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## **Constitution of Phi Theta Psi Co-Educational Service Fraternity**

### **ARTICLE I.**

#### *Organization*

**Section 1.** The name of this co-ed fraternity shall be Phi Theta Psi, or can also be shortened to Theta's.

**Section 2.** This organization is co-educational, allowing membership to males and females.

**Section 3.** This organization is considered a "service fraternity", meaning it is a Greek organization, but its main purpose is to serve the school and community it is located in.

### **ARTICLE II.**

#### *Mission and Values*

**Section 1.** We as members of Phi Theta Psi, will bond as brothers and sisters to help further develop the character of each other and those around us. We shall work in various ways to contribute to the University of Dubuque and the community around it. We will perform service projects for the school and community to show our appreciation and better the world around us. We will also perform various programs at the University for the entertainment and education of the students and the school.

**Section 2.** Members of Phi Theta Psi will hold four main values most dear. These four values will not be the only ones we live through, but will be the main four we focus on and promote throughout our fraternity. These four cardinal values are: Leadership, Service, Family, and Professionalism.

### **ARTICLE III.**

#### *Members*

**Section 1.** This organization shall recognize five types of members: active, inactive, probationary, honorary, and alumni.

**Section 2.** Active members are those who have completed pledging and fulfilled all guidelines as required by Phi Theta Psi. Active members must also be a student of the University, have and maintain a cumulative 2.5 GPA, and be in good standing with the University. Members must also be keeping up with any dues and be attending a super majority of meetings and activities. If a member has not attended a majority of meetings and activities the Executive Board (Article V.) will take a vote (Article XI.), which must have a majority to pass, on whether these absences were excused or not.

**Section 3.** Inactive members are those who are voted by a majority vote of the Executive Board to be placed on the inactive list. A vote is taken because the person in question may have a legitimate excuse for not fulfilling duties (Ex.: A health condition, studying abroad, etc.). Inactives must have already been an active in Phi Theta Psi. Inactive members are not allowed to attend meetings, be on the Executive Board, or display their Greek letters, the Theta symbol, or the Phi Theta Psi name. Inactive members are excluded from member only events. Inactive members will not be recognized by Phi Theta Psi or Student Activities as a member. Inactive members are not required to pay dues. To become inactive the person in question must have done one or more of the following:

- Submitted a written request to the executive board on their withdraw from the organization.
- Has been absent from the University of Dubuque as a full time student for over a semester.
- Is over three months overdue in fees.
- Has not fulfilled duties, after warnings or probation.
- Has not attended a super majority of meetings and activities, after warnings or probation.
- Has not maintained a cumulative 2.5 GPA for a second consecutive semester.
- Is not in good standing with the University of Dubuque, after warnings or probation.
- Has been convicted of a federal offense.
- Is not following the Phi Theta Psi Laws of Conduct (Article X), after warnings or probation.

- Has been expelled from the school.

A. The process to re-obtain “Active” status after becoming inactive shall be carried out in the following way. An inactive member may reapply for “Active” status after one full semester has passed since becoming “Inactive”. First the inactive member must notify the Executive Board two weeks in advance of the executive meeting they would wish to have their status reviewed at. An inactive member may only have their status reviewed once per semester. The member in question shall have their progress and work thoroughly reviewed and must conduct an in-person interview with the Executive Board. If the person in question receives a unanimous vote from the Executive Board, they then must receive a super-majority vote from the general body. The person in question may be asked to re-pledge or given extra tasks by a majority vote of the Executive Board. If all this is satisfied, the person in question may re-obtain “Active” membership.

**Section 4.** Members on probation are those who are in a “warning phase” of their membership. Members on probation can’t serve on the Executive Board. Members under probation do not have a vote in meetings and can’t display Greek letters, the Theta symbol, or the Phi Theta Psi name. Members on probation are, however, expected to still attend meetings and activities, and expected to pay dues. The Executive Board will vote on whether or not the person in question is on probation. A majority vote must be passed to place someone on probation. A vote is taken because the person in question may have a legitimate excuse for not fulfilling duties (Ex.: A health condition, studying abroad, etc.). In order to be placed on probation, an active member must have done one or more of the following:

- Is no longer a student of the University of Dubuque, unless a student is studying abroad or taking some other temporary collegiate opportunity.
  - Is not following the Phi Theta Psi Law of Conduct.
  - Is overdue on fees for over a month.
  - Has not fulfilled duties on multiple accounts.
  - Has not attended a super majority of meetings and activities.
  - Does not have a cumulative 2.5 GPA.
  - Is not in good standing with the University of Dubuque.
- The process to re-obtain “Active” status after being placed on probation shall be carried out in the following way. A member on probation’s status shall be

reviewed at the first executive meeting to come every month after the probation was put in place. The Executive Board will then decide if the member has earned their way back into “Active” status. With a majority vote the member on probation will be returned to “Active” status. The general body shall be informed of this at the next meeting and the member shall be notified of their return to “Active” status after said meeting. A member that was probationary and now active can’t hold an executive position until after a full semester has passed since being placed back on the active list.

**Section 5.** Honorary members are those that for some reason could not fulfill pledging guidelines, but are voted in as honorary members by a super-majority vote of the entire organization body, and a majority vote of the executive board itself. Honorary members are not allowed to vote or serve on the Executive Board, but do not have to pay dues.

- The process to obtain “Active” status after becoming an honorary member shall be carried out in the following way. An honorary member may pledge with a pledge class to receive an “Active” membership. Or, by a super-majority vote of the general body, an honorary member may be granted different tasks seen as at least equivalent to pledging. These tasks will be decided and voted on by an executive board. The final list of tasks must be approved by a majority vote of the executive board.

**Section 6.** Alumni members become such after graduating from the University of Dubuque while still in the “Active” status of membership in Phi Theta Psi. A member can apply for Alumni status if they dropped out of school to pursue a job or career, were in the organization as an “Active” member at the time they dropped out, and were also in good standing with the University, and at the of the collegiate year of what was supposed to be their graduation. This status shall be voted upon by the Executive Board and must receive a majority vote. Alumni no longer have a vote in meetings but may attend them along with any events, and can wear and display Phi Theta Psi, the greek letters, and the Theta symbol.

**Section 7.** The Executive Board reserves the right to permanently unaffiliated a particular person with Phi Theta Psi in a case where the person’s actions have been deemed by the Executive Board in a unanimous vote as warranting such.

## **ARTICLE IV.**

### *Executive Board*

**Section 1.** The Executive Board shall consist of 5 members: The President, Two Vice-Presidents, The Secretary, and The Treasurer. All positions can be of any gender, but one Vice-President must be female, and one must be male.

**Section 2.** The Executive Board shall be voted on by the general body. This vote (Article XI.) shall be taken off of ballots and dropped into a box to keep the vote secret. To be placed on a ballot the person who intends to run must email the executive board through the Phi Theta Psi email before the second meeting of April. At the meeting one week before elections, nominees will be given the chance to speak, up to three minutes, on why they should be elected. At this time nominees can also request to be struck from the ballot. Nominees that receive the most votes will be elected. In the case of a tie, the vote goes to the current Executive Board who will vote on the position in question. The voting results will be announced at the end of the meeting. If there are more than three people who state they want to run for a particular position, the executive board will vote on the top three to run, and inform everyone of which three will run at least 24 hours before the meeting where the vote will take place. The general body shall be notified of upcoming elections at the first meeting in April.

**Section 3.** The election shall take place at the third meeting in April. The new executive board goes into effect at the start of the next year. During the next few weeks the new executives will “job shadow” the old executives.

**Section 4.** No one will be allowed to run for elections until they have completed at least one full semester as an active member. This rule does not apply to founding members.

**Section 5.** Executives can be reelected for any position, but may not serve any one particular position for over two years.

**Section 6.** The general body may at any meeting request to take a vote to impeach an executive of their position. The general body shall take a vote, a super-majority vote is required. If the super-majority vote is achieved an election shall be held one week after the general body has been informed of the position. Anyone wanting to run must email all current executives within two days of the announcement at the general meeting of their intent to run. At the next weeks general meeting there will be a vote. Each candidate will be given up to three minutes to speak on why they would be best. If there is more than three people who state they want to run for the position the executive board will vote on the top three to run, and inform everyone of which three will run at least 24 hours before the meeting where the vote will take place. This same process will be carried out for any executive members placed on probation or that become inactive,

**Section 7.** The President is to be at all meetings and activities unless the absence is excused, assign committees (Article VI.), call any necessary, additional meetings, help work on, and or assign people to work on any tasks that arise not already listed under an officers duty, represent the organization in any situation that arises, and have general supervision over the organization and its functions.

**Section 8.** The President must have served on the Executive Board previously for at least one full semester, must have been active for at least one full year, and can't have ever been inactive

or on probation, or unless there is no active member who satisfies this criteria. These rules do not apply to the President at the founding of the organization.

**Section 9.** The Co Vice-Presidents must take the duties of the President in his/her absence. After elections, the Vice-Presidents must take on one of two roles. One Vice-President serves as a parliamentarian for any official meeting., while the other will serve as a **leizon** and overseer of committees. If the Vice-Presidents can't decide on who gets what role, the rest of the Executive Board shall take a majority vote.

**Section 10.** A Vice-President can't have ever been inactive unless there are no other options.

**Section 11.** The Secretary shall record discussions from meetings, write up the minutes from meetings, keep record of attendance, type up minutes for upcoming meetings, type up ballots for elections, keep contact information of members (current and past), and notify members of upcoming events and meetings.

**Section 12.** Meeting minutes shall be presented to all members through email at least 72 hours before the next meeting. The agenda for upcoming meetings shall be st out at least 48 hours prior to said meeting.

**Section 13.** The Treasurer handles financial matters in the fraternity. The Treasurer keeps track of paid dues, is in charge of handling receipts and reimbursement, shall approve any spending, shall handle the bank account and the turning over of the account holders name to newly elected Treasurer, and will keep and balance a budget sheet.

**Section 14.** The Treasurer shall go over any changes or additions to the budget sheet at every meeting, except for members personal financial information.

**Section 15.** If the general body is seven members or less then the Secretary and Treasurer position shall be eliminated and the Co-Vice-Presidents shall each absorb one of the positions.

## **ARTICLE V.**

### *Committees*

**Section 1.** Committees shall be formed to help the executive members accomplish tasks and also to help members better understand how to do the tasks executive members have to do. Members will divide as equally as necessary to these committees. If the members can't decide which committee to join, the President will assign them to one. The President has the right to move people to different committees if possible. If a new committee arises people shall be re-distributed to balance out the numbers. If the numbers are too low to have at least two members in each committee (this does include the executive member), people may be placed in multiple committees. A general body member has "first dibs" as a head of a committee. If more then one

general body member wants to head up a particular committee, it will go to a vote, carried out just like an executive position vote. If no committee members volunteer, the position will go to an executive member.

**Section 2.** In the first meeting of the year, committees shall be decided upon. Your duties in assigned committees shall continue until the end of the school year.

**Section 3.** The committees that shall be present but are not limited to are: Community Service, Formal events, Informal events, Public Relations and History, and Pledging.

**Section 4.** The Community Service Committee shall plan and organize at least two service events per semester. At least one service project must be for the University of Dubuque itself, but no more than half are allowed to be just for the University. The other service projects must be for the surrounding community.

**Section 5.** The Formal Events Committee shall plan for at least two events per semester that are open to all students on campus. At least one event should be thrown at least a couple months before pledging begins and serve as an informational event for those interested in Phi Theta Psi. One event per year must also be a fundraiser for Phi Theta Psi itself. In addition to these two formal events the formal committee will coordinate "Theta Week" the first week of December.

**Section 6.** The Informal Committee shall plan for at least two major events per semester, for members only. The events must cover each one of these areas once within the year:

- A welcome back event.
- A trip of some kind.
- An end of the year banquet.

Multiple areas may be covered with one event if desired. For example: A welcome back trip.

**Section 7.** The Public Relations and History Committee shall help with publicity such as posters, website, and social media pages. They will help in apparel, banners, and other Phi Theta Psi items. They will also help take pictures, and videos and archive such. They will also compile the annual alumni newsletter. The newsletter shall be compiled and distributed through mail, before the final day of classes and also posted on the website.

**Section 8.** The Pledging Committee shall decide upon task to be performed during pledging (Article IX), as well as come up with a pledging schedule. They will also plan and execute an initiation banquet for successful pledges. The Pledging Committee shall also work with the Public Relations and History Committee on recruiting pledges.

**Section 9.** The general body may at any meeting request to take a vote to impeach a committee head of their position. The general body shall take a vote, a super-majority vote is required. If

the super-majority vote is achieved an election shall be held one week after the general body has been informed of the position. Anyone wanting to run must email all current executives within two days of the announcement at the general meeting of their intent to run. At the next weeks general meeting there will be a vote. Each candidate will be given up to three minutes to speak on why they would be best. If there is more than three people who state they want to run for the position the executive board will vote on the top three to run, and inform everyone of which three will run at least 24 hours before the meeting where the vote will take place. This same process will be carried out for any committee head members placed on probation or that become inactive.

## **ARTICLE VI.**

### *Meetings*

**Section 1.** Meetings will be held at 8 pm every sunday of the school year, unless during a holiday, or closed campus the day of the meeting or the next monday.

**Section 2.** An executive meeting will take place at least 48 hours before the general body meeting. The secretary will send out a poll the first week of school to decide what time all executive members can meet.

**Section 3.** The majority of members and the Executive Board must be present for official business.

**Section 4.** Meetings will follow Robert's Rule of Order.

**Section 5.** For every unexcused absence from a meeting or event the member will either have to pay a \$2 fine or do a task equivalent to such to be voted upon by a majority vote of the general body.

**Section 6.** The Executive Board is considered part of the general body.

**Section 7.** Voting for Executive Board members and Committee Heads will be carried out differently than other voting processes. This election shall be done in a closed ballot form to keep all ballots owners anonymous.

**Section 8.** All other voting processes will follow a simple process of receiving an "Aye" or "Nay" from the voters, and the results tallied up and recorded by the secretary. The majority vote wins. Voters may abstain from a vote. In the case of a tie, the vote will go to the Executive Board who cannot abstain from the tie breaker vote. If the Executive Board is missing a member and cannot reach a majority, the vote will be placed on hold until the fifth member can be contacted for their vote, or one more member abstains from the vote. If there is an even number of executives, and they also cannot reach a vote, a re-vote will take place each of the next weeks, starting with the general body vote all over again, and continue to do so every week until a

decision is reached. In the mean time the other executives will split the duties of the missing executive position(s).

**Section 9.** At meetings phones will be collected and placed in one area until the meeting is adjourned. Tablets and computers are okay, but if they become a distraction they can be asked to be put away by the Executive Board. Members may be granted special permission to keep their phone on them, if it is necessary.

**Section 10.** The third time a member misses a meeting, with an unexcused absence, they will be placed on probation.

**Section 11.** For a non-emergency excused absence the exec. board must be notified 24-hours prior to said meeting.

**Section 12.** For an absence to be considered excused the exec. board must be notified through the Phi Theta Psi email.

**Section 13.** Executives are allowed 3 excused absences from meetings, and no unexcused absences. Exceeding this number will result in said executive being removed, same numbers apply to executive meetings.

**Section 14.** All Phi Theta Psi decisions and changes must be approved at the weekly general, or weekly executive meetings to be official.

**Section 15.** When discussing any business during a meeting, unless asked a specific question, everyone gets one turn to talk during the initial discussion. Every time a new motion is made, everyone is permitted one turn to talk.

## **ARTICLE VII.**

### *Dues*

**Section 1.** Dues are \$25 per semester. Every active and probationary member must pay these dues within 2 weeks of the first day of classes.

**Section 2.** Any fines or money owed to the organization must also be paid within two weeks of said fees being owed.

**Section 3.** Dues not paid within two weeks incur a late fee of \$10.

## **ARTICLE VII.**

### *Pledging*

**Section 1.** The general body will vote in the meeting two weeks prior to pledging on which students shall receive bids. A student must receive a super-majority (66%) vote to receive a bid.

**Section 2.** Pledges must follow the Phi Theta Psi Laws of Conduct (Article X).

**Section 3.** Pledges will not be harassed or given degrading tasks, but rather be given productive task that prove their dedication.

**Section 4.** Pledges that have an unexcused absence from class during pledging, or that do not fulfill the tasks given will be dismissed from that year's pledging.

**Section 5.** Pledges are not allowed any unexcused absences. They are allowed one excused absence a week, but will still receive consequences for using that excused absence. An email must be sent to all actives and pledges at least twenty four hours ahead of time for it to count as an excused absence. Homework is not an excused absence. Any missed pledging activities must be made up, on designated make-up nights.

## **ARTICLE IX.** *Laws of Conduct*

**Section 1.** You will be loyal and supportive of your brothers and sisters.

**Section 2.** You will strive to be active on campus.

**Section 3.** You will attend meetings and events, fulfill duties, and pay dues.

**Section 4.** You will stay within good standing of the University of Dubuque and the community.

**Section 5.** You will maintain a cumulative 2.5 GPA or higher.

**Section 6.** You will demonstrate and live by the Phi Theta Psi Mission and Values (Article III.)

**Section 7.** You will do at least twelve hours of community service per semester.

**Section 8.** You will work for the good of Phi Theta Psi.

**Section 9.** You will not inappropriately display or use the Phi Theta Psi letters, name, symbol, or colors.

**Section 10.** You will not do anything to purposely drive away potential pledges, and pledges of Phi Theta Psi.

## **ARTICLE X.**

### *Amendments and Ratification of Constitution*

**Section 1.** At the first meeting of each semester the constitution shall be voted on by the general body. The constitution is ratified by a super-majority vote. Any new changes within the last voting shall be read. Changes may be made at any meeting if the new amendment receives a super majority vote from the general body.