

**Phi Sigma Sigma Fraternity  
Constitution of Theta Beta Chapter  
of Coastal Carolina University  
Revised on 01/13/14**

**Phi Sigma Sigma Fraternity**

We, the members of the Theta Beta Chapter of Phi Sigma Sigma Fraternity at Coastal Carolina University, believing in dignity of conduct and recognizing the beneficial results from orderly procedure and administration of the affairs of the Chapter do ordain and enact the following constitution and bylaws.

**Article I**

**Organization – Purpose**

**Section 1.** The Theta Beta Chapter at Coastal Carolina University of Phi Sigma Sigma Fraternity will consist of initiated and new members as provided in this constitution and in accordance with the rules and regulations of Phi Sigma Sigma Fraternity and the administration of Coastal Carolina University.

**Section 2.** The Chapter will consist of members who are candidates for a degree at Coastal Carolina University.

**Section 3.** The purpose of this Chapter will be to give service, and promote friendship and cooperation among collegiate women of all races, creeds, and religions, to raise the standards of academic ideals, to further knowledge, and to promote philanthropic endeavors.

**Article II**

**Chapter Organization**

**Section 1.** The Theta Beta Chapter at Coastal Carolina University, as a member of Phi Sigma Sigma Fraternity, is a Chapter in Community 4. Inter-sorority relations with sister Chapters will be conducted through the office of Archon.

**Article III**

**Membership**

**Section 1.** Active membership is maintained when all fraternity, Chapter, and university/college requirements and standards are upheld.

**Section 2.** Any duly initiated member of another Phi Sigma Sigma Chapter who transfers to Coastal Carolina University may affiliate with the Theta Beta Chapter after confirmation by Headquarters that the sister was in good standing with her previous Chapter. The Vice Archon will meet with the transfer sister to cover local history and the Chapter constitution and policies.

**Section 3.** Initiation of new members into the active Chapter shall depend upon each woman having achieved a 2.5 cumulative grade point average on a 4.0 scale of equivalent. For first-year women their cumulative high school grade point average will be used and for women transferring their grade point average at their previous college or university will apply.

In accordance with Phi Sigma Sigma Fraternity policy, each new member 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 tradition of the Chapter and International organization, as a requirement for membership.

No new member shall be initiated until she has paid her fees and met all other financial obligations to the Chapter and National treasury. The bursar and Headquarters must have received an online acknowledgment of the Financial and Housing Obligation Form (FHOF) and Policy Acknowledgement Form (PAF), and permission for initiation has been received from Headquarters.

**Section 4.** Any sister or new member who has circumstances that may prohibit her from meeting the attendance, financial or scholastic obligations needed to maintain good standing in the Chapter, has the responsibility to notify the standards Board, the finance committee, and/or the scholarship committee respectively. Such notification should take place September 1<sup>st</sup> for the Fall Semester and February 2<sup>nd</sup> for the Spring Semester. If the sister or new member is aware requirements may not be met. This does not make a sister exempt from any obligations within the Chapter.

#### **Article IV Government – Legislature**

**Section 1.** All legislative power herein will be vested in the active members and Officers of the Theta Beta Chapter. The legislative body will have the right to propose and second legislation, the right to vote and the privilege of the floor. The legislative body, by consensus, shall have the final authority to make all laws which shall be necessary and proper for the carrying out into the execution of all powers vested by these constitutions bylaws in the government of Theta Beta Chapter.

New members shall have the same rights and privileges as active members.

**Section 2.** Meetings will be held at least once a week on the same day and time. The Chapter shall set the date and time of the meeting, consistent with any university/college regulations.

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

**Section 3.** The order of business of the formal Chapter meeting will be:

1. Formal entrance of the Archon (ritual meetings only)
2. Call to order
3. Prayer (ritual meetings only)
4. Calling of the roll
5. Reading and approval of previous meeting's minutes
6. Reading of the National Constitution by the Archon
7. National and Local Correspondence
8. Fraternity education
9. Bursar Report
10. Chapter Key Advisor Report
11. Officer Reports (Archon, Vice Archon, Bursar, Tribune, Scribe, Membership Recruitment Chairmen, Sister Development Chairman, PanHellenic Delegate, Member-At-Large, Scholarship, Parliamentarian, Risk Management, Philanthropy, Leadership Development Chair
12. Committee Reports (Fundraising, Community Service, Greek and Community Relations, Social, Sunshine, Intramurals, Parent Alumnae, Public Relations, Photography, Formal/Semi, Greek Week/Homecoming, Fashion and Apparel, Assistant Bursar, Jr. PanHellenic, Jr. Membership Recruitment Chair, Jr. Sisterhood Development Chair
13. Old Business
14. New Business
15. SGA Announcements
16. Announcements
17. Good and Welfare
18. Liebestraum (ritual meetings only)
19. Adjournment

**Section 4.** The meeting will be conducted according to *Robert's Rules of Order: Newly Revised*.

**Section 5.** No motion may be brought before the Chapter unless it has been previously submitted in writing to the Archon or Vice 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 business motions pursuant to the business at hand, which may be presented from the floor.

**Section 6.** Copies of all committee reports shall be typed and presented to the Tribune for inclusion in the minutes.

**Section 7.** Seniority in the pyramid shall be determined by each sister's initiation date and alphabetically for those initiated on the same date.

**Section 8.** Transfers will sit in pyramid determined by initiation date and during roll call, say their school's charter.

## **Article V**

### **Government – Executive**

**Section 1.** Executive power shall be vested in the Executive Board of Theta Beta Chapter, composed of those elected Officers as prescribed in the *International Constitution and Bylaws*, Article VIII (Archon, Vice Archon, Bursar, Scribe, Tribune, Membership Recruitment Chairmen, Sister Development Chairmen, PanHellenic Representative Delegate, along with the Member-At-Large, Parliamentarian, Scholarship Chairmen, and Leadership Development Chair). Other Chapter Officers may be included at the discretion of the Chapter. All Executive Board Officers shall be elected to serve a term of one (1) year. All Officers shall maintain correspondence with Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

#### **Section 2. Archon:**

- It shall be the duty of the Archon to preside at all meetings of the Chapter.
- She shall call all special meetings, and enforce due observance of the compliance with the Ritual, Constitution, Policies, and Bylaws of Phi Sigma Sigma; and perform such other duties as usual devolving upon a presiding Officer and Executive heard of an organization.
- She shall be an ex-officio member of all standing and emergency committees.
- She shall supervise the Chapter and inter-Chapter relations and activities.
- Have the right to dismiss any members from a meeting

- With the assistance of the Vice Archon, she will interpret the constitution, policies, and bylaws of the Chapter.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

**Section 3. Vice Archon:**

- It shall be the duty of the Vice Archon to perform the duties of the Archon in absence of that Officer.
- She shall be the custodian of the Ritual, and she shall enforce due observance of and compliance with the Ritual, Constitution, Policies, and Bylaws.
- She shall implement the Chapter constitution and traditions. She shall serve as chairmen of the Executive Board, Executive Council and be ex-officio member of the judicial Board.
- She shall supervise Chapter chairmen and committees, including transition, chairmen notebooks and the filing of committee reports.
- She will maintain correspondence with Phi Sigma Sigma Fraternity as indicated in the Collegiate Calendar.
- She shall chair the Constitution Committee.

**Section 4. Bursar:**

- It shall be the duty of the bursar to collect and disburse all funds belonging to the Chapter, to pay all claims on the treasury and to keep an accurate account of all money received and expended.
- She shall render a report at each meeting concerning the financial affairs of the Chapter. This involves stating the full balance at the current time and reading of each check made out.
- The signature of the bursar and either the Archon or Chapter key advisor shall be required on the Chapter's annual budget and compilation.
- The Chapter's financial books shall be audited once a year for tax purposes by an outside party not related to the sorority. The bursar shall be responsible for seeing that the audit is complete.
- An assistant will be elected to shadow and perform duties that are necessary in her absence.
- She shall reimburse only those Chapter expenses that have been duly approved in advance and for which proof of expenditure is presented (through receipt). She shall chair the Chapter finance committee, which shall be responsible for the preparation of the Chapter's annual budget and compilation.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

- She shall attend all meetings with regards to Sisterhood Events, Socials, Semi/Formal, Homecoming/Greek Week to make adjustments to our budget.
- She has the authority to deny any transaction with the approval of the Archon and Vice Archon
- She will only grant money if she feels, with the agreement of the Archon and Vice Archon, it is the best fit for the Chapter.

**Section 5. Tribune:**

- It shall be the duty of the Tribune to keep an accurate permanent account of the proceedings of the Chapter.
- She shall maintain a permanent minute's book. Chapter Minutes must be uploaded within 48 hours of Chapter meeting.
- She shall take attendance at all events.
- She shall calculate the point system to keep track of sisters' accountability for attending events.
- She shall provide the point scale of the events at the beginning of each semester for the events listed on the calendar.
- She shall, on a weekly basis, after chapter upload on a shared excel sheet, the point sheet for the sisters.
- She shall give updated reminders of when 85% of attendance of events should be met.
- She has the authority to prevent any sister from attending an event if they have not meet the requirements as listed in the point system.

**Section 6. Scribe:**

- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.
- It shall be the duty of the scribe to conduct all correspondence of the Chapter.
- She shall immediately notify Headquarters any changes in membership status.
- She shall preserve files of her correspondence.
- She shall work with the Chapter Archon to develop and maintain the Chapter Excellence plan and ensure that the Chapter completes the Chapter Excellence portfolio by the deadline.
- She shall add all sisters to the Coastal Connections website so they can be accountable through Greek life on the Coastal Carolina University Campus.
- 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 the Chapter as part of the Chapter's permanent record book.
- She shall weekly check the Theta Beta mailbox at the university offices

- She shall send out cards for certain occasions to other Chapters and organizations when necessary.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

### **Section 7. Membership Recruitment Chair:**

- It shall be the duty of the membership recruitment chairmen 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 assistance, appoint all membership recruitment committees, attend applicable PanHellenic association meetings, determine compliance with the PanHellenic rules, ascertain eligibility for membership, and with the approval of the Archon, call special membership recruitment meetings.
- Specifically, she will be in charge of videos for recruitment and other events.
- An assistant will be elected to shadow and perform duties that are necessary.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.
- [She must get all ideas/themes approved by the Archon and Vice Archon in an orderly and timely fashion before proceeding.](#)

### **Section 8. Sister Development Chair:**

- It shall be the duty of the sister development chair to oversee the administration and educational activities of all members as set forth in the Reflections Program.
- She shall plan at least one Sisterhood Retreat per academic year. This should continue the fraternity's core values of lifelong learning, inclusiveness, and leadership through service.
- She shall present a list of the potential Sapphire Sisters to the Standards Board prior to finalizing Sapphire Sisters.
- Along with the Standards Board, has the authority to deny any sister the right to have a Sapphire Sister.
- She shall maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.
- [She shall plan a New Member Retreat best suitable for the New Member Process presented and approved by the Archon and Vice Archon](#)
- [She shall hold weekly meetings to education the New Members throughout the 6 week New Member Process.](#)
- [She shall be limited to only those of her Committee provided to her by the Archon and Vice Archon if assistance is needed during the New Member Meetings.](#)

- She shall contact her committee 48 hours before the meeting, giving information about where and when the meeting will be held.
- If 5 or more Committee Members cannot attend the New Member Meeting, with approval by the Archon and Vice Archon she may be assisted by others outside her committee at least 2 pledge classes older than present class.

**Section 9. Member-at-Large:**

- It shall be the duty of the Member-at-Large to oversee the standards Board, which ensures that the standards of the Chapter are upheld.
- The Member-at-Large shall serve as liaison between the Executive Board and the Chapter.
- In conjunction with the Vice Archon and Standards Board Members, she shall interpret the Constitution, Bylaws, Policies, rules, and regulations of the Chapter and International organization.
- She also reports concerns or feelings, as she sees necessary, to the sister's in the Chapter.
- Help in the interpretation and enforcement of Fraternity and Chapter Rules and Bylaws.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

**Section 10. PanHellenic Delegate:**

- It is the duty of the PanHellenic delegate Greek Council representative to represent Phi Sigma Sigma in all Greek activities and to report to the National PanHellenic Conference delegate.
- Her duties shall include reporting to National PanHellenic Conference delegate (and the Chapter's division collegiate president and regional collegiate director) regarding changes in membership recruitment and housing rules on campus, membership recruitment infractions, changes in campus total, changes in PanHellenic advisor, PanHellenic infractions, addition or deletion of other sororities to campus, and all other matters of importance.
- She shall forward all documents required by the university or any representative body thereof to be signed by the Chapter to the office of grand Archon for approval and signature.
- She shall also inform the Chapter of all rules, regulations and activities of PanHellenic.
- She shall cast votes for the Theta Beta Chapter after consultation with the Chapter.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.

**Section 11. Parliamentarian:**

- The Parliamentarian shall enforce *Robert's Rules of Order: Newly Revised* in all Chapter meetings.
- Along with the Archon, she shall call sisters out of order. After being called out of order three times, she may ask the member to excuse herself from the meeting.
- She shall have the authority to prevent any sister from entering The Pyramid if she is not dressed properly or her appearance for chapter is not acceptable.
- She shall not let any sister enter The Pyramid if she has not paid a fee for missing a chapter/being sent home from the previous chapter.

**Section 12. Scholarship Chair:**

- The Scholarship Chairman shall oversee each member's academic progress. A scholarship program will be developed and reviewed each semester by the Executive Board.
- She shall also be responsible for implementing and overseeing the Scholarship Improvement Plan if a sister falls below the required cumulative 2.5 grade point average.
- She shall hold all study hours meetings for the Chapter.
- She shall hold a separate study hours meeting for the New Member Class in a classroom setting.
- She shall have the authority to prevent any sister from attending an event that falls within the same time period of study hours if 50% of study hours for that month are not met.
- She will maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program.
- Of the founding of the Chapter and each sister that embraces its Chapter letters. She shall be responsible for the upkeep of the Chapter archives, which consist of past and present memorabilia, pictures, etc. which will serve as an asset to Nationals at the time of Centennial, for Chapter anniversaries and in perpetuity.

**Section 13. Risk Management:**

- The health and wellness/risk management committee shall plan activities to make members aware of health and wellness issues.
- It is the responsibility of the committee to oversee the risk aspects of all Chapter activities by attending all events.

- She shall be required to plan a Wellness Event in both Fall and Spring Semesters
- She shall be required to plan or present an Anti-Hazing event at least once during the academic year.

**Section 14. Philanthropy:**

- It shall be the duty of the Philanthropy Chairmen to encourage sisters to raise at minimum the required amount of money for the Phi Sigma Sigma Foundation that benefits School and College Readiness.
- She shall plan our annual Sweetheart Competition in the Fall.
- She shall plan our annual Philanthropy Week in the Spring.
- She shall keep up with our local philanthropy as well as our national philanthropy.
- She shall organize teams and fundraising efforts for other major organizations as well (i.e. Heart Walk, Relay for Life, etc.)
- She shall have everything done in a timely manner, approved by the Archon and Vice Archon and presented to the chapter.
- She shall effectively use her committee to make sure all requirements of her position are met.
- She shall have dates and locations approved by the Archon and Vice Archon by the given Due Dates provided by the Vice Archon

**Section 15. Leadership Development Chair:**

- It shall be the duty of the Leadership Development Chair to enhance and promote leadership development through different proceedings.
- She shall be responsible for keeping a record of sister's campus activities and leadership positions in other organizations.
- She shall be encouraged to become an Emerging Greek Leader in the Coastal Carolina Greek Community.
- She shall plan a Leadership Development Event at least once per semester ( Fall & Spring)
- She shall provide sisters with community leadership positions (i.e. jobs, campus positions, etc.)

**Section 16.** The immediate past Archon shall serve as an ex-officio member of the Executive Board for one (1) semester as long as she maintains active membership status.

**Section 17.** The Executive Board shall meet at least once weekly before Chapter meetings during academic periods.

**Section 18.** 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 make decisions and act upon them when it is impossible or impractical to call a special Chapter meeting. Executive Board meetings shall be open to all active members and there should be sufficient notice of the same. 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 to the Chapter. An Executive Board retreat will be scheduled by the Archon each semester for the purpose of goal setting and calendar planning herein.

**Section 19.** All Executive Board Officers are responsible for attending applicable university meetings (i.e. Archon – monthly Greek life president’s meetings). If they are unable to attend, it is their responsibility to obtain a substitute so the Chapter is represented and informed.

#### **Article IV Government – Administrative**

**Section 1.** Immediately following the election of the Executive Board, members of the Chapter shall elect committee chairmen.

**Section 2.** The Vice Archon shall chair the Executive Council. It shall meet at the discretion of the Vice Archon, but at least once per month.

**Section 3.** The Executive Council is comprised of the following chairmen:

- 1. Fundraising**
- 2. Greek/Community Relations**
- 3. Parent/Alumnae**
- 4. Intramurals**
- 5. Public Relations**
- 6. Social**
- 7. Sunshine**
- 8. Semi Formal/Formal**
- 9. Fashion & Apparel**
- 10. Assistant Bursar**
- 11. Jr. PanHellenic**
- 12. Homecoming/Greek Week**

**13. Jr. Membership Recruitment Chair**

**14. Jr. Sisterhood Development Chair**

**15. Photography Chair**

**16. Community Service**

**Section 4.** Where applicable, Executive Council members shall maintain correspondence with the Phi Sigma Sigma Fraternity as indicated in the Chapter Excellence Program. All Executive Council Members shall prepare a complete report of their work for the Chapter records at the close of the spring and fall semester. The Vice Archon is in charge of collecting and filing notebooks for training and future reference.

**Section 5.** All Executive Council Members are responsible for attending applicable university meetings (i.e. homecoming week, greek week, etc.). 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 committee meets and/or exceeds the objectives set forth for the committee in the constitution and by the Executive Board/Chapter. Additionally, they are responsible for tracking participation in the committee.

**Section 7.** Immediately following the election of the Executive Council, each sister shall be asked to express interest in which committees she would like to participate. The Vice Archon, with the approval of Executive Board, shall use those preferences to place sisters on committees.

**Section 8.** Every member of the Chapter is required to fully participate in at least (2) committees. Executive Board and Executive Council office count as (1) committee each.

**Section 9.** Ad hoc committees shall be comprised of various active members chosen by the Archon. Ad hoc committees are used to address special issues such as planning a Chapter's tenth anniversary celebration. A motion and subsequent vote at Chapter meeting creates a committee.

## **Article VII Committees**

**Section 1.** The Standards Board of Theta Beta Chapter will consist of at least (5) members, defined as follows; one (1) first-year students, one (1) sophomore, one (1) junior, one (1) senior, the member-at-large, and the Vice Archon as ex-officio member, but excluding other members of the Chapter's Executive Board. The judicial Board is chaired by the member-at-large. The standards Board is responsible for supervising and maintaining membership standards consistent with the twin ideals of Phi Sigma Sigma and the International and Chapter Constitutions, local PanHellenic constitution and university policies and procedures (i.e. Student Handbook). The Vice Archon shall be an ex-officio, non-voting member of the standards Board.

Immediately following the election of the Executive Board, the Chapter shall elect the senior, junior, sophomore, and first year members of the standards Board. If there are no members in a particular class, then a member shall be elected from the largest class to fill this position.

The Chapter will elect an alternate Standards Board Member if one of the current members cannot attend a meeting due to illness or an emergency. If another alternate is needed, we will appoint the oldest prior Standards Board Member to take the place of the current member.

**Section 2.** The Chapter Finance Committee will consist of the Vice Archon, Bursar, Assistant bursar (if elected or appointed), Chapter key Advisor, and two (2) other members of the Chapter appointed by the Executive Board. Its responsibilities shall be to prepare the budget, recommend dues and fees for the Chapter's approval, and to exercise supervision over the finances of the Chapter. They shall also audit the books of the Bursar monthly and certify the correctness of the monthly financial report to Headquarters, thereby certifying the correctness of the Bursar's records. The Chapter budget shall be prepared and approved in the spring semester for the following academic year.

**Section 3.** The Constitution Committee will consist of the Vice Archon, Member-at-Large, Chapter Key Advisor, and two other members of the Chapter appointed by the Executive Board. Its responsibility shall be to supervise the updating of the Chapter constitution and to make recommendations to the Chapter body for their consideration. In Convention years, the Committee is also responsible for reviewing the International Constitution and submitting recommended changes on behalf of the Chapter.

**Section 4.** All Chairmen will meet with the Vice Archon and their Committee twice a month to go over duties and ideas for that specific chair position. The Vice Archon at any point will call on the meetings that she feels it is necessary.

**Section 5. The Parent/Alumnae Chairman:**

- She shall interact with Phi Sigma Sigma Alumnae in the local area and from the Chapter.
- The Chairman shall keep and update parent and alumnae information (addresses and emails). A newsletter will be sent out once per month and events shall be organized for parents and alumnae once per semester.
- The committee shall also plan an activity during Family Weekend for parents (i.e. mother pinning, father capping, etc.) and be responsible for the Senior Celebration each semester.

**Section 6. The Fundraising Chairmen (2):**

- Shall plan events to raise money for the Chapter and work with the members of the philanthropy committee to organize events.
- Shall plan events with Greek and Non-Greek organizations
- All events must be presented and approved by the Archon and Vice Archon
- She shall meet the required due dates given by the Vice Archon
- She shall use her committee where she feels fit, in a respectful and mature manner.
- All messages and correspondence with the committee will be under the supervision of the Vice Archon

**Section 7. The Intramural Chairman:**

- She shall be responsible for overseeing Chapter participation in intramural events.
- The Chairman shall inform the Chapter of the schedule of intramurals.
- She shall organize and take attendance at all intramural events including other Greek and campus organization events.
- She shall be in correspondence with those who work within the Intramural Department to make sure that the Chapter is in good standings to participate and to make sure she is up to date with due dates for Registration

**Section 8. The Public Relations Chairman:**

- Shall be responsible for posters, banners, and publicity for Phi Sigma Sigma events.
- They are also responsible for maintaining our local social media (facebook, twitter, instagram, tumblr, etc.).

- They will complete the Chapter Excellence Marketing Plan prior to the end of each semester.
- They will work with all other committees to write press releases.
- The committee is also responsible for writing an article for the national magazine, The Sphinx.
- She must follow everyone on social media.
- She shall monitor the social media of Active, Limited and Chapter Status Members to ensure the most positive appearance of our sorority.
- She shall have the authority to contact any sister if she feels that she is not representing the sorority in the best way through social media.
- She shall have the authority to call any sister to standards due to the level of her social media that she feels is unacceptable.

**Section 9. The Social Chairman:**

- Shall be responsible for planning social functions with other Greek and outside organizations.
- The committee will also develop social policies for the Chapter, following all national policies.
- She shall get approval for all socials and theme by the Archon and Vice Archon in a timely manner.
- She must follow the Due Dates given by the Vice Archon to ensure that everything done is done in a timely manner.

**Section 10. The Sunshine Chairman:**

- Shall be responsible for the spirit and morale of the Chapter. This includes birthday cards, notes, and holiday greetings.
- She is also responsible for planning sisterhood events throughout the semester.
- The sunshine chairmen will be responsible for Chapter duties such as Sister of the Week, Dolphin Duos, candy bowl, etc.)
- She must present all ideas/events to the Archon, Vice Archon and Bursar to make sure that it is in compliance with the budget.

**Section 11. The Formal/Semi Formal Chairmen (2):**

- Shall be responsible for planning of the semi formal in the fall and the formal/sapphire ball in the spring.
- They shall keep the Chapter updated with the plans, keeping in accordance with the set budget, follow international policies and see that involvement is limited to members in good standing within the sorority.

- She must follow the Due Dates given by the Vice Archon to ensure that everything done is done in a timely manner.

**Section 12. The Jr. PanHellenic Chairman:**

- Shall be responsible for attending all meetings set by National PanHellenic Council at Coastal Carolina University.
- She shall take notes of all events and information given at NPC meetings and the PanHellenic chairmen will get all information to the Chapter.
- She shall be the Phi Sigma Sigma representative in the case that the PanHellenic Delegate cannot attend.

**Section 13. The Fashion & Apparel Chairman:**

- She shall be responsible for coordinating ideas for t-shirt designs and paraphernalia.
- She shall present potential ideas to the Executive Council before the Chapter will vote on it.
- Once a design is voted on it is her responsibility to set up a budget and make plans to have the product made for the Chapter.
- She shall work closely with the Bursar and her Financial Committee to ensure that we are working within our budget.
- She must follow the due dates given by the Vice Archon to ensure that everything done is done in a timely manner.

**Section 14. Homecoming & Greek Week Chairman (2)**

- She shall be in full correspondence with Coastal Carolina to make sure we are following all guidelines.
- No practices shall exceed the time limit of midnight.
- She shall not hold practices that are in any conflict with any event planned by the chapter (fundraisers, community service, sisterhood events, study hours, campus activities, etc.)
- All correspondence with her committee will be under the supervision of the Vice Archon.
- She shall get approval for all themes and ideas by the Archon and Vice Archon for it to be presented to the chapter.

**Section 15. The Greek/Community Relations Chairman:**

- She shall be responsible for keeping the Chapter up to date with all other Greek events on campus and other community events on campus.
- She shall attend most/all events that she is sharing with the Chapter.
- She shall make sure that Phi Sigma Sigma is well represented at the events.

**Section 16. The Photography Chairmen:**

- She shall be responsible for taking pictures at all Phi Sigma Sigma events.
- She shall post the photos on our public Facebook page.
- She shall create a Scrapbook/Photo book at the end of each semester.

**Section 17. The Community Service Chairmen (2):**

- They shall be responsible for organizing all Community Service events.
- They are responsible contacting non-profit organizations and setting up dates and times for sisters to do community service.
- They are responsible for making sure each sister has 10 hours of community service and logs all hours.
- She must follow the due dates given by the Vice Archon to ensure that everything done is done in a timely manner.
- All events must be presented and approved by the Archon and Vice Archon

**Section 18. Jr. Sisterhood Development Chairman:**

- She shall shadow and work with the Sisterhood Development Chair to educate the new members and to advance the Theta Beta sisterhood.

**Section 19. Assistant Bursar Chairman:**

- She shall work alongside the Bursar to ensure that our finances are the best fit for the chapter.
- She will keep an updated track of dues paid/unpaid by our sisters

**Section 20: Jr. Membership Recruitment Chairman**

- She is in charge working with the Membership Recruitment Officer with planning Spring and Fall Recruitment.
- She is responsible for working with all themes/ideas and presenting them to the chapter in a timely manner.

## **Article VIII**

### **Elections**

**Section 1.** The annual election of Officers will be held in the fall term of the academic year, no later than four (4) weeks before the beginning of that term's final examinations, in order for there to be adequate training and transitions are able to occur.

**Section 2.** All candidates for office shall prepare a written statement for the positions they were given prior notice for and make speeches not to exceed three (3) minutes on the night of elections, after which elections for the Executive Board shall take place. The candidates should be prepared to answer questions from the Chapter.

**Section 3.** Voting will be done by secret ballot. The Chapter key advisor or other Alumnae shall do the counting of the ballots with the Scribe and the Archon. Strict order will be observed during voting. The ballots will be impounded for a period of two (2) weeks in case of a challenge. Election is by a majority of those present and voting (a quorum must be present). A quorum is defined as 50% + 1 of those eligible to vote.

**Section 4.** All Executive Board Officers shall be elected by a majority vote of the active Chapter with the exception of the Archon. Majority is defined as more than half of those voting in the election.

**Section 5.** In the event a candidate for an office does not receive majority on the first ballot, the candidate with the fewest votes is eliminated until (2) candidates remain or until (1) has received the necessary majority.

**Section 6.** In the event a candidate for an Officer, after going through the procedures set forth in Section 5 does not receive a majority, the election shall be decided by a plurality on the next ballot. Plurality is defined as the candidate who receives the most votes.

**Section 7.** Any active member not present may cast an absentee ballot at the time of balloting. Absentee ballots must be cast before the election and are only valid in those contests in which the candidate name on the absentee ballot is still in contention for the office.

**Section 8.** Installation of Officers shall be held according to the International Ritual within two (2) weeks of the election and not before a successful training period of one (1) formal meeting has transpired.

**Section 9.** Any vacancy in an Executive Board office shall be filled by election at the next formal meeting. Nominations shall be open for at least one (1) week prior to the election.

**Section 10.** Any sister wishing to run for an Executive Board office must have served on 2 committees unless there is an affirmative vote of 51% of the Chapter to do otherwise, and must have prior approval from the Chapter Key Advisor. [The Executive Board Officers have the authority, during elections, to make an executive vote giving permission to a sister if they feel that she is a better fit for a certain position if they do not meet the full requirement for that exact position. If the vote is passed by 51% of the Executive Board, the sister will be allowed to run against those who are nominated in fair and equal standings, then voted upon by the chapter.](#)

**Section 11.** Any member in good standing (academic and financially) may run for a committee Chairman.

**Section 12.** All candidates for the position of Archon have to have served one complete term as a member of the Executive Board. If no past or current Executive members wish to run for the position of Archon, nominations may be opened up to past or present committee chairmen.

**Section 13.** All candidates for Executive Board must have a 2.7 cumulative grade point average, to be in good financial standing with the Chapter, and to have met the minimum standards set forth in Article XI, section 2. The Archon and the Vice Archon must have a 2.8 cumulative grade point average and maintain it throughout their duration of position.

**Section 14.** The office of Archon shall require a 2/3 vote of the active Chapter. In the event a candidate for Archon does not receive 2/3 on the first ballot, the candidate with the fewest votes is eliminated until (2) candidates remain or until (1) has received the necessary majority.

**Section 15.** Any member that is interested in being a potential Rho Chi for recruitment is ineligible to run for a position on the Executive Board.

## **Article X**

### **Finances**

**Section 1.** Each initiated member shall pay semester dues, which shall include the International Dues, Convention tax, and insurance as prescribed by the Supreme Council. Bills for the next semester shall be issued at the close of the proceeding semester. Dues are payable by the end of the fifth week of the semester.

**Section 2.** The new member fee shall be determined annually by the Chapter and shall include the national new member fee as prescribed by the Supreme Council.

**Section 3.** The initiation fee shall be determined annually by the Chapter and shall include the national initiation fee as prescribed by the Supreme Council. The total amount is payable by the new member before initiation.

**Section 4.** A minimum Reserve Account payment is an amount to be determined by Supreme Council shall be made as part of the Chapter's national billing. This sum shall be in addition to Chapter and International dues.

**Section 5.** All Officers and chairmen are required to stay within the budget allotted 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 6.** Any sister that requests a payment plan must meet with the Judicial Board and Bursar. The Bursar, Vice Archon, and the Member-at-Large must sign off the payment plan three weeks within each semester that they want to receive a payment plan.

## **Article X**

### **Emblems and Trophies**

**Section 1.** If the budget allows, the Chapter will absorb the cost of dangles to be presented to the Executive Board at the end of a successful term.

**Section 2.** The Chapter Archon's key will be presented to the outgoing Archon upon successful completion of her term in office.

**Section 3.** The Chapter will absorb the cost of the National Scholarship Dangle, in gold, which is presented to the eligible recipient.

**Section 4.** An award shall be presented each year to the sister who contributed the most to the Chapter. This sister must be considered an active member who has not been on the Executive Board or a new member in the past fall and spring semester. A certificate and appropriate gift shall be presented at the Sapphire Ball or last meeting of the year. All sisters shall vote for this award.

**Section 5.** An award shall be presented each year to the sister who contributed the most to the Chapter as a new member during the academic year. A certificate and appropriate gift shall be presented at the Sapphire Ball or last meeting of the year. All sisters shall vote for this award.

**Section 6.** An award shall be presented each year to the sister who contributed the most to the Chapter as a member of the Executive Board. This sister must be considered an active member who has been on the Executive Board on either the past fall or spring semester. A certificate and appropriate gift shall be presented at the Sapphire Ball or last meeting of the year. All sisters shall vote for this award.

**Section 7.** An award shall be presented each year to the sister who has continually contributed to the Chapter as an active member but whose timely dedication may go unrecognized every now and then. This award is presented from the Chapter to the sister as recognition for their continuous endeavors. A certificate and appropriate gift shall be presented at the Sapphire Ball or last meeting of the year. All sisters shall vote for this award.

**Section 8.** An award shall be presented each year to the sister who has gone above and beyond and is recognized as being a very influential member of the Chapter. It is the highest award you can receive. A certificate and appropriate gift shall be presented at the Sapphire Ball or last meeting of the year. All sisters shall vote for this award.

## **Article XI**

### **Membership Requirements/Statuses**

**Section 1.** All members, both new and initiated, will be subject to the same membership requirements as set down in the International and Chapter Constitution.

**Section 2.** The minimum requirements of sisterhood are:

- 1) Attend Chapter meetings – This is the opportunity for each Chapter member to express her opinion regarding the Chapter’s activities. It is imperative that every sister attends so that their voice may be heard and her vote counted. A sister is expected to participate in all Chapter activities (membership recruitment, philanthropy, etc) as determined by the Chapter constitution, policies, and meetings.
- 2) Pay Dues on a Timely Basis – The Chapter requires funds to support operations and activities. Individuals who do not fulfill this requirement are a burden to the Chapter.
- 3) Participation in Two (2) Committees – The work of the Chapter is performed in its committees. Also, details regarding Chapter activities are decided in committee meetings. Participation enables each sorer to assume responsibility and contribute to the Chapter’s success.
- 4) Participation in Two Campus Activities – Participation in campus activities broadens a sister’s academic experience. Such participation reflects favorably on the Greek community and spreads the name of Phi Sigma Sigma for those outside the Greek community. Part-time or full-time work may be counted as one, and only one, activity.
- 5) Maintain a minimum cumulative GPA of 2.5 on a 4.0 scale or equivalent. If a sister falls below the required cumulative 2.5 she will be placed on a Scholarship Improvement Program. Executive Board must maintain a minimum cumulative GPA of 2.7 on a 4.0 scale or equivalent. If a member of Executive Board falls below the 2.7 cumulative requirement, their position will be removed. (Theta Beta Standard)

**Section 3.** Any member who is delinquent in her dues beyond one (1) week will not be allowed to attend social functions or vote until those dues are paid or her payment plan is current.

**Section 4.** A member shall be prevented from holding office if she is delinquent in paying dues.

**Section 5.** When full participation by a member is not possible due to circumstances beyond her control; she may petition the judicial Board for one of the following:

- A. Limited Status:** Limited status is defined as a "total inability to participate". Limited Status can be granted for one semester through Nationals if any of the below criteria are met: Studying abroad, Personal/family illness or emergency, Internship (20 hrs/week or more), or Student Teaching. In addition to meeting one of the above criteria, applicant must: (1) provide appropriate documentation (2) complete the Limited Status Request

Form (3) write a letter explaining why they are requesting Limited status and how they believe Limited status would benefit them. Limited Status can only be granted to applicants who are in good standing both financially, and with the Standards Board. Part-time students are not eligible for Limited status. The member has no vote.

**B. Chapter I Status:** Chapter status may be granted for one (1) Chapter meeting by the standards Board. A sister must be 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 would take effect. International financial obligations must be paid and local dues to the amount of half of semester dues. Chapter II Status can only be granted to applicants who are in good standing both financially, and with the Standards Board. Chapter status can be granted to seniors and if not a senior, one needs to provide documentation of an internship, study abroad program, or class schedule. Chapter I status must attend all Chapter meetings. If they do not attend a Chapter meeting they will be charged five dollars for every Chapter missed. Chapter I status implies participation in ATLEAST two (2) different events within the sorority per month during the semester (not a social & i.e. Relay and a Sisterhood Event) and cannot vote. Chapter I status may only be granted once during their collegiate career.

**C. Chapter II Status:** Chapter II status is granted to seniors in their final semester that do not have the qualifications of limited status. (1) Provide appropriate documentation (2) Write a letter explaining why they are requesting Chapter II status and how they believe Chapter II status would benefit them. Chapter II Status can only be granted to applicants who are in good standing both financially, and with the Standards Board. Part-time students are not eligible for Chapter II status. The member has no vote. Chapter II status may only be granted once during their collegiate career.

**D. Alumnae Status:** Alumnae status must be approved by Headquarters. It is available to a member who has married and/or has children; left school without graduating; transferred to another campus where no Phi Sigma Sigma exists; or experiences a documented medical, personal, or family circumstance that prohibits her from meeting the minimum standards of sisterhood, unless said member is not in good financial standing.

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

## **Article XII**

### **Discipline**

**Section 1.** New members and active members will be subject to the same fines and penalties as set down in the constitution.

**Section 2.** Discipline of the active Chapter regarding call out of order, tardiness, fines and delinquent payments of monies will be embodied in the Judicial Board policies.

**Section 3.** In the event an Officer or chairmen is no longer in good standing with the Chapter and/or is deemed unfit to serve in her position due to continued neglect to her duties, she may be removed in accordance with procedures set down in the National constitution.

**Section 4.** In the case that a member must miss a Chapter meeting, she will then pay the amount of the five dollars to receive entrance into the next meeting. The payment will be collected prior to the next Chapter meeting to enter the pyramid. If a member misses three consecutive Chapter meetings, they will be automatically called upon standards Board to sort out the absence.

### **Article XIII Online Representation and Image**

**Section 1.** All active and Chapter status sisters are required to be Facebook friends with “Fay”. All active and Chapter status sisters must comply with Fay’s requests, provided that they coincide with Fay’s basic guidelines and rules (See Section 2.) All active and Chapter status sisters are required to give Fay access to their entire online profile, there in by meaning they cannot block Fay at anytime. Doing so will result in being called to standards Board.

**Section 2.** Fay’s guidelines: Fay is a position appointed by the Chapter key advisor. The position of Fay may be held by an active sister, or an alumni that had good standing while active. No new Fay can be appointed without a secret ballot Chapter vote. Fay will be voted on if the motion to vote on a new Fay is made and approved in a Chapter meeting according to Roberts Rules of Order. Fay has the authority to ask any active or Chapter member to remove a photo, video or wall post that does any of the following: displays alcohol in an inappropriate manner, displays any form of illegal activity, defaces the Phi Sigma Sigma name or any Phi Sigma Sigma symbols, displays distasteful behavior against the human dignity policy.

**Section 3.** All sisters must accept the membership in the Coastal Connections website so that they can be accountable through Greek Life at Coastal Carolina University.

**Section 4.** All sisters must allow @phisigthetabeta to follow them on twitter and instagram. @phisigthetabeta will have authority tell girls to take down inappropriate posts.

### **Article XIII Amendment**

**Section 1.** The constitution is to be reviewed two times a year (i.e. at the beginning of the fall semester and beginning of spring semester).

**Section 2.** A constitutional amendment must be introduced in writing one (1) meeting prior to being voted on.

**Section 3.** A two-thirds vote is required for amendment of the constitutions.

### **Policies of Theta Beta Chapter**

#### **Of Phi Sigma Sigma**

We, the members of Theta Beta Chapter of Phi Sigma Sigma Fraternity do hereby establish the following as policies of our Chapter.

#### **Policy I**

##### **Adoption of Policies**

Policies will be adopted by a Two- Thirds vote of the Chapter. Policies must be presented in writing at least one meeting prior to voting.

#### **Policy II**

##### **Distribution of Constitution**

Each new 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.

#### **Policy III**

##### **Standards Board Policies**

The standards Board's powers shall include, but not be limited to, which is outlined in article \_\_VII\_\_ of the Theta Beta constitution. A hearing is required for all disciplinary action taken. All members will uphold the Theta Beta constitution bylaws,

and policies as well as Phi Sigma Sigma constitution and policies. Failure to do so will result in implementation of the following three-step disaffiliation process.

Step One: Compliance with action plan set by Standards Board.

Step Two: Loss of social and voting privileges and compliance with action plan.

Step Three: Disaffiliation.

When a member has failed to uphold her requirements, she will be called before the standards Board to discuss the situation. If she has not upheld the standards, she will be officially warned of the situation and be required to complete an action plan in a specified time.

Failure to complete the action plan in a specified time or if additional issues arise, the sister will meet the judicial Board for a second time. It is up to the standards Board to hear the sister's case and determine if she indeed failed to uphold Chapter standards once more. If it is determined that the sister in question has failed to complete step one, her social and voting privileges will be revoked, as she will be placed on step two.

If the action plan is again not completed or additional incidents occur, the member will meet with the standards Board a third time and be asked to sign disaffiliation papers.

A member being called to Standards Board, who does not attend the meeting or make prior arrangements for another standards Board meeting, will automatically be moved to whichever step they are at of the three-step process and automatically called to the next standards Board meeting. A member can excuse herself a maximum of one time from attending a standards Board meeting and must give notice 24 hours in advance with a valid excuse.

## **Policy IV**

### **Sisterhood Participation**

The standards Board will monitor participation in Chapter activities throughout the semester using the following point system. Sisters with below average points will be notified. Sisters who fall under 85% of the semester's total points possible are considered in violation of their minimum requirements. Points will start at zero each month. The standards Board will assign a point value to any special event or unexpected activity.

Initiation:	30
Chapter Meeting:	20
Committee Meeting:	10
Greek Meeting/ Event:	10
Philanthropy or Service Event:	20
Fundraising Event:	20
Social:	05
Sisterhood Event:	10
Recruitment:	20
Extra Effort:	10

Excused absences from Chapter activities and/or meetings shall be defined as:

1. Illness
2. Family emergency
3. Work
4. Other- under the discretion of Standards Board

Members are responsible for notifying the Chapters Tribune of her reason for missing a Chapter Meeting before 12:00p.m. Sunday. Otherwise a member will be assumed unexcused from the Chapter Meeting and fined \$5.00. Any consecutive unexcused absence from a Chapter meeting will result in the member being called to standards Board for each absence.

#### **Policy V**

Potential Member Voting Policy

Legacies shall be given special consideration as set forth in the Phi Sigma Sigma Membership Recruitment Policy.

#### **Policy VI**

Sapphire Sister Policy

In order to be a Sapphire Sister, one must:

1. Be in good standing with Chapter and have not lost social or voting privileges within the last year.
2. Must have a minimum grade point average of 2.5 on a 4.0 scale.
3. Must have all dues paid.
4. Must have sufficient knowledge of the sorority to be able to adequately impart the knowledge to her Sapphire Sister as determined by the Sister Development Chair.