



THE CONSTITUTION AND BY-LAWS OF THE Beta Beta Iota CHAPTER OF PHI BETA SIGMA FRATERNITY, INC.

PREAMBLE

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

NOW THEREFORE, we bind ourselves to carry out these objects and agree to abide by the following Constitution, Bylaws and Rules of Procedure.

THE CONSTITUTION

ARTICLE I – NAME

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

ARTICLE II - MEMBERSHIP

Section 1. The Chapter shall accept for membership all duly qualified men who attend Coastal Carolina University; hereinafter referred to as “The Institution,” and who at the time of their application are in good standing with The Institution; provided that they are not and have never been a member of another intercollegiate fraternity other than a professional or an honorary fraternity, and that they meet any and all additional requirements established by the Institution.

Section 2. Membership or non-membership in a particular race or religion or being of a particular national origin shall not be a requirement for membership in The Chapter, nor will veteran status, marital status, sexual orientation, or age.

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

Section 4. Qualifications

- Be a member of Phi Beta Sigma Fraternity, Inc.
- Enrolled at Coastal Carolina University
- Maintain a 2.5 cumulative grade point average on a 4.0 scale
- Pay all dues (national, regional, and chapter)
- Be active in the fraternity

Section 5. Academic Probation

All members shall submit an unofficial transcript every semester to chapter advisor. Any member with below a 2.5 GPA on a 4.0 scale shall be placed on academic probation until the next academic period. While on academic probation the member is still required to attend all scheduled meetings and community service, but is prohibited from participating in any social events or voting.

Section 6. Midterm Reports

This chapter will have mandatory midterm reports filled out by every member and turned in to the chapter advisor by the second week after midterms. If a member does not have a 3.0 by midterm, they must seek tutoring or some other form of assistance.

Transferring Into Chapter Membership

Section 7. All brothers who are looking to transfer into the chapter must:

- Be enrolled at Coastal Carolina University
- Send an official transcript from previous University to current advisor
- Send Unofficial CCU Transcript after 1st semester to current advisor
- Maintain a 2.7 cumulative grade point average on a 4.0 scale
- Be a member of Phi Beta Sigma Fraternity, Inc.
- Pay all dues (national, regional, and chapter)
- Transferring brothers must pay a year of chapter dues once accepted into the BBI Chapter.
- Letter of recommendation from previous chapter advisor
- Voted in by current BBI Chapter members

ARTICLE III – OFFICERS, TERMS OF OFFICE, REMOVAL OF OFFICERS

Section 1. The elected officers of The Chapter shall be The President, The Vice President, The Secretary, The Treasurer, the Social Chairman and President/Vice President of Programming. The elected officers shall be designated members of the Executive Committee.

Section 2. The president shall, with the consent of The Chapter, appoint a parliamentarian.

Section 3. The officers, with the exception of the parliamentarian, shall be elected at the second to last meeting of the Chapter.

Section 4. No officer, with the exception of the Parliamentarian may serve more than two successive terms.

Section 5. The president, with the advice and consent of the Executive Board may appoint such other officers as The Chapter may decide by resolution.

Section 6. The term of office of an elected officer shall begin with the election and installation of such officer and shall end with the election and installation of his successor.

Section 7. The Chapter may remove any officer from the Executive Board for misfeasance, malfeasance, or non-feasance in office or for conduct which tends to hold The Chapter or The Fraternity up to ridicule or contempt, or which tends to bring discredit upon The Fraternity or The Chapter; provided that written charges shall have been served upon such member by registered or certified mail at his last known address, and provided further that he shall have been given at least thirty days to answer such charges prior to any such removal.

Section 8. No officer shall be removed under the provisions of this article unless his removal shall have been agreed to by at least two-thirds (2/3) of The Chapter (present and voting) after a personal hearing has been granted.

Section 9. Any officer removed under this article shall thereafter be ineligible to hold office in The Chapter.

ARTICLE IV – OFFICER DUTIES

Section 1. **Chapter President:** The chapter president is the chief executive officer (CEO) of the chapter and shall preside at all meetings of the chapter and the Executive Board. He shall appoint all chairmen of committees provided for in the Constitution, Bylaws, and Rules of Procedure. He shall serve as ex-officio chairman of all committees. He shall see that meetings be conducted with decorum and discipline and shall exercise due care that his attitude be at all times fair and impartial. He shall display a good working knowledge of parliamentary procedure, and sign all official documents of the Chapter.

*President, it shall be the duty of the President to
Preside over all meetings of the chapter*

Serve as the Ex-Official chairmen of all committees
Create special committees when necessary
Appoint all chairmen and members of committees, with the consent of the Executive Board,
provided for in the Constitution, By-Laws, and rules of procedure.
Co-sign all official financial disbursements with Treasurer
Call special meeting when appropriate
Sign all official documents of the chapter
Shall prepare a presidential report for each official meeting
Shall not have a vote in official business matters except to break a tie in voting
Be responsible for collecting and reading aloud absentee ballots pertaining to chapter business.
Serve as NPHC representative for the appropriate universities or delegate an alternate
Can call the chapter to hold an un-official meeting, with consent of a majority of the E-board
or a majority of the chapter.

Vice-President (1st or 2nd): The vice president shall be prepared to assume office of President and shall assume office in the event of absence, death, disablement, or removal of the President. He shall head or supervise such committees as designated by the Bylaws. He shall serve as an aide or assistant to the President.

Vice President, It shall be the duty of the Vice President to
Preside over all meetings in absence of the president
Supervise all committees
Responsible for deeming mandatory events and meetings
The Vice-President shall become the chapter President if the President is removed from office
for any reason
Co-sign all official documents in absence of president

Secretary: The recording secretary shall keep the minutes of the meetings of the Chapter and Executive Board; taking care to record the maker and the seconding voice of all motions as well as record the outcome of all votes. He shall sign all documents when requested. **May be required to provide the minutes of previous meetings to the membership.

Keep a strict record of official business meetings, electronic and paper copy
Prepare minutes for each meeting
Check the chapter mailbox weekly
Shall notify all committees of their appointments
Shall sign all official documents when requested
Shall perform all secretarial duties as assigned by the chapter
Shall e-mail meeting minutes out no more than two days after meeting

Treasurer: The treasurer shall receive monies from the membership and is custodian of the financial records of individual members, as well as the chapter as a whole. The treasurer

should report on a regular basis so that the membership can be assured that their individual accounts have been properly credited. He shall keep a record of all funds received, keep a complete record of the budget and expenditures and deposit all funds into the chapter account. He shall keep an accurate record of all bills received by The Chapter.

Shall collect all dues and other monies for the chapter
Deposit all money into chapter checking account
Co-sign all financial disbursements with President
Shall keep a record of all financial transaction and fines
Shall submit a financial report at every meeting along with a copy of the monthly bank statement
Coordinate all chapter fundraisers with fundraising chair

Social Chair: The Social Chair is responsible for attending and documenting ALL The Chapter events. The Social Chair shall keep history and records of The Chapter's participation in all events through taking pictures, running social media accounts, making videos, and whatever else seems necessary according to The Chapter and the Executive Board. The historian has the right to change any chapter emblems and or logos so long as these items comply with The Fraternity's regulations on branding. The Social Chair also has to document PIA forms on Blueprint and keep track of every form documented.

Parliamentarian: It shall be the duty of the Parliamentarian to

Be responsible for facilitating and keeping order at all meetings
Serve as chairperson of the Constitutional/ By-Laws Review Committee.
Advise all committees and officers on infractions against the Constitution/ By-Laws
Develop sufficient expertise to advise the President on matters of parliamentary procedure
Conduct parliamentary workshops as needed

ARTICLE V – EXECUTIVE BOARD

Section 1. The Executive Board shall meet at the call of the President and shall be responsible for the transaction of routine business between the regular meetings of The Chapter. The Executive Board shall be empowered to act, on behalf of The Chapter, in situations of emergency; provided that a full and complete report at the next regularly scheduled meeting, and provided further that no action taken by the Executive Board be contrary to any expressed policy of The Chapter. The Executive Board consists of the president, vice president, secretary, treasurer, and social chair

ARTICLE VI - MEETINGS

Section 1. All meetings shall be mandatory unless a member has a legitimate excuse. Legitimate excuses must be documented or confirmed, and determined by either the president or vice president. It will be the duty of the secretary to record excused and non-excused absences. Members shall give prior notice of their absence to the President or Vice President. This notice shall be written or verbal and at least two hours before meeting. Failure to do so shall result in an unexcused absence. Meetings shall be conducted under the most recent version of Robert's Rules of Order.

Section 2. The president upon five days written notice to the membership may call a special meeting of The Chapter. The president shall call a special meeting, in like manner, upon written request of a majority of the members of The Chapter.

Section 3. Meeting Attire

The first two Sundays of each month will be dress down meetings, the last two Sundays will be Business/Casual attire.

ARTICLE VII – PROJECTS AND PROGRAMS

Section 1. The national programs of The Fraternity in which the Chapter shall participate are Bigger and Better Business, Education, and Social Action. The Chapter shall conduct at least one activity designed to highlight each of the national programs during each academic year.

ARTICLE VIII - POWERS

Powers' of Members

Any member may make motions, recommendations, or express proposals to the chapter.

Section 1. The Chapter, subject in all respects to the authority of the Conclave and the Region, shall retain the authority, by a two-thirds vote (2/3), to suspend members for a period not to exceed beyond the next Conclave or Regional Conference (whichever occurs first); provided that written charges shall have been served upon the member by The Chapter and the members shall have been given at least thirty days to answer such charges in a full hearing before The Chapter.

Section 2. Formal written notice shall be conveyed to both the national office and the regional office indication the details of any suspension imposed by The Chapter upon one of its members.

Section 3. The Chapter shall have the authority to remove any suspension, which it imposes provided that written notice of such action is made to both the national office and the regional office.

Section 4. The Chapter shall maintain good standing within The Fraternity by the consistent execution of the programs of The Fraternity; provided that the chapter submits a formal re-

port both to the regional conference and to the national office when requested, and provided further that The Chapter shall make provision for the attendance of its representative at each National Conclave and Regional Conference. The Chapter shall maintain its financial responsibility to The Fraternity as a pre-requisite for its continued operation.

ARTICLE IX - QUORUM

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

ARTICLE X - CONFLICT

Section 1. Whenever there exists a conflict between this Constitution and either the Regional Constitution or the National Constitution of The Fraternity, the provisions of the latter shall prevail.

THE BY-LAWS

SECTION I - MEETINGS

1. The Chapter shall hold its regular meetings wherever deemed necessary by The Chapter advisor or Chapter President with dates and times being set by the advisor or Chapter President. The elected officers shall be present at all regular meetings and shall be considered excused only if a signed statement is conveyed to the recording secretary prior to the meeting for inclusion in minutes. The statement shall briefly indicate the reason for the absence of the officer who has submitted it. **If a member of the chapter does not attend an assigned chapter meeting set by the chapter advisor or the chapter president, without communicating with the chapter advisor or chapter president will be fined \$10.00 per meeting missed.**

SECTION II - COMMITTEES

1. The president, acting on behalf of The Chapter, shall establish the following standing committees on or before the occasion of the first regular chapter meeting of each year:

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

imum of Four (4) members must be present for the duration of the Bigger and Better Business event to qualify as a chapter fundraiser. The Bigger and Better Business chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

b. **Education Committee:** The Education Committee shall design such programs as may promote academic, economic, industrial, and business education. The Sigma Beta Club shall be a major program of the Education Committee. A minimum of Four (4) members must be present for the duration of the Education event to qualify as a chapter fundraiser. The Education chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

c. **Social Action Committee:** The Social Action Committee shall design such programs as may promote the social welfare and full participation of all persons within the society. The committee shall carry out such programs as may provide needed social services. The committee shall maintain a close working relationship with the appropriate campus and city wide social action organizations. A minimum of Four (4) members must be present for the duration of the Social Action event to qualify as a chapter fundraiser. The Social Action chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

Special Committee

Intake and Recruitment: *This committee is responsible for new membership intake. The New Membership Educator shall be the chair and coordinate all intake procedures with the help and supervision of Epsilon Beta Sigma Chapter of Phi Beta Sigma Fraternity, Inc. Individual recruitment shall be a year round ongoing effort by all active members and shall report to the recruitment chair.*

SECTION III - DELEGATES

1. The president shall attend or see that a representative attends all official regional and national conferences at which representation is required.
2. The chapter delegate shall be required to prepare a full report of each meeting attended. The report, which shall be in writing, shall be entered on the minutes and made available to the appropriate committees.

SECTION IV - MEMBERSHIP

1. Every member within the chapter is required to pay chapter membership dues of \$50 per semester. These dues can be increased as necessary by vote of the chapter.

SECTION V – MEMBERSHIP SANCTIONS & SUSPENSIONS

Dues:

Dues shall be the amount voted and agreed upon the first meeting of the semester and is mandatory to be paid each semester. Minimum chapter dues to be voted on shall be the amount of **\$50.00 per member**.

Each active member of the chapter shall pay **\$50.00** upon the first meeting of the semester. If dues are not paid member must set up payment plan with the Treasurer. The minimum payment will be **\$15.00** if payment plan is required and is expected to be paid within three business meetings. All new members will have the next semesters dues waived. If fees are not paid in a timely manner the member will be deemed in-active.

Any fine placed on a member, by the Chapter, with approval of the Executive Board, will be given to the member in the form of a written notification. This notification will be written by the Chapter Secretary, signed by the Chapter President, and delivered to the member.

Fines:

1. Members of the Chapter who are late to any official meeting or program of the Chapter will be **fined \$10.00** the member will have one (1) week after notification of the fine to pay the monies to the Chapter Treasurer in correct change.
2. Each active member will only be fined for mandatory events and meeting to be determined by the Vice President and/or President.
3. If a member receives **more than three fines**, the member will placed on suspension for a length determined by the Executive Board with approval of the Chapter by a majority vote.
4. Payments for fines will be due by the next official business meeting. If fines are not paid active member will become in-active until the debts are paid, and all in-active members fraternal benefits will be taken until all debts are paid. Elected officers shall be removed from office until all debts are paid and fraternal benefits shall be revoked until all debts are paid.
5. If a member refuses, or does not pay a fine sanctioned upon them by the Chapter, they will be placed on a suspension for a length determined by the Executive Board with approval of the Chapter by a majority vote.
6. Any suspension placed on a member, by the Chapter, with approval of the Executive Board, will be given to the member in the form of a written notification. This notification will be written by the Chapter Secretary, signed by the Chapter President, and delivered to the member.

7. A suspension from the Chapter consists of the suspended member:
 - a. To be stripped of his rights to participate in any and all social or brotherhood events hosted by the Chapter (with an exception of Community Service, whereas parties are not considered Community Service during times of suspension);
 - b. To be stripped of his rights to wear letters or any paraphernalia of the Fraternity on campus;
 - c. To be required to attend all official meetings, programs, and community service hosted by the Chapter and exercise his voting rights so long as he is a financial member of the Fraternity and the Chapter.
 - d. To pay the Greek price for any social event (i.e. parties) if he chooses to attend the event as a guest.
8. A sanction can only be placed on a member so long as he commits the above stated violations without an appropriate excuse as to why he committed the violation. The excuse given by the member will be considered appropriate based upon the opinion of the Chapter, with approval of the Executive Board.

SECTION VI – EXECUTIVE BOARD

1. The Chapter President is hereby required to send an official agenda of any and all official meetings of the Chapter 48 hours prior to the official meeting. This agenda is to be sent to all members of the Chapter.
2. The Chapter Secretary is hereby required to send an official copy of minutes from any and all official meetings of the Chapter within 48 hours after the official meeting. These minutes are to be sent out to all members of the Chapter.

Article X- Voting

Section 10-1 Voting

A motion or amendment shall be passed by a majority vote of the number of active members present during meetings. Only financial members in good standing may vote.

Article XI- Presidential Perks

Section 11-1 Registration/Lodging

As the Delegate for the chapter, the President shall attend State, Regional and National Conferences. The Chapter shall pay for the Registration at one of the (State or Regional Conferences) and Lodging for one of the (State or Regional Conferences). The chapter cannot pay for both the Registration and lodging for the same conference, the decision of which items to be paid for is by choice of the President. Conclave is exempted from this Perk, the President was provide his own way this national conference.

SECTION XII – AMENDMENTS AND REVISION

Section 12-1. These Bylaws may be amended by a two-thirds majority of the financial members of The Chapter, without prior notice provided that subsequent notice of the change is registered with the regional office.

Section 12-2. The Chapter shall automatically review these Bylaws at the beginning of each semester to ascertain whether there is a need for revision.

Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law." As a certified member of Phi Beta Sigma, you are privileged to recruit and train new members of our great brotherhood and aid in providing them with a positive fraternal experience. However, with this privilege comes great responsibility. Certified members have to be able to provide guidance, attend chapter meetings, executive board meetings, and council meetings. In addition, **members have a duty to report hazing.**