

GAMMA CHI CHAPTER
University of Louisiana at Lafayette

A National Professional Fraternity in Sales, Marketing and Management

An affiliate of Pi Sigma Epsilon National Headquarters, Inc.

CONSTITUTION
AND
BY-LAWS

LAST REVISED
On
June 12, 2007

GAMMA CHI CHAPTER BY-LAWS

ARTICLE I NAME

SECTION 1. NAME

The name of the organization shall be Pi Sigma Epsilon, Inc., Gamma Chi Chapter, National Professional Fraternity in Sales, Marketing and Management (herein after refer to as the Chapter).

SECTION 2. ALLEGIANCE

The Gamma Chi Chapter of Pi Sigma Epsilon pledges to faithfully honor and obey the Constitution and By-Laws of the National Council, and to support and remain loyal to the Executive Administrators, Officers, and Board of Directors of the National Council.

ARTICLE II PURPOSES

SECTION 1. OBJECTIVES

The primary objectives of the Chapter shall be:

- a) To create a collegiate organization of students who are interested in the advancement of marketing, selling, sales management, and related fields as both a career and a profession.
- b) To promote the study of marketing, selling, sales management, and related fields in colleges and universities.
- c) To bring together academically qualified students who express a desire to enter the fields of professional marketing, selling, and sales management.
- d) To encourage in colleges and universities the establishing of courses preparing students for careers in professional marketing, selling, and sales management.
- e) To stimulate improved methods and techniques in the fields of marketing, professional selling, and sales management.
- f) To instill in its members and the profession the highest possible ethical standards.

ARTICLE III BASIC POLICIES

SECTION 1.

The organization shall be non-profit and non-discriminatory toward age, ethnicity, race, religious background, sex, and sexual preference.

SECTION 2.

The organization shall act as the official voice of its members. The organization will act in favor of a non-membership voice if the concern is of vital importance to the organization's purposes and its members.

SECTION 3.

The name of the organization or the names of any of its members in their official capacities shall not be used in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the organization.

SECTION 4.

The organization shall not -- directly or indirectly -- restrict the involvement of its members in other organizations of its type or of other organizational status.

SECTION 5.

The organization shall cooperate with other professional and collegiate organizations to support the improvement of education, community service, economic development, and campus and industry-wide relationships.

SECTION 6.

The association may cooperate with other organizations, but persons representing other organizations shall make no commitments that bind the association, unless so instructed by a majority vote.

SECTION 7.

The Executive Board will be required to adhere to the by-laws and implement the components of the yearly strategic plan.

ARTICLE IV CATEGORIES OF MEMBERSHIP

SECTION 1. ELIGIBILITY OF MEMBERS

Membership in the Chapter shall be open to individuals regardless of age, disability, race, sex, sexual orientation, or sexual preference who show an interest in the Sales, Marketing and Management profession. In order to become a member of the Chapter, all prospective members must meet all requirements as outlined by the Chapter By-Laws, attend, and complete the ritual requirements. Those initiated are subject to such rules and regulations as shall be enacted and stipulated by the Chapter.

SECTION 2. CHARTER MEMBERS

A Charter Member shall be defined as any person who is initiated at the time the new chapter charter is granted by the National Council.

SECTION 3. COLLEGIATE MEMBERS

A Collegiate Member shall be defined as any student with an expressed interest in professional marketing, sales and sales management. Said students must be properly registered and attending University of Louisiana at Lafayette (UL-L). Further requirements and prerequisites for Collegiate Membership are listed below:

- a) Students must have a 2.5 overall grade point average (good academic standing according to UL-L policies and regulations) to be eligible for initiation and to retain membership privileges. All members prior to Spring 2007 shall be grandfathered in, regardless of GPA.

- b) Student's character must be of the highest stature, as evidenced by their relationship to their country and to their fellow citizens.
- c) Collegiate Members must meet minimum requirements as prescribed by the Chapter By-Laws, the National Council Constitution and any additional requirements that may be prescribed.

SECTION 4. ALUMNI MEMBERS

Any Collegiate Member upon leaving school shall automatically qualify for continued membership with the Chapter and shall be defined as an Alumni Member.

SECTION 5. PROFESSIONAL MEMBERS

A Professional Member shall be defined as any person in active work, with at least five (5) years of experience in marketing, selling, and/or sales management shall be eligible for membership provided their activities beyond the scope of his/her normal occupation indicate an evident interest in helping further the field of marketing and selling as a career and a profession.

SECTION 6. EDUCATOR MEMBERS

An Educator Member shall be defined as any college or university educator, directly or indirectly related to or interested in any phase of education which will contribute to the development and dissemination of knowledge and concepts which will in turn better qualify students for careers in marketing, sales management, and selling, shall be eligible for membership.

SECTION 7. ASSOCIATE MEMBERS

An Associate Member shall be defined as any person who does not fall into the classification of Collegiate, Alumni, Professional or Educator Member and who demonstrates any expressed interest in marketing, selling, and/or sales management shall be eligible for membership. Associate members shall enjoy all of the rights and privileges of a member of PSE. Any person who meets the qualifications for membership who is not located in close geographic proximity to a collegiate chapter, alumni association, or professional affiliate may affiliate with the national organization.

SECTION 8. LIFE MEMBERS

A Life Member shall be defined as any member who has procured a Life Membership through the National Organization by following the rules and regulations set from time to time by the National Council shall by a Life Member. Life Membership exempts the member from payment of any further National Dues. Additional fees may be assessed other than national dues.

SECTION 9. INACTIVE MEMBERS

An Inactive Member shall be defined as any member who elects to remove himself from active status and forfeits privileges afforded active members. A member may go inactive for an unspecified amount of time. Upon returning to the Chapter, said member shall be reinstated upon payment of dues as stipulated by National Headquarters. Inactive members are not eligible to attend National Convention at the Chapter's expense. All members seeking inactive status must satisfy all financial obligations before being granted inactive membership.

ARTICLE V ELECTIONS AND ELIGIBILITY

SECTION 1. ELIGIBILITY

No member shall be eligible for office in the Chapter if that member is on probation or is in financial arrears to the Chapter. Additional eligibility requirements may be prescribed by the executive board.

SECTION 2. NOMINATIONS

General members of the Gamma Chi Chapter in good standing may nominate themselves as a candidate or nominate any of their colleagues as candidates for any of the elective offices. Nominees must have full intentions of serving the one-year term of office. Executive Board members are allowed to nominate chapter members, including themselves if they are eligible for reelection.

SECTION 3. NOMINATION PROCEDURE

Nominations shall open at the General Meeting the week before elections are to be held. Nominations will be taken in the following order: (1) President, (2) VP of Finance, (3) VP of Administration, (4) VP of Development, (5) VP of Human Resources, (6) VP of Marketing, and (7) VP of Public Relations.

On the day of voting and prior to the election of each office position, nominations shall reopen for each position and will be taken from the floor of the membership. No nominee for office shall be allowed to run for more than two positions for The Executive Board.

SECTION 4. ELECTIONS

Officers of the Chapter shall be elected preceding the conclusion of the fall semester and prior to fall graduation or in the spring if necessary.

SECTION 5. ELECTION PROCEDURE

The VP of Administration shall lead elections. Elections will be held one by one in the following order: (1) President, (2) VP of Administration, (3) VP of Finance, (4) VP of Development, (5) VP of Human Resources, (6) VP of Marketing, and (7) VP of Public Relations.

After nominations close for each position and prior to voting, the nominees for that position will be allowed an opportunity to speak to the membership. Voting shall be held by secret ballot. Officers shall be elected by a majority vote of Active Members. The President shall vote only in the case of a tie. In the case that the VP of Administration is nominated for a position, VP of Administration then must appoint a proxy for the election process.

SECTION 6. TERMS OF OFFICE

Officer terms shall not exceed one year. The President shall not be in office more than two years. However, in the case that the VP of Administration inherits the President's position mid-year (i.e. President resigns for any such reason), he or she assumes the position for the remaining term and may run for President at the end of the partial term. Officer positions, excluding the President, may be reelected if no one else is available to run for that officer's position.

SECTION 7. RESIGNATION

Any officer may resign either willfully or by request before the completion of the term. The Executive Board reserves the right to ask a member to resign for their noncompliance of the By-laws.

SECTION 8. VACANT OFFICES

Officer vacancies, other than the President (See Article V, Section 6), shall be filled with a special election held in accordance with Section 5 unless in times deemed emergency where quorum is unavailable. The Chapter must have a special election to fill the vacancy or vacancies for the remainder of the year. Such elections must be held at the next General Meeting. In times deemed emergencies, The Executive Board shall have the power to appoint a member to the vacant position. If no member is elected or appointed for a vacant office, those officer's duties shall be distributed among the remaining members of the current executive board. The Executive Board, with majority vote, may elect not to appoint/elect an officer if they deem there is no one able to fill the position.

SECTION 9. APPOINTED POSITIONS

Directors and Project Managers shall be determined by the Executive Board or by the President.

**ARTICLE VI
OFFICERS AND DUTIES**

SECTION 1. OFFICER POSITIONS

The officers of the Gamma Chi Chapter of Pi Sigma Epsilon shall be a (1) President, (2) VP of Finance, (3) VP of Administration, (4) VP of Development, (5) VP of Human Resources, (6) VP of Marketing, and (7) VP of Public Relations.

SECTION 2. DUTIES

Chapter officers shall perform such duties as may be prescribed by the By-Laws and as may be required of them by the Chapter or the National Council. It is also the duty of all officers to report to the membership at every General Meeting.

SECTION 3. DIRECTORS AND PROJECT MANAGERS

Directors and Project Managers are to be present at Executive Board meetings. The Executive Board reserves the right to remove directors and/or project managers from an event and/or project.

SECTION 4. PRESIDENT

The President shall be the chief executive officer of the Chapter and shall preside over its General and Executive Board meetings except meetings concerning his/her own impeachment. The President shall see that the Officers of the Chapter discharge their duties faithfully, impartially, and promptly and shall have the power to call special meetings when considered necessary. He/She shall enforce strict observance of the National Constitution, and Chapter By-laws, and shall be the authority in the interpretation of the Constitution and By-laws. The majority of the General Membership may veto any interpretation of the Constitution and the By-laws by the President. The President shall decide and define points of order and shall have the power to appoint any officers or committees not provided for in

the Constitution or the By-laws of the Chapter that is felt to be beneficial to the Chapter (finance committee, by-law committee). The President shall have the authority to preside over any committee of the Chapter if so desired. The President shall vote only in the event of a tie. He/She shall have the authority to review all budgets and to direct the VP of Finance to expend chapter funds necessary and pertinent to the function and smooth operation of the Chapter. The President shall represent the Gamma Chi Chapter as a voting delegate for the chapter at the Pi Sigma Epsilon National Convention Annual Business Meeting. The President shall be responsible for planning chapter participation in National Convention. The President shall serve as chairperson to the Executive Council and the Administration Committee. If possible, the President shall serve the office of Past President immediately following their President position. The President shall be a representative for Pi Sigma Epsilon on the Student Advisory Council for the B. I. Moody III College of Business Administration and attend all SAC meetings with the Dean of the college.

SECTION 5. VP OF ADMINISTRATION

The Vice President of Administration shall be responsible for all the general correspondence of the Chapter with National Headquarters. The Vice President of Administration shall be responsible for the administration and maximization of the Chapter Efficiency Index. The Vice President of Administration shall be the custodian of records, files, and documents of the Chapter. The Vice President of Administration shall be responsible for developing the Annual Report in cooperation with the President and the Vice President of Finance. The Vice President of Administration shall develop and distribute a calendar of events. The Vice President of Administration shall be responsible for developing an organizational chart in conjunction with The Executive Board. The Vice President of Administration shall compile a phone list of officers, active, and new members every semester. The Vice President of Administration shall give weekly updates of the Chapter Efficiency Index to the Chapter. The Vice President of Administration has the authority to require reports of the C.E.I. within eighteen calendar days of the "close of the event date" from all Executive Board Members. The Vice President of Administration shall keep accurate and complete minutes of all meetings of the Chapter. The Vice President of Administration shall keep a record of all proposals for membership. The Vice President of Administration shall keep a record of all new members, initiations, suspensions, expulsions, and deaths within the Chapter and shall send duplicates of such records to National Headquarters within five days after the record thereof. The Vice President of Administration shall be responsible for reporting to National Headquarters the Graduation Separation Report Form provided by National Headquarters for such purpose. The Vice President of Administration shall supply such reports as may be requested by Chapter Officers within five days from receipt of such requests. The Vice President of Administration shall take roll at each meeting and maintain evidence, minutes, and order at the Executive Probationary Board hearings. The Vice President of Administration shall have further powers and duties as may prescribe by the law of the Chapter. The Vice President of Administration shall in the absence or disability of the President, succeeds to his power and duties. The Vice President of Administration shall resume the duties of President in the case that the President is unable to hold his duty, resigns, or is impeached. The Vice President of Administration shall serve as a member of the Executive Council and the Administration Committee.

SECTION 6. VP OF FINANCE

The Vice President of Finance shall be responsible for developing the Annual Report in cooperation with the President and the Vice President of Administration. The Vice President of Finance assists the President in the performance of his duties. The Vice President of Finance shall keep an accurate record of all money received and expended and shall make expenditures only upon written authorization of the President by the Chapter. The Vice President of Finance's books shall at all times be open to inspection and examination by any member in good standing. The VP of Finance accounts shall be examined annually by an auditing committee of no less than (3) three members as appointed by the President. The Vice President of Finance shall deposit all money in the name of and to the credit of Pi Sigma Epsilon, Gamma Chi Chapter. The Vice President of Finance shall prepare a budget of the Chapter. The Vice President of Finance shall be responsible for collecting all dues and fees of the Chapter's members, as well as any projects. The Vice President of Finance shall serve as a member of the Executive Council and the Administration Committee.

SECTION 7. VP of DEVELOPMENT

The Vice President of Development shall communicate chapter activities with all chapters in the Southern Region, alumni, National Headquarters and all other constituents of the Chapter. The Vice President of Development shall be responsible for recognizing alumni members at all meetings and be responsible for organizing bi-annual alumni recognition ceremonies. The Vice President of Development shall be responsible for maintaining the alumni database. The Vice President of Development shall be responsible for maintaining alumni communications through written and verbal methods. The Vice President of Development shall be responsible for organizing or working directly with the sponsor of the Regional Fall Conference. The Vice President of Development shall report to The Executive Board and Chapter all the scheduled activities at both Regional and National Convention. The Vice President of Development shall be a part of the Executive Committee along with the President, Vice President of Finance, and the Vice President of Administration. The Vice President of Development shall be responsible for directing the Convention Funding Committee. The Vice President of Development shall oversee the work of the Director of Alumni Relations. The Vice President of Development shall be the liaison between the Chapter and Professional Affiliates of the Chapter including SMEI and the Chamber of Commerce, University Administrators, Department of Marketing, and other potential business affiliates. The Vice President of Development shall be responsible for recruiting alumni members' re-affiliation with National Headquarters. The Vice President of Development shall also be responsible for recruiting Professional Members. The Vice President of Development shall be responsible for arranging professional speakers, professional workshops, seminars, company tours, and any other professional development activity for the Chapter. The Vice President of Development shall serve as a member of the Executive Council if, and only if, there is an absence in the Office of the Past President.

Director of Alumni Relations

Represents the Chapter in the absence of the VP of Development and communicates with all alumni members and the Alumni Advisor. Takes an active role in developing consistent and effective interaction with the alumni association, and other duties as needed.

SECTION 8. VP OF HUMAN RESOURCES

The Vice President of Human Resources shall take direct responsibility for all prospective membership and recruiting activity. He/She should maintain a constant recruiting program and coordinate the New Member Drive each semester. The Vice President of Human Resources shall promptly forward to National Headquarters notification that a member has retired from collegiate membership. The Vice President of Human Resources works directly with the Prospective Member Group during the prospective development period for each semester. It is the duty of the Vice President of Human Resources to ensure that all members have pins and certificates. The Vice President of Human Resources shall conduct initiation in strict accordance with the Ritual of the Fraternity and shall be responsible for all initiation equipment and the formulation of the initiation task force. The Vice President of Human Resources shall coordinate new member activities and administer qualifications tests. The Vice President of Human Resources shall be responsible for the coordination of all business activities and in conjunction with the Vice President of Membership Development, if available, on all social activities concerning initiation. The Vice President of Human Resources shall be responsible for the appointment of Director of New Member Training to act as assistant(s) to the Vice President of Human Resources. The Vice President of Human Resources shall be responsible for keeping new member data forms. The Vice President of Human Resources shall review all budgets in coordination with the President and Vice President of Finance. He/She shall also oversee the work of the Director of Recruitment and the Director of New Member Training. The Vice President of Human Resources shall participate as a member of the Membership Committee.

Director of Recruitment

The Director of Recruitment works directly with the Vice President of Human Resources to plan coordinate and implement the Recruitment Campaign, encouraging 100% participation to ensure chapter stability.

Director of New Member Training

The Director of New Member Training works directly with the Vice President of Human Resources to plan coordinate and implement the New Member Training Program, working with The Executive Board to bring educated and prepared individuals into the general membership.

SECTION 9. VP of MARKETING

The Vice President of Marketing has direct responsibility for all, special event projects, sales projects, service, marketing and marketing research projects from initial stage through follow-up. Though each project may have its own Project Manager, the Vice President of Marketing must supervise to ensure the project is being carried out properly. The Vice President of Marketing has the duty to require status reports periodically from Project Managers and committees. The Vice President of Marketing has the power to create a project review committee who will assist in choosing the projects that the Chapter undertakes. The Vice President of Marketing shall oversee the work of the Project Managers and Project Committees. The Vice President of Marketing shall advise the President concerning the activities and projects of the Chapter. The Vice President of Marketing shall review all budgets in coordination with the president and Vice President of Finance.

SECTION 10. VP of PUBLIC RELATIONS

The Vice President of Public Relations shall be responsible for coordinating advertising for all meetings and functions of the Chapter. The Vice President of Public Relations shall have the responsibility for posting of current information on the Chapter bulletin board. The Vice President of Public Relations shall oversee publication of newsletters and for all chapter publicity and news releases. The Vice President of Public Relations shall review all budgets in coordination with the President and Vice President of Finance. The Vice President of Public Relations shall oversee the work of the Director of Communications and the Internet/Web Site Coordinator. The Vice President of Public Relations shall also be responsible for organizing a communications network. The Vice President of Public Relations has the power to create a project review committee who will assist in choosing the projects that the Chapter undertakes.

Director of Communications

The Director of Communications shall assist the VP of Public Relations in all advertising and publicity of the chapter and shall assist in all internal and external public relations programs.

Internet/Web Site Coordinator

The Internet/Web Site Coordinator is responsible for the continued maintenance and upgrading of the chapter's web site.

SECTION 10. Office of Past President

The Immediate Past President shall act as a consultant to the executive board immediately following the not more than two-year term served as President.

**ARTICLE VII
REMOVAL FROM OFFICE/APPOINTED POSITIONS**

SECTION 1. IMPEACHMENT OF OFFICERS

Any officer of the Chapter may be impeached from office pending:

1. Embezzlement and/or miss-location of funds,
2. Not upholding the Chapter By-Laws or dereliction of duties,
3. Financial arrears, or
4. Any other accountability requirements as prescribed by the Chapter.

A member in good standing must make a motion for impeachment of an officer at which time the reason for the motion must be heard. The officer(s) involved may then have one week to plead their case(s) to the individual members, and then a vote will be called. A three-fourths vote of members in good standing is required for impeachment.

The President may preside at all impeachment proceedings other than his/her own. It is prohibited for the officers on trial to call and/or preside over any impeachment proceeding. If the President does not wish to preside over such proceedings, the President shall appoint some one with the approval of The Executive Board, in his/her absence.

ARTICLE VIII STANDING AND SPECIAL COMMITTEES

SECTION 1. STANDING COMMITTEES

The Executive Board shall create standing committees as may be required to promote the objectives and interests of the organization. The appropriate officer in charge of that committee shall appoint the chairperson of the standing committee. The Chairperson's term of office shall be prescribed by the duration of a particular project or program or for not more than one (1) CEI year.

The following standing committees shall be created each CEI year if needed and new ones may be added as seen fit:

Executive Council shall be a permanent voice in the absence of the Executive Board and shall be activated only in cases where an Executive Board quorum is unavailable. The executive committee shall be comprised of at least three (3) members of The Executive Board: the President, the Vice President of Finance, the Vice President of Administration, and the Office of Past President. If there is no standing Executive Board member in the Office of the Past President, the VP of Development assumes a position on the Executive Council. To be chaired by the President.

Administration Committee shall be comprised of at least five (5) members in good standing. The Administration Committee shall be responsible for evaluation and revising of the Chapter's administrative policies and procedures. To be chaired by the President, the Vice President of Finance, and the Vice President of Administration.

Membership Committee shall be comprised of at least five (5) members in good standing and shall be responsible for the recruitment of new members, for the creation of membership development programming, social functions, contests, annual awards and recognition events, etc. To be chaired by the Vice President of Human Resources and the Vice President of Development.

Programming Committee shall be comprised of at least five (5) members in good standing and shall be responsible for developing working programs to facilitate marketing, sales management, selling, service, or other areas as to be outlined by the committee. The Programming Committee shall be responsible for planning and implementing projects that appropriately fulfill the requirements of the Chapter Efficiency Index. To be chaired by the Vice President of Marketing.

Public Relations and Development Committee shall be comprised of at least five (5) members in good standing and shall be responsible for generating public awareness, publicity materials, and internal communications tools. To be chaired by the Vice President of Public Relations.

Annual Audit Committee shall be comprised of at least three (3) members in good standing appointed by the President and shall be responsible for auditing association finances. To be chaired by the Vice President of Finance.

SECTION 2. SPECIAL COMMITTEES

Such special committees may be created as may be required to promote the special interest and objectives of the organization. The President shall appoint the chairperson of the special committee. His/her term of office for such chairperson(s) shall expire upon completion of assigned task. The Chairperson of the special committee shall present plans of work to The Executive Board. No chairperson and/or committee shall undertake any work without the approval of The Executive Board. Any vacancies occurring in the chairing of any standing committee shall be filled by presidential appointment.

SECTION 3.

The President shall be an ex-officio member of all committees.

ARTICLE IX FINANCES AND DISBURSEMENT OF FUNDS

SECTION 1. BUDGET

The Vice President of Finance shall prepare at the beginning of each CEI year a financial budget for the ensuing year.

SECTION 2. EXPENDITURES

All purchases and expenditures of the Chapter shall be proposed by the Vice President of Finance and requires the approval of the Executive Board and/or the President.

SECTION 3. CASH FUNDS

All cash funds of the Chapter shall be deposited in the name of Pi Sigma Epsilon in an institution secured by depositor's insurance. The Vice President of Finance and/or President and/or Faculty Advisor shall endorse checks, drafts, and other items for collection, requiring endorsement in the name of Pi Sigma Epsilon by signature only. The Vice President of Finance shall sign all checks issued against any of the organization's accounts, or in the absence of the Vice President of Finance, the President and/or Faculty Advisor shall sign checks.

SECTION 4. AUDITS

The books shall be audited annually with 6 month and yearly financial statements sent to PSE Headquarters.

SECTION 5. INCOME

Income of the Chapter shall consist of funds derived from annual dues, initiation fees, new member fees, royalties and profits from the sale of goods, services, bequests, legacies, contributions, interest on deposits and investments.

SECTION 6. COLLEGIATE DUES

Each chapter shall be obligated to pay annual national dues as set by the National Council. National dues must be paid based on payment plan set up by Vice President of Finance and approval of The Executive Board, payment of said dues to the National Office by the Chapter may be dependent on collection from members.

SECTION 7. CHAPTER DUES

The Executive Board, in accordance with National Headquarters shall prescribe the dates of chapter dues payment. The Gamma Chi Chapter dues are thirty dollars (\$30.00) per semester.

SECTION 8. PROFESSIONAL, EDUCATOR, ASSOCIATE, AND ALUMNI DUES

Each such member shall be billed directly from National Headquarters Office for annual dues, and shall pay indicated dues directly to the National Office or pay at the chapter level.

SECTION 9. INITIATION FEES AND DUES

Initiation fees shall be payable in full and in advance of induction of all new members. The Chapter shall regulate its own dues and fees, subject to the limitations that such dues and fees are not reduced below the level required by the National Constitution.

SECTION 10. FISCAL YEAR

The fiscal year of the Chapter shall commence on the First day of July and expire on the Last day of June. Fiscal year is subject to change from National Headquarters.

SECTION 11. CEI YEAR

The CEI Year of the Chapter shall commence on the First day of February and expire on the Last day of January. CEI Year is subject to change from National Headquarters.

SECTION 12. BEGINNING/ENDING BALANCE

Each Executive Board shall leave no less than a \$1,000.00 balance upon completion of their term of office.

SECTION 13. REIMBURSEMENTS

Reimburse and all expenses to Chapter Members only upon presentation of a receipt and approval for those expenses will be appointed upon approval from the Vice President of Finance and the President.

ARTICLE X MEETINGS

SECTION 1. MINIMUM REQUIREMENT

The Chapter shall hold at least ten business meetings per semester (depending on semester dates), at which time quorum shall be present. A simple majority (30%) of the good standing collegiate members of the chapter shall constitute a quorum. A quorum must be necessary before the Chapter can conduct official business.

SECTION 2. MEETING ATTENDANCE

All collegiate members must attend eight (8) General Business Meetings per semester.

- a) Valid excuse is to be submitted to an Executive Board member at least three (3) hours prior to the meeting that is being held. A valid excuse includes: family emergencies, course studies, health emergencies, or as defined by the Executive Board.
- b) Failure to meet attendance requirements will result in the following consequences:
 - 1) Upon fifth absence, excused and/or unexcused, the member will be required to participate in a member community service project.

- 2) Any additional absences will result in the member paying a monetary fee of \$5.00 per meeting missed.

ARTICLE XI OTHER PROVISIONS

SECTION 1. GOVERNING LEGISLATION

Laws governing the Fraternity and Gamma Chi Chapter shall be the National Constitution and the Chapter By-laws.

SECTION 2. HAZING PROHIBITED

All hazing or unnecessary treatment contemptuous of human dignity is strictly prohibited.

SECTION 3. DATE OF OBSERVANCE

On the fourteenth of May of each year, or as close to that date as possible, the Chapter will hold festivities to celebrate the founding of Pi Sigma Epsilon with appropriate exercises. This day shall be referred to as Founder's Day.

SECTION 4. TERMINOLOGY

In that Pi Sigma Epsilon is a professional fraternity, the Chapter shall in all cases use terminology reflecting our professional attitude, character and purposes. The Chapter shall use terms such as recruitment, orientation, new member or prospective member, new member training or member education, new member trainer or coordinator. Gamma Chi shall not use the term rush, rushee, bids, pledge, pledge pin, pledge book, pledge class, or pledge master in any verbal or written communication involving participation or membership in Pi Sigma Epsilon.

ARTICLE XII DISCIPLINE

SECTION 1. FINANCIAL ARREARS

The President of the Chapter shall place any member who fails to pay a financial obligation within twenty-one days after the date due on automatic suspension. During this period of suspension, the member shall be denied all rights and privileges of membership. In the event the delinquency is paid prior to the expiration of an additional thirty days, the suspension shall automatically be lifted, but in the event it is not paid, it shall be the duty of the Chapter President to report it to National Headquarters for corrective action.

SECTION 2. MEMBER EXPECTANCY SCALE

All members of the chapter, General and Executive Board, will be required to adhere to a level of participation as set forth by The Executive Board.

SECTION 3. STANDARDS OF CONDUCT

In order to remain active, all members must review and abide by all policies and procedures as prescribed by The Executive Board.

Any member not acting in accordance with the Constitution, the By-laws or the Chapter's policies or procedures will be required to stand before the Executive Probationary Board and follow procedures for Suspension or Expulsion.

The Chapter does not condone any acts of discrimination, sexual harassment, hazing, or the participation in any unlawful act by any of its officers or members at any official Chapter functions. Any acts of discrimination, sexual harassment, hazing, or the participation in any unlawful act will be subject to penalties listed below. **Procedures for Probation, Suspension, and Expulsion shall follow the Policies and Procedures as set forth by The Executive Board.**

SECTION 4. PENALTIES

The Executive Board shall have the authority to call before its review any member who is suspected of violating any part of the Constitution or By-laws. If the member fails to answer satisfactorily the charges loaded against that member by The Executive Board, it shall be the duty and moral responsibility of the Board to recommend disciplinary action.

Any action by The Executive Board of the Chapter or the membership of the Chapter may be appealed by the individual to the National Council, who shall have final say in such matters. This clause also includes members who are in financial arrears with the Chapter or members who have dropped below the minimum academic level.

ARTICLE XIII ALCOHOL AND DRUG ABUSE POLICY

SECTION 1. PROHIBITION OF ILLEGAL DRUGS

The Chapter strictly forbids the use of and presence of illegal drugs of any kind at any event that involves the Chapter. Any member in violation of this policy on illegal drugs faces immediate expulsion from Pi Sigma Epsilon.

SECTION 2. ALCOHOL POLICY

The Chapter shall not provide alcohol to any member, directly or indirectly, at any designated Chapter sponsored event.

ARTICLE XIV AMENDMENTS

SECTION 1. AMENDMENTS TO BY-LAWS

The By-laws of the Chapter shall be amended only by approval of two-thirds vote of the Chapter's membership in good standing in attendance at the meeting when the vote is taken.

ARTICLE XV DISSOLUTION

SECTION 1. ASSETS

In the event of dissolution, all assets of the Chapter remaining after satisfaction of all its liabilities shall be transferred to National Headquarters as stipulated by PSE National Constitution.