treasurer shall receive all funds from the Financial Secretary, give a receipt thereto, and shall deposit such funds in a bank chosen by the Executive Board and agreed to by The Chapter. He shall keep a complete record of all disbursements and shall make such disbursements as designated by The Chapter or the Executive Board after receiving signed vouchers. He shall keep an accurate record of all bills received by The Chapter. He shall set up payment plans for the assessment of Chapter dues. The Treasurer shall prepare and present a bi-weekly financial report made available to all financial chapter members. A copy of the financial report shall be made available to all active members via the chapter group. The treasurer must maintain a standard bookkeeping system; and must make the books available to the Executive Board and Chapter upon request. The Treasurer may not serve as President or Financial Secretary during his tenure as Treasurer.

Section 8.

The Sergeant-At-Arms shall assist the President in the maintenance of decorum and order in The Chapter meetings, as well as the decorum at chapter-sponsored programs/activities. He shall see that only duly qualified members enter the meetings of The Chapter.

Section 9.

The Historian shall maintain the records of the annual achievements of the chapter as a whole and its individual members for future reference. An annual report of the achievements of the chapter shall be prepared and presented to the membership at its last meeting of the school year. He shall document all chapter-related events and endeavors (via video, photo, etc.) He shall keep record of necessary items needed for the Bison Ball application. The Historian shall assume the duties of the Branding chair if this position remains unrealized.

Section 10.

The Program Director is responsible for implementing programs within The Chapter that are in line with the National organizations programmatic thrusts including, but not limited to, Social Action, Education, and Bigger and Better Business. The Program Director will also be responsible for the

execution of founders week. and, the Program Director shall be responsible for submitting PIA forms for all events put on by The Chapter, as well as submitting all relevant forms on Engage.

Section 10.

The Branding Chair shall be responsible for the management of all The Chapter's social media accounts (Twitter, Instagram, YouTube, etc.). He shall also be in charge of the creation and distribution of flyers, branding tactics, social media blast, and other creative elements. He shall set attire for all chapter-related events and branding endeavors. If the current branding chair fails to do his duties this position shall be given to the Historian.

ARTICLE V - EXECUTIVE BOARD

Section 1.

There shall be an Executive Board composed of the elected officers of The Chapter and the Chairmen of the standing committees. The term of office of the members shall be concurrent with those of other officers.

Section 2.

The committees shall meet at the call of the chairman and shall be responsible for transacting routine business between the regular meetings of The Chapter. The Executive Board shall be empowered to act on the behalf of The Chapter in situations of emergency provided that they make a full report to The Chapter of said actions at the next regularly scheduled meeting.

Section 3.

The President shall be chairman of the Executive Board.

ARTICLE VI - PROGRAMS OF THE FRATERNITY

Section 1.

The Chapter shall adopt and adhere to the three (3) Programs of the Phi Beta Sigma Fraternity 1) Education; 2) Social Action; 3) Bigger and Better Business.

Section 2.

The Chapter shall direct and administer ongoing and special activities designed to achieve the objectives of the Education, Social Action, and Bigger and Better Business Programs.

Section 3.

The Chapter shall adopt additional programs or modify existing programs in accordance with the policies and directions established by the National Fraternity.

Section 4.

The Chapter shall put on social programs in order to foster a better relationship between the Brothers and members of the Howard University community.

ARTICLE VII - CHAPTER MEETINGS

Section 1.

The Chapter shall hold general body meetings weekly during the school term at such time and place as it shall from time to time determine; provided, that any meeting may be suspended by a majority vote of the financial members of The Chapter.

Section 2.

A special meeting of The Chapter may be called by the President and/or Graduate Advisor at any time.

Section 3.

All committee meetings are mandatory by committee members. Unexcused tardiness and/or absences are subject to the fine policy outlined in Article IX of the Chapter Bylaws.

ARTICLE VIII - QUORUM

Section 1.

51% of the financial members of The Chapter shall constitute a quorum necessary for the transaction of business.

ARTICLE IX - CONFLICTS

Section 1.

Whenever there exists a conflict between this Constitution and either the Regional or the National Constitution of the Fraternity, the provisions of the latter shall prevail. The same provision exists for conflicts between this Constitution and the Howard University Student Handbook.

ARTICLE X - AMENDMENTS

Section 1.

This Constitution may be amended by a two-thirds (2/3) vote of all financial members of The Chapter, provided that the amendment or amendments shall have been read and a copy thereof presented to the Recording Secretary at the preceding regular meeting.

ARTICLE XI – PROGRAMS

Section 1.

For all chapter events, The Programs Director s to post all events into Engage 10-15 business days prior to the event. For all chapter events, the Program Director is to submit the PIA form online via The Chapter portal on The Blu Print and Howard University online database for documenting programs no later than 48 hours after the event has occurred.

Section 2.

For each program, the member must submit ideas to the President to be discussed in “New Business” prior to the meeting. All ideas for programs must be documented using the official program

proposal template.

BYLAWS

ARTICLE I - MEETINGS

Section 1.

Except as may be determined by The Chapter from time to time, regular meetings of The Chapter shall be held weekly during the school term, at such places as The Chapter or Executive Board shall designate.

ARTICLE II - DUES

Section 1.

Membership dues shall be payable by September 30th. The dues, when paid, shall stand appropriated. For the members graduating in December, they would pay half of the annual dues. Dues shall be set at \$50, which is subject to change.

ARTICLE III - CHAPTER FINANCIAL STATUS

Section 1.

Any member who has been financial for the previous year shall be considered as financial until September 30th of the current year.

Section 2.

Any member who has failed to pay the annual dues or fines herein provided by September 30th shall be considered in an unfinancial status and ineligible to participate in the business, and activities of The Chapter or The Fraternity or to receive benefits, prerequisites, or privileges intended and/or provided for members in good standing.

Section 3.

Members shall be considered as financial when dues are paid and, where necessary, verification of membership is received.

ARTICLE IV – COMMITTEES

Section 1.

The standing committees of The Chapter shall be the following:

1. Blue and White Week
2. Sigma Week
3. Founders Week
4. Miss PBS Pageant
5. Bison Ball Application

Section 2.

The President is responsible for nominating respective chairpersons for each of the special committees.

The Program Director is responsible for nominating respective chairpersons for each of the standing committees.

ARTICLE V - DUTIES OF COMMITTEES

Section 1.

The Blue and White Week committee is responsible for the planning, organization, and development of the Spring Semester Blue and White Week. Responsible for integrating new members of the chapter into the planning, production, and conduction of the week. The 1st Vice President shall be the presiding chair of this committee.

The Sigma Week committee is responsible for the planning, organization, and development of the Fall Semester Sigma Week. Responsible for planning and development of the week, a draft and proposal of which is to be completed prior to the start of the Fall Semester, in which the week will take place. The 2nd Vice President shall be the presiding chair of this committee.

The Founders Week committee is responsible for the planning, organization, and development of the Spring Founders Week. Responsible for planning and development of the week, a draft and proposal of which is to be completed prior to the start of the Spring Semester, in which the week will take place. The Programs Chair shall be the presiding chair of this committee.

The Miss PBS pageant committee shall be responsible for the planning, organization, and development of the Miss PBS pageant. The chapter shall elect one coordinator who shall be the presiding chair of this committee. A draft and proposal of the pageant shall be completed prior to the start of the Spring Semester.

The Bison Ball Application committee shall be responsible for the planning, organization, and completion of the Howard University Bison Ball application. The President shall appoint one coordinator who shall be the presiding chair of this committee. A draft of the application shall be completed 2 weeks prior to the due date of the Bison Ball application for the chapter to review and make edits before submission.

Section 2.

All inactive committees are not responsible for upholding any sort of meeting regulations until deemed active. All other committees shall carry out their duties as mandated by The Chapter at the time of their creation.

ARTICLE VII - DELEGATES

Section 1.

The Chapter may elect from the financial membership such numbers of delegates to the Regional Conference and the National Conclave as it may see fit, consistent with the operating rules of each governing body.

Section 2.

The Chapter shall designate a chief delegate among whose duty shall be the responsibility to see that the proper certificate of registration for the delegation is filed with the appropriate conference secretary.

ARTICLE VIII - CHAPTER ADDRESS

Section 1.

The Chapter shall, at the beginning of each school year, obtain a P.O. Box, and this P.O. Box shall be the mailing address for all Chapter documents.

ARTICLE IX – FINES

Section 1.

The Chapter shall fine a member \$3 if they are ten (10) minutes late to the scheduled call time for a meeting or a program.

Section 2.

The Chapter shall fine a person \$6 for missing meetings or programs without proper notice, prior to 24 hours before the scheduled meeting time, excluding extenuating circumstances at the discretion of the Financial Secretary.

Section 3.

The Chapter shall fine a person \$3 if they attend any meeting or program in “improper decorum.” “Improper decorum” shall be defined and declared by the Financial Secretary, without unjust discrimination.

Section 4.

If the fine is not paid within 14 days of being issued, the member loses voting privileges for all chapter business. As good faith, dues/fines cannot be paid within 7 days of in order to vote on significant and important chapter business.

Section 5.

MAB Monday: Every Monday excluding special circumstances will be MAB Monday. Attire for MAB Monday will be business professional with a blue tie; unless specifically stated otherwise prior to the MAB Monday. Advance notice of inability to wear said attire must be communicated through the proper channels

ARTICLE X - AMENDMENTS

Section 1.

These by-laws may be amended by a two-thirds (2/3) vote of those financial members present and voting at any regular meeting.

(THIS SECTION SHOULD BE REVISED ACCORDING TO THE CURRENT CHAPTER PRESIDENT’S MEETING AGENDA)

RULES OF PROCEDURE

Rule 1

Resolved that the general order of business for The Chapter shall be as follows.

(I) Opening

- A. Call to Order
- B. Minutes of the Previous Meeting

(II) Chapter Reports

- A. Presidents Report
- B. 1st Vice President's Report
- C. 2nd Vice President's Report
- D. Correspondence Report
- E. Treasurer's Report
- F. Financial Secretary's Report
- G. Program Director's Report
- H. Advisor's Report

(III) Unfinished Business

(IV) New Business

(V) Adjournment and Fraternity Hymn

(VI) Prayer

- Rule 2 Resolved that each financial member shall be supplied with a copy of the Constitution upon request.
- Rule 3 Resolved that all official documents of The Chapter shall be maintained in The Chapter file.
- Rule 4. Resolved that it shall be the responsibility of The Chapter President to maintain The Chapter file.
- Rule 5. Resolved that it shall be the duty of the Sergeant-at-Arms to ensure that only duly qualified members enter the business meeting of The Chapter.
- Rule 6. Resolved that The Financial Secretary shall maintain at all times a list of the financial membership to be used for voting.
- Rule 7. Resolved that all Chapter bills shall be sent to the Chapter Address.