

The Constitution of the
NY Phi Lambda Chapter
Of
Pi Lambda Phi

ΠΛΦ

Preamble

“We, students pursuing courses at **Adelphi University**, appreciating the need for a fraternity which shall eliminate all prejudice and sectarianism, and desirous of affiliating ourselves in spirit, in feeling, and in action, do hereby associate ourselves in Pi Lambda Phi Fraternity.”

Article I

Name and purpose

Section 1: Pursuant to and by virtue of the **Charter** granted by the International Council of Pi Lambda Phi Fraternity bearing the date

_____ this chapter shall be known as the NY **Phi Lambd**chapter of Pi Lambda Phi Fraternity.

Section 2: The aims of this fraternity are:

- A. To foster and develop among its members the true spirit of the fraternity and the ideals of democracy.
- B. To maintain in the living area of the fraternity an atmosphere in which good scholarship and good conduct may thrive.
- C. To instill in its members a sense of responsibility to Adelphi **University** and the community.
- D. To uphold the policies and programs of the institution at which this chapter is established.
- E. To establish scholarships and to aid the Elimination of Prejudice.
- F. To create funds and foundations for the support of activities in furtherance of the foregoing.
- G. To develop Brotherhood, friendship, and respect amongst a select group of peers.

Article II

Membership

Section 1: Types of Membership

- A. An active brother is a male student attending Adelphi **University** who had been duly elected and initiated into this chapter and remains in good standing with the chapter. His standing shall depend on his ability to meet the

individual standards for all members and based on his connection with the chapter. Active brothers shall be in compliance with chapter and campus standards related to scholarship, campus involvement, chapter involvement, and community service. The institution, local chapter or IHQ may implement additional standards; compliance with these standards shall be the basis for active membership within the chapter.

- B. A frater who has entered Adelphi **University** from another institution may become an active member provided that he was in good standing at his last chapter and with IHQ; he completes a NY **Phi Lambda** New Member Education Program; and then is given a $\frac{3}{4}$ positive vote by the active brotherhood of the chapter.
- C. An alumni brother is a frater who is no longer attending a university or college on an undergraduate level.
- D. There shall be no Social Brothers admitted to this chapter (i.e. those who have not undergone the standard initiation and are not on the International roster)

Section 2: Duration of Brotherhood

- A. Any man duly initiated into brotherhood in this fraternity shall be a member for life unless he is expelled in accordance with the provisions of the International Constitution and Bylaws.

Article III

Privileges of Brotherhood

Section 1: There are three classifications that exist that can describe the status of an undergraduate brother – “active,” “probation,” or “suspended.”

- A. An active brother is defined as a brother who has met chapter, campus, and international standards; has paid all his dues or is on a payment plan with the K.O.E.; is considered a full-time student at the institution; and is in good standing with the chapter and institution.
 - a. A brother on “probation” has not met chapter, campus or international standards.
 - b. These brothers lose the privilege of attending external social fraternity events including but not limited to Greek mixers, date functions, and formals.
 - c. These brothers are unable to participate on fraternity organized intramural teams or any event that requires formal fraternity practice; and lose the ability to hold any formal position of leadership within the chapter.
 - d. Brothers on probation are encouraged to attend brotherhood events, alumni events, rituals, service events, and all informal social outings.

- B. A suspended brother is defined as a brother who has not paid his dues and is not on a payment plan with the K.O.E.; is not in good standing with the chapter, institution or IHQ; or has not fulfilled required sanctions from the chapter's Judicial Board.
 - a. Suspended brothers lose the same privileges of a brother on probation, lose the right to vote, and lose the ability to participate in all functions funded by or for the fraternity.

Section 2: Active and Probation brothers may be heard on all questions discussed at regular meetings and shall be entitled to one vote each on such matters.

- A. Suspended brothers shall not be entitled a vote on chapter topics. Rex may use discretion to determine if suspended brothers may be heard on topics discussed at regular meetings.

Section 3: Alumni brothers may be heard on all questions but shall not be entitled to vote.

Section 4: Honorary brothers shall be accorded the same privileges as alumni brothers.

Section 5: A member in good standing will enter alumni status once he graduates from the institution, or leaves the institution in good standing.

Section 6: Active brotherhood can be petitioned for termination if a brother's actions jeopardize the good and welfare of the fraternity. Actions could include but are not limited to: failure to meet financial obligations to the chapter; continued failure to meet chapter, institution or IHQ standards and/or sanctions from the Judicial Board; frequent unexcused absence from mandatory fraternity functions; conviction of criminal charges; illegal drug usage; general behavior that is detrimental to the fraternity.

Article IV Religion

Section 1: Creed, difference of creed, or lack of creed shall be at all times utterly disregarded in the consideration of any question, but due deference and respect be hereby guaranteed to the religious convictions of every brother.

Article V International Constitution, Bylaws, and Ritual

Section 1: The provisions of the chapter constitution and bylaws shall not be construed to deny or abridge or in any way be repugnant to the provisions of the international constitution, bylaws, or ritual.

Article VI

Amendments

Section 1: A proposed amendment to the constitution shall be in written form and a notice of the motion to amend must be made and seconded at a regular meeting at least one week before the motion is voted upon.

Section 2: A $\frac{3}{4}$ affirmative vote of the brotherhood is required for an amendment to be made to the constitution.

Section 3: Where such a motion has been defeated, it may be brought up for consideration again at the second brotherhood meeting following its defeat, provided, however, that at the time of its original submission, it received a simple majority in its favor. If such a vote is not obtained, the proposed amendment must be dropped.

Section 4: Any article or any section of the bylaws may be suspended, amended, or repealed by a $\frac{2}{3}$ -majority vote of the brotherhood at any regular meeting.

Section 5: The Chapter Advisor or International Headquarters (in accordance with the Alumni Association) must approve any changes to the chapter constitution or bylaw.

Article VII Ratification

Section 1: Upon a majority (1 greater than 50%) vote of the chapter at a regular meeting, this constitution shall become law and the Rex shall have full power to enforce it.

Section 2: All questions of interpretation of this constitution shall be referred to the Executive Board and their decision presented at the following meeting is final.

Section 3: The procedure of the chapter in all cases not provided for in the constitution or bylaws shall conform to the rules laid down in Roberts Rules of Order Revised.

Section 4: This constitution was adopted on the **11th day of October in the year 2012.**

Rex
Pedro Hipolito-Albarran
Pedro Hipolito

Scribe
Christopher Coen
Christopher Coen

Section 5: Dates of revision:

Bylaws of the
NY Phi Lambda Chapter
Of
Pi Lambda Phi
ΠΛΦ

Section a – Membership

For an undergraduate to be eligible for initiation into the chapter he must complete the New Member Process. The following steps must be followed:

1. To receive a bid and begin the New Member process, a potential new member must pass an initial evaluation held in the presence of the entire brotherhood. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
2. A second evaluation will occur right before New Members reach the half point of the New Member Process. To continue on with the New Member process, a New Member must pass this evaluation, which is to be held in the presence of the entire brotherhood. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
3. A third and final evaluation will occur prior to the New Member's initiation week. To be moved through to initiation, a New Member must pass this evaluation, which is to be held in the presence of the entire brotherhood. The requirements to pass this final evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
4. The New Member Educator will lead the New Members through their education period. The Educator will lead the New Member Class through the New Member educational courses located within Pi Lambda Phi University and educate them on local and international history, values and traditions.

Section B – Standards *for Active Membership*

To remain in active status with the chapter, members must meet standards set for academics, community service, campus involvement and internal involvement.

1. Any undergraduate male student who is a regularly matriculated student at **Adelphi University** shall be eligible for adoption into brotherhood by the

chapter, providing that he has attained the minimum grade requirement of the Inter-fraternity Council, institution, and **NY Phi Lambda**

2. Individual standards that all members must adhere to in order to remain active members within the **NY Phi Lambda** chapter:
 - a) Achieve and maintain a minimum cumulative GPA of 2.75 or higher **out of a 4.0 scale.**
 - i. Brothers must also complete study hour requirements as determined by the Academics Chairman in consultation with the Executive Board.
 - b) Volunteer a minimum of **fifteen (15)** hours of community service per semester
 - c) Maintain active involvement in at least one other student organization on campus and are encouraged to hold executive board positions.
 - i. New Members are to be held to the same standards as brothers.
 - ii. All brothers (except “suspended”) will serve on a minimum of one fraternity committee per semester, if they do not already serve on the Inter-Fraternity Council or Inter-Greek Council.
3. Any male member of the faculty or staff of Adelphi shall be eligible for adoption into honorary brotherhood by the chapter.
4. Any man who has merited and achieved distinction in any walk of life and whose brotherhood will add to the honor and prestige of Pi Lambda Phi, or any man who has performed signal service to Pi Lambda Phi, shall be eligible to adoption to honorary brotherhood. However, the consent of International Executive Council is first obtained as provided for in our International Constitution.

Section C – Government

Officers of the Chapter

1. Officers of the chapter shall be Rex, Archon, Marshal (Risk Management), Prolocutor, Keeper of the Exchequer, and Scribe.
2. Term of office shall be one (1) year, terminating after the elected executive board is sworn in. Elections shall take place four (4) weeks prior to the Adelphi University mandated finals week. Elected executive board members will partake in a shadow period prior to inauguration. Inauguration will take place at the penultimate chapter meeting of the spring semester.
3. Method of Election
 - a) Elections may not be held unless all brothers are notified of the exact date and time of the elections.

- b) Nominations shall be held one week prior to elections.
 - i. A nominee must accept the nomination to enter the race for the desired position.
 - ii. A nominee may not accept more than one (1) nomination in the same election
 - iii. A candidate may not accept a nomination if he does not meet all the requirements described in this Constitution and its Bylaws
- c) All nominees must submit a resume prior to the election to be considered eligible to run.
- d) Elections of officers shall take the following order:
 - i. Rex
 - ii. Archon
 - iii. Marshal
 - iv. Prolocutor
 - v. Keeper of the Exchequer
 - vi. Scribe
- e) All officers shall be elected by a majority (1 greater than 50%) of the eligible voting brothers present at the election meeting. To hold the election, at least $\frac{3}{4}$ of the brotherhood must be present.
 - i. Eligible voting brothers are those who are “active” undergraduate members in good standing
 - ii. If a Brother is absent, he may not vote in absentee and is disallowed from taking part in the elections.
 - iii. Losing candidates may drop down to any other desired position for which elections have not yet been held.
- f) Elections are formal meetings that require formal badge attire (slacks, button shirt, tie, and brotherhood badge).
 - i. At the day of the election, the Scribe shall read the nominations in front of the brotherhood.
- g) Nominees shall be voted upon by secret ballot, and counted by the current Rex and Archon unless they are running for a position in which case, the next two highest officers (or previous officers) will tally the votes with the Chapter Advisor observing.
- h) If after the first ballot no candidate has received the necessary majority, there shall be a second ballot cast. The only candidates on the second ballot shall be the two candidates, and any ties, who received the most votes after the first ballot.
- i) Ballots shall continue to be cast until a candidate receives the necessary majority. Successive ballots should again only involve the top two vote getters from the previous ballot.
- j) Due to their inexperience and unfamiliarity with the brotherhood and operations of the chapter, although they may attend to view and vote

the election if the chapter sees fit, New Member are not eligible for Executive Board Office.

5. Removal of Officers

- k) A petition for recall of any of the officers must be made to the Executive Board.
- l) The petition shall be considered at the next regularly scheduled meeting of the chapter.
- m) The petition's sponsoring brother will then have the floor to explain the grievances brought against the officer in the petition.
 - i. Explanation time shall not exceed ten (10) minutes.
- n) After the grievances are explained, the officer subject to the impeachment will be granted the opportunity to address the grievances against him. This opportunity is a right and cannot be denied or limited unless the deliverance made by the officer is in poor taste. This is to be determined by the Marshall in the case of another officer's impeachment or the Archon in the case of the Marshall's impeachment.
- o) The officer subject to the impeachment will then have an opportunity to take questions from members at his discretion. Questions determined to be in bad taste will not be allowed. Any brother who makes a question in bad taste will be subject to sanction by the Marshall. If the Marshall is the officer in subject to the impeachment, the sanction will be determined by the Archon.
- p) Once the officer subject to impeachment has finished with the questioning portion of the impeachment process, each side may make closing arguments with the officer subject to the impeachment reserving the right to go last.
 - i. Closing arguments for either side shall not exceed seven (7) minutes.
- q) Once closing arguments have concluded, the officer subject to the impeachment must step out of the room for a period of discussion by the active brotherhood present at the meeting.
 - i. Discussion period shall not exceed fifteen (15) minutes.
- r) Recall shall necessitate a $\frac{3}{4}$ vote of the active brotherhood. Recall, in itself, shall only necessitate removal from office. Any further judicial action may be initiated by the Judicial Board.
- s) If the Marshall is the subject of the impeachment, the Archon will oversee the impeachment procedures.

Section D – Duties *of the Officers*

1. Rex (President) Duties: Overseeing chapter meetings, liaison between chapter and key partners, ensuring procedures are followed, setting goals and vision for the chapter

- a) The Rex shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) It shall be the duty of the Rex to preside at all meetings of the active chapter; to enforce the due observance of the constitution; to make final determinations on questions; to offer for consideration all motions duly made and seconded.
- c) The Rex shall conduct weekly Executive Board meetings where updates from all Executive Board Members, Committee Director(s) and Chairmen are covered and plans for executing chapter goals and mission are discussed.
- d) The Rex shall set the vision and direction of the local chapter in compliance with all FIPG, IEC/IHQ and institutional guidelines and regulations.
- e) The Rex shall be a non-voting member of all committees. He shall have the power to call a special meeting at any time he may feel fit.

No votes may be conducted during these meetings without the presence of at least one-half (1/2) of the active brotherhood and the presence of the Archon and Scribe

- f) The Rex shall be responsible to and for the chapter and shall be the liaison between the International Executive Council/International Headquarters, Local Alumni Association and the active undergraduate chapter.
- g) The Rex shall be responsible for ensuring all local, IEC/IHQ and Institution Student Code of Conduct guidelines are enforced.
- h) The Rex shall aid the chapter in establishing yearly and semester/quarterly goals and communicate these goals to the IHQ.
- i) The Rex shall meet regularly with IHQ to address current needs of the chapter and continual plans for chapter improvement.
- j) The Rex shall represent the chapter whenever possible at all International Conventions, conclaves, and functions.
- k) The Rex shall serve as the main representative for the chapter to the IFC, IGC, Division of Student Affairs and Office of Greek Life.
- l) The Rex is responsible for swearing in new officer as scheduled by this Constitution
- m) The Rex is not permitted to vote expect in the installment or removal of New Members
- n) Powers not delegated to, or denied to the Rex, shall be reserved for the Rex.

2. Archon (Vice President of Education and Development) Duties: Rituals, Filling in for the Rex when needed, Brotherhood Development, Oversee Member Education and Chapter Development, Scholastic Maintenance
 - a) The Archon shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
 - b) The Archon shall fulfill the office of Rex in the latter's absence. The Archon shall be familiar with all duties of the Rex in case the Rex resigns or is removed from office. The Archon shall act as Rex until a new Rex is elected.
 - c) The Archon shall conduct an application process and with the collective agreement of the Executive Board appoint all Committee Directors and Coordinators to be announced at the first meeting of his semester in office.
 - d) The Archon shall directly oversee the Education and Development Committee Director and meet regularly for follow up and setting the direction to aid the mission and goals of the chapter.
 - e) The Archon shall oversee the running and planning for all Rituals. With the aid of the chapter Ritualist the Archon shall ensure all materials, location and details of all Rituals are present and prepared for proper execution.
 - f) The Archon is responsible for conducting the selection process for brothers interested in the position of Chapter Educator.
 - i. Selection Process is to be conducted one (1) month prior to the conclusion of the semester.
 - ii. He is to approve one applicant and bring him to the Executive Board for a second approval by a simple majority.
 - iii. The approved Candidate shall be presented to the brotherhood at the following business meeting for approval by a simple majority
 - g) The Archon shall serve as the Sergeant-At-Arms and Parliamentarian at all Fraternity meetings.
 - h) The Archon shall be required to attend all weekly Executive Board Meetings

3. Marshal (Vice President of Risk Management and Programming) Duties: Risk Management, Judicial Board, FIPG Observance and Education, Programming Initiatives (Community Service, Elimination of Prejudice, Athletics, Social)
 - a) The Marshal shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

- b) The Marshal shall serve as the chapter expert on FIPG, Institution Student Code of Conduct guidelines and local chapter Risk Management practices. On all questionable topics the Marshal shall consult the IHQ.
- c) The Marshal shall advise the chapter on Risk Management accommodations as events are planned.
- d) The Marshal shall ensure FIPG regulations and Institution Student Code of Conduct guidelines are being observed at all fraternity functions.
- e) The Marshal shall work directly with the Prolocutor and New Member Educator to ensure no Hazing or other Risk Management Violations occurs during the Recruitment and New Member Educational processes.
- f) The Marshal shall ensure the entire chapter reviews the FIPG Risk Management regulations and Institution Student Code of Conduct guidelines within the first three weeks of each semester at a chapter meeting.
- g) The Marshal shall be the chairman for the Judicial Board and be responsible for ensuring that the Board carries out its duties and upholds all FIPG, IEC/IHQ and local Alumni Association and undergraduate chapter Risk Management Policies.
- h) The Marshal shall directly oversee the Programming Committee Director and meet weekly for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- i) The Marshal shall work with the campus, student organizations or local law enforcement to provide a Risk Management Educational presentation a minimum of once per semester. Possible topics for a Risk Management Educational Presentation include: hazing awareness, conflict resolutions, signs of alcohol poisoning, safe sex, etc.
- j) The Marshal shall be required to attend all weekly Executive Board Meetings

4. Prolocutor (Vice President of Recruitment) Duties: Names List, FIPG Compliance During Recruitment, Brotherhood Education, 365 Recruitment, Values Based Evaluation, Events Management

- a) The Prolocutor shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Prolocutor shall is to oversee all processes related to the intake of New Members to this Chapter.
- c) The Prolocutor shall oversee the development and execution of a 365 day Recruitment Strategy.

- d) The Prolocutor shall directly oversee the Recruitment Committee Director and meet regularly for follow up and setting the direction to aid the mission and goals of the chapter.
- e) The Prolocutor shall oversee and/or actively update and review the chapter names list on a regular basis with all brothers during chapter meetings.
- f) The Prolocutor shall provide continual recruitment training for all members. IHQ suggested best practice is to utilize PLPU “Phired-Up Training” or facilitation of ideas and questions provided by “Good Guys” book by Phired-Up. IHQ Regional Representative can provide training or other suggestions.
- g) The Prolocutor shall encourage and motivate all Brothers to actively participate in the recruitment process by meeting people, building relationships and inviting them to fraternity events.
- h) The Prolocutor shall ensure the Values Based Evaluation process is followed prior to the extension of bids in ordinance with IHQ suggested Best Practices and the chapter’s Constitution and Bylaws.
- i) The Prolocutor shall plan events during campus “Recruitment Week”. These events will be in compliance with the FIPG Risk Management Policies and Institution Student Code of Conduct guidelines. A finalized recruitment schedule is due seven (7) days before the deadline set forth by the IFC.
 - i. A single rush event require the approval of four (4) of the six (6) Members of the Executive Board
- j) The Prolocutor shall have regular occurring calls with the IHQ to discuss the chapter’s Dynamic Recruitment strategy and any questions or concerns regarding the recruitment process.
- k) The Prolocutor shall be the lead representative of the Chapter at mandated recruitment related events and/or informational.
- l) The Prolocutor shall be responsible for conducting Potential Membership Vote
- m) The Prolocutor shall have the right to fine or sanction any brother not present at a recruitment event without valid excuse or prior approval for missing the event
- n) The Prolocutor shall be required to attend all weekly Executive Board Meetings

5. Keeper of the Exchequer (Vice President of Finance) Duties: Collections, Budgeting, Record Keeping, Finance Committee Director, Judicial Board, Fundraising

- a) The KOE shall set the example for all Brothers by being in compliance with all local, campus, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

- b) The KOE shall be responsible for all financial matters pertaining to the chapter.
- c) The KOE shall be responsible for establishing a semester/quarterly and yearly budget. The budget shall be submitted to the IHQ for review.
- d) The KOE shall be responsible for the collection of Brotherhood Dues, New Member Fees and Initiation Fees from all undergraduate members.
- e) The KOE shall be responsible for making all payments to the IHQ on time and staying in financial compliance as in accordance with The Pi Lambda Phi International Collection Policy.
- f) The KOE shall ensure the chapter completes and submits all IRS required tax information forms (990 Form) prior to October 31st each year. Depending on chapter income the required form will either be the 990 Form or 990EZ form.
- g) The KOE shall directly oversee the Finance Committee Director and meet regularly for follow up and setting the direction to aid the mission and goals of the chapter.
- h) The KOE shall be responsible for having all New Members sign Brotherhood Contracts prior to Initiation.
- i) The KOE shall be responsible for working with all delinquent Brothers to set up payment plans for outstanding debt to the chapter.
- j) The KOE shall be responsible for keeping an accurate and up-to-date record of all chapter funds, accounts receivable and accounts payable.
- k) The KOE shall be responsible for keeping all receipts for chapter expenses for a minimum of 7 years.
- l) The KOE shall make regular occurring reports at chapter meetings covering recent and upcoming expenses as well as current chapter funds.
- m) The KOE shall make annual reports to both the chapter and the IHQ. These annual reports must include the chapter budget, current chapter funds and list of Brothers with outstanding debt to the local chapter.
- n) The KOE shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
- o) The KOE shall be required to attend all weekly Executive Board Meetings

6. Scribe (Vice President of Communications) Duties: Meeting Minutes, Expert on Constitution & Bylaws, Communications Committee, Website, Record Keeping, IFC and IGC Representatives, Alumni Communication, Public Relations

- a) The Scribe shall set the example for all Brothers by being in compliance with all local, institution, and International standards –

including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

- b) The Scribe shall keep an accurate record of the meetings and proceedings of the chapter and Executive Board. All chapter-meeting minutes shall be available for review and sent to the general brotherhood prior to the following meeting.
- c) The Scribe shall provide weekly chapter-meeting minutes to Chapter Advisor and IHQ.
- d) The Scribe shall have available at all times an up-to-date version of the chapter's constitution, bylaws, and chapter procedures.
- e) The Scribe shall ensure all procedures for changes to the chapter constitution are followed in accordance to the procedure written within the constitution.
- f) The Scribe shall provide the chapter adviser and IHQ with a current copy of the chapter's constitution at the beginning of each Fall Semester/Quarter.
- g) The Scribe shall advise the Rex of the constitutionality of chapter procedure, bylaws and bring to his attention any invalid legislation or procedure.
- h) The Scribe shall ensure all Newly Initiated Brothers read the ritual, international constitution and bylaws, local chapter constitution and bylaws and completed the Pi Lambda Phi IHQ approved New Member Education program prior to the opening of the second regular chapter meeting following their initiation.
- i) The Scribe shall directly oversee the Communications Committee Director and meet weekly for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- j) The Scribe shall maintain chapter communication structure through the use of online calendar, brotherhood contact sheets, email, etc.
- k) The Scribe shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
- l) The Scribe shall be the primary interpreter of the constitution and will relay any accepted amendments to the brotherhood.
- m) The Scribe shall be responsible for overseeing IFC and IGC Representatives and relaying information to the Executive Board at meetings.
- n) The Scribe shall be required to attend all weekly scheduled Executive Board Meetings

7. Chapter Educator Duties: Development of New Members, IHQ Approved New Member Education Program, Hazing prevention, Relationship Building, Updates to chapter & IHQ

- a) The Chapter Educator shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Chapter Educator shall be responsible for the education and development of all the New Members and Chapter.
- c) The Chapter Educator shall oversee weekly new member meetings and lead all New Members through discussions about the values, history, traditions, organizational structure, standards and mission of Pi Lambda Phi and the local chapter.
- d) The Chapter Educator shall lead all New Members through the IHQ approved New Member Education.
- e) The Chapter Educator shall aid in the development of positive relationships between the New Member Class and active Brothers. He shall do so through team builders, interviews and social events all in accordance with the FIPG Risk Management Guidelines and Institution Student Code of Conduct.
- f) The Chapter Educator shall submit an outline of all additional local New Member Educational events and activities to the chapter advisor and IHQ prior to the start of each semester/quarter.
- g) The Chapter Educator shall be directly overseen the Education and Development Committee Director and meet regularly for follow up and setting the direction to aid the mission and goals of the chapter.
- h) The Chapter Educator shall have regular occurring calls with the IHQ to discuss New Member development and any questions or concerns regarding the use of Pi Lambda Phi University.
- i) The Chapter Educator shall communicate Pi Lam’s “Anti-Hazing” stance and report any allegations of hazing to Chapter Rex, Chapter Advisor and IHQ.
- j) The Chapter Educator shall provide to the Brotherhood during chapter meetings updates including but not limited to New Member progress relating to completion of the New Member program, participation during New Member meetings, completion of Brother-New Member Interviews, grades on weekly quizzes and attendance at Brotherhood Events.
- k) The Chapter Educator shall ensure the New Member evaluation process is completed as in accordance with IHQ suggested best practices and the chapter’s Constitution and Bylaws.
- l) The chapter Educator shall be responsible for working with the Ritualist to plan all fraternity New Member-related rituals.
- m) The Chapter Educator shall conduct the Half Way Vote and Final Vote to Initiate
- n) The Chapter Educator shall conduct the Big Brother selection and appointment process.

- i. In the interest of fairness the Chapter Educator shall not be permitted to take a Little Brother during his time in office.

Section E – Disabilities of Officers

1. Any officer other than the Rex, wishing to resign, must hand in a written statement of the reasons to the Rex, who, in conjunction with the Executive Board shall decide whether or not to accept his resignation.
2. If the Rex wishes to resign, he must give the Archon written reasons and it shall be the duty of the Archon to confer with the Chapter Advisor and with the Executive Board. These shall decide whether or not to accept his resignation. In case of disability of the Rex, the Archon shall preside at the new election.
3. Should any officer be deemed incapable of holding further office for any good or substantial reason, the chapter shall hold a vote, and that officer will be recalled if the brotherhood approves it by a $\frac{3}{4}$ majority vote. If the motion passes, a new election shall be held in accordance with the bylaws.
4. Nothing contained herein shall in any way attempt to limit or abridge the right of the International Executive Council to remove any officer from office and to appoint his successor whenever the International Executive Council deems such action advisable for the best interests and welfare of the chapter.

Section F – Committees

1. The Executive Board
 - a) The board shall consist of the Rex, Archon, Marshal Prolocutor, Keeper of the Exchequer, and the Scribe.
 - b) The Executive Board shall decide upon the general financial policy of the chapter and shall present the budget to the chapter at the beginning of each semester.
 - c) The Executive Board shall be the supreme voice on rules not determined by the Judicial Board.
 - i. It shall have the power to interpret this constitution in periods of controversy.
 - ii. It shall have the power to rule on the membership status of any brother.
 - iii. It shall vote to break a tie when the Rex deems it necessary
 - iv. It shall enforce the rules of not only this constitution but all other accepted chapter policies and procedures.

- d) The Executive Board shall have the power to define any particular standards of obligations of the brotherhood and enforce those standards appropriately, utilizing the Judicial Board when necessary.
- e) The Executive Board shall have the power to suspend all brothers who fail to meet their current obligations to the chapter after the brothers in question have been communicated with and given a reasonable amount of time to defend their inability to meet their obligations.
- f) A decision or interpretation made by the Executive Board may be overruled by a two-thirds vote of the active brotherhood at any chapter meeting.
- g) Powers not herein, not designated nor denied to the Executive Board, shall be reserved for the Executive Board.

2. The Judicial Board

- a) The Judicial Board shall be a permanent committee chaired by the Marshal.
- b) The membership, election procedures, duties, and responsibilities of the Judicial Board are defined in the “Judicial Document” (Addendum 2), a set of policies duly written and voted into chapter law by the brotherhood.
- c) Any brother may petition a case to the Judicial Board.

3. The Recruitment Committee

- a) Overseen by the Prolocutor
- b) The Recruitment Committee is responsible for working with the Prolocutor to create the following semesters recruitment schedule and recruitment initiatives
- c) Shall be composed of no more than 5 members.
- d) Permanent Members include the Names List Manager and Events Coordinator.

4. The Development and Education Committee

- a) Overseen by Archon
- b) Development and Education Committee is responsible for setting semester goals for the betterment of the Chapter
- c) Works with the Brotherhood Development Coordinator to foster brotherhood among members.
- d) Work with Scholarship Coordinator to enforce standards
- e) Works with Ritualist who ensures successful traditional ritual practices

5. Finance Committee

- a) Overseen by Keeper of the Exchequer

- b) Oversees Fundraising and Collections Coordinators
 - c) Works with Keeper of the Exchequer to create three (3) tentative budgets to be brought to the brotherhood for approval
 - d) Creates payment plans along with budget
 - e) Responsible for collecting payment contracts
6. Programming Committee
- a) Overseen by Marshal
 - b) Oversees Community Service, Brotherhood Development, Athletics, and Social Coordinator
 - c) Responsible for Special Programming initiatives
 - d) Work with Elimination of Prejudice Coordinator to plan philanthropic programming
7. Communication Committee
- a) Overseen by Scribe
 - b) Oversees Alumni Relations and Public Relations coordinator as well as the Historian.
 - c) Responsible for upkeep of Chapter communications
8. Every Executive Board Member is responsible for selecting the Directors and Coordinators that the officer oversees.
9. Brothers are only permitted to hold one coordinator position at a time, but may be in multiple committees.
10. The Archon in consultation with the Executive Board shall have the power to create, modify, or dissolve any other committees as he sees fit.
11. All committee directors shall submit a budget to the Keeper of the Exchequer before the end of each semester. The Keeper of the Exchequer then will use these proposals to formulate the budget of the chapter in conjunction with the Executive Board.
12. All officers and committees shall submit reports and accounts each regular meeting. At the beginning of each semester, a written summary of the each committee's goals shall be presented to the Executive Board and the chapter.
13. At the end of each semester, a written summary of each committee's accomplishments should be presented to the Executive Board and the chapter.

Section G – Coordinators, *Managers, and Representatives*

1. Representatives of the Inter-Fraternity Council and Inter-Greek Council shall be appointed by the Scribe who must present them at the first meeting of the semester for a simple majority (51%) vote of approval
 - a) If a brother would like to hold a position as representative they may announce so at this meeting. If this occurs both candidates will have five (5) minutes to state their intentions with the position.
 - b) After candidates' speeches have concluded, a deliberation period of ten (10) minutes shall be provided for the brothers present at this meeting.
 - c) Once deliberation has concluded a vote shall be held where the winner of a simple majority shall be elected to the position.
2. All Committee Directors shall be appointed by the overseeing officer, who must present them at the first meeting of every semester for a simple majority (51%) vote of approval
 - a) If a brother would like to hold a position as a committee director they may announce so at this meeting. If this occurs both candidates will have five (5) minutes to state their intentions with the position.
 - b) After candidates' speeches have concluded, a deliberation period of ten (10) minutes shall be provided for the brothers present at this meeting.
 - c) Once deliberation has concluded a vote shall be held where the winner of a simple majority shall be elected to the position.
3. The Archon shall be responsible for oversight of the following coordinators, whose responsibilities for the semester shall be determined by the Archon and the Director of Education and Development Committee
 - a) Chapter Educator
 - b) Scholarship Coordinator
 - c) Brotherhood Development Coordinator
 - d) Ritualist
 - e) Well Developed Man Coordinator
4. The Marshal shall be responsible for oversight of the following coordinators, whose responsibilities for the semester shall be determined by the Marshal and the Director of Programming Committee
 - a) Community Service Coordinator
 - b) Elimination of Prejudice Coordinator
 - c) Athletics Coordinator
 - d) Social Coordinator

5. The Prolocutor shall be responsible for oversight of the following managers, whose responsibilities for the semester shall be determined by the Prolocutor and the Director of Recruitment Committee
 - a) Names List Manger
 - b) Events Manager

6. The Keeper of the Exchequer shall be responsible for oversight of the following coordinators, whose responsibilities for the semester shall be determined by the Keeper of the Exchequer and the Director of Finance Committee
 - a) Fundraising Coordinator
 - b) Collections Coordinator

7. The Scribe shall be responsible for oversight of the following coordinators, whose responsibilities for the semester shall be determined by the Scribe and the Director of Communications Committee
 - a) Alumni Relations Coordinator
 - b) Public Relations Coordinator
 - c) Historian

Section H -Meetings

1. There shall be no regular or emergency meetings held during any period in which Adelphi University is closed.
2. The time and place of Emergency Meetings shall be decided by the Rex.
3. Anyone with a University scheduled class during a meeting or event is automatically excused from the event/meeting. He shall make his best effort to report to the event/meeting if his class is to adjourn before the event/meeting is over.
4. A quorum shall consist of two-thirds (2/3) of the active Chapter members, excluding second semester seniors who are absent and members enrolled in classes that conflict with chapter meeting times. Members enrolled in classes during chapter meeting times must submit their class schedule to the Scribe prior to the first meeting of the semester. Members with academic related activities that conflict with chapter meeting time will be excluded from quorum if documentation signed by an administrator is submitted to the Scribe prior to the meeting in conflict.
5. Regular Business Meetings shall be held once a week, unless otherwise decided by the Executive Council
6. Executive Board shall be held weekly, unless otherwise decided by the Rex.

Types of Meetings

1. A Business Meeting is any and every meeting, which is scheduled for the same time and day of every week of the current semester by the Rex of this future chapter.
2. An Executive Board Meeting is a private meeting scheduled by the Rex for the members of the Executive Board. Only the Rex, Archon, Marshal, Prolocutor, Keeper of the Exchequer and Scribe are allowed at these meetings. All Executive Board members are required to attend all Executive Council meetings as scheduled by the Rex of the future chapter.
3. A Committee Meeting is any and every meeting scheduled by the Chairman of a Committee with the approval of the rest of the majority of the members of the same committee.
4. An Emergency Meeting is any and every additional meeting, which has been called by the Rex in accordance with this Constitution and Bylaws.

Section I-Fines

1. Unless deemed excusable by the Rex, any brother who absents himself from chapter must first be required to submit an absence form to scribe 24 hours prior to chapter. Excuse forms will not be need for tardiness to chapter or for prior obligations including (Class, Club meetings, or Work). Forms will be used for all formal Pi Lambda Phi related events including Bid vote, Elections, Rituals, Rush Week, and fundraising obligations. Forms must be submitted and approval from Scribe must be received in order for absence to become valid. Penalty for late and tardiness to chapter are as follows: failure to attend three chapters without excuse will result in a ten dollar fine. Likewise five late arrivals to chapter will result in a \$15 fee.
2. The fine imposed for the absence from the following meetings shall be as follows, in addition to the five-dollar fine imposed for general absence:
 - a. Recruitment events: \$15.00
 - b. General Elections: \$20.00
 - c. Formal Bid meetings: \$10.00
 - d. Pinning Ritual: \$10.00
 - e. Half-Way Vote: \$15.00
 - f. Vote to Initiate: \$20.00
 - g. Initiation: \$50.00
 - h. Late payment of dues: 10% of amount owed that day.

Section J- Agenda

1. Agenda for every meeting must include the following:

- a. Recital of the Creed of Pi Lambda Phi Fraternity.
- b. Roll Call.
- c. Review of minutes from previous meeting.
- d. Reports from Officers and Directors
- e. Discussion of old business
- f. Call for new business
- g. Discussion of new business
- h. The Good and Welfare

Section K- Motions

1. Any motion called by a brother must be seconded to be recognized by the Rex
 - a. All motions shall follow Robert's Rules of Order.

Section L.-Motion of Accountability

1. Motion of Accountability shall be used to prevent officers from abusing their power.
2. A Motion of Accountability may only be called during or immediately after an officers' report to the Brotherhood during any business or emergency meeting.
3. Any Active Brother may call for a Motion of Accountability.
4. A Motion of Accountability must be seconded to be recognized by the Rex
5. The Rex reserves the right to ignore repetitive calls for a Motion of Accountability.
6. After calling for a Motion of Accountability, the brother shall state his grievances against the officer in question in a time span of no longer than five (5) minutes.
7. After the grievances are stated, the officer shall have the right to explain his actions in a time span of no longer than ten (10) minutes.
8. If a Brother is not satisfied with the explanations provided by the officer, he may file a formal complaint to the Judicial Board immediately, but no longer than seven days, after the meeting in which the Motion of Accountability was called.

Section M-Fraternity Property Ownership

1. Any chartered organization, affiliate group, or constituent group which has derived assets as a result of its affiliation with an undergraduate chapter shall upon the dissolution of that chapter turn over those assets to a trustee appointed by the International Executive Council. Assets will be held in trust for a period of no less than five (5) years, to be used to reactivate that chapter or until such time as determined by the International Executive Council that reactivation is unlikely. At such

time, those funds shall be used in such a way as to promote the aims of the Fraternity.

Addendum 1

[New Member Values Based Evaluation Process]

The New Member Bid Extension evaluation is based on the content of one's character. To receive a bid to become a New Member, the Potential New Member must be spoken for by a brother for each of the three fits. If a brother in good standing feels the New Member does not meet one of these fits, he may cast a Blackball which would eliminate the Potential New Member. The Rex can overturn Blackballs during only this evaluation if he feels they are unfairly cast.

1. Attitudinal Fit

- Is his attitude right for Pi Lambda Phi? Is there potential for personal growth with this man?
 - Is he interested in further development as a leader within our group or on campus?
 - What examples could you provide to verify that this man is:
 - Coachable; Enthusiastic; Optimistic; Motivated; Team-minded; Ambitious; Positive; Adaptable; Courageous; Mature; Organized; Respectful; Reflective; Sincere

2. Organizational (Value) Fit

- Does this man understand the values represented in our Creed?
- Is this man diversity conscious and supportive/tolerant/accepting of differences?
- Do they exhibit high morals?
- Is this man law abiding?
- Does this man exhibit personal integrity?

3. Behavioral (Membership) Fit

- High-Involvement Leader/Member (current or potential)
- High Responsibility/Accountability
- Does this man meet our Brotherhood Criteria
 - Complete at least 15 hours of community service
 - Become and/or remain a member of at least one other student organization on campus. These include all clubs, sports teams, and government groups.
 - Complete all tasks assigned by the New Member Educator in accordance with the approved New Member Education Curriculum.

To pass the second evaluation the New Member must:

1. Have the New Member Educator's endorsement
2. New Member can be spoken for in regards to
 - a. The three areas (fits)
 - b. Their progress on interviews, quiz scores, and New Member Education
 - c. Their progress with understanding expectations, obligations, and the Creed
3. Have a brother in good standing agree to sponsor that New Member as big brother
4. Should have no major dissention against one of the three fits (from first evaluation)
5. Must have one more than 50% Yes votes from the eligible voting members of the brotherhood
 - a. Blackballs can only be cast if a New Member no longer meets one of the three fits.

To pass the third and final evaluation to become a brother, the New Member must:

1. Complete the New Member program
2. Shown an understanding of the expectations, obligations, and the Creed
3. Maintain the endorsement from their Big Brother and the New Member Educator
4. Receive 90% votes Yes during brotherhood vote (from eligible voting brothers)
 - a. If after brotherhood vote, yes votes to a new member are between 80% to 90%, a motion of reconsideration can be called followed by a period of discussion.
 - b. During the preliminary vote, if 20% or more of the active brotherhood votes no to a new member, the new member does not cross and there cannot be a reconsideration of the vote.
 - c. If after the reconsideration period, the brotherhood vote of yes to a new member is between 80% to 90% of the brotherhood, the Executive Board will vote on new member's acceptance into the brotherhood. The Executive Board will be a simple majority.
5. Receive no more than 10% blackballs during Brotherhood vote
 - a. The Rex may not overturn a Blackball at this point, but the Blackball must be justified by the brother casting it

Addendum 2 JUDICIAL
DOCUMENT
Judicial Board

Section A. Purpose & Jurisdiction

1. The purpose of the NY **Phi Lambda** Judicial Board is to educate and correct. This board is charged with promoting high standards of conduct that are in line with the Creed of Pi Lambda Phi. It is the expectation that this Board will uphold the standards of membership outlined in this Judicial Document to ensure member development, accountability and the continued values promoted by Pi Lambda Phi.
2. The Judicial Board holds jurisdiction over all active members of the **NY Phi Lambda** chapter of Pi Lambda Phi.
3. The Judicial Board holds no jurisdiction over alumni Brothers. In the case that an alumnus has violated standards it is the expectation that the Executive Board of the Fraternity will first address the alumni involved. If further violations occur, however, the brotherhood will be forced to turn the incident over to the attention of the institution or IHQ.
4. Violations by members of Pi Lambda Phi will result in disciplinary action in accordance with the actions as stated in Section D of this article.
5. The Judicial Board shall have the power to interpret all parts of the Pi Lambda Phi Constitution and Bylaws.
6. The Judicial Board will preside over any investigations concerning any alleged violation(s).
7. The active members of the chapter reserve the right at any time to make recommendations to the Judicial Board regarding amendments to this judicial document. It is then the responsibility of the Judicial Board to review the recommendation and decide whether to recommend the amendment to the Chapter. If recommended the Active Members of the chapter would then vote on the amendment. Any amendments must receive two-thirds affirmative vote to be passed.

Section B. Judicial Board Members

1. Marshal: This position is responsible for overseeing and maintaining the Judicial Board. This individual leads the meetings and hearings and is responsible for informing the Rex if he feels another member of the Judicial Board cannot fulfill his duties for any reason.
2. The Scribe and the Keeper of the Exchequer shall also serve as members of the Judicial Board.
3. The Community Service and Scholarship Coordinators will serve as the fourth and fifth delegates of this board.
4. In the case of an open position or a conflict of interest the Archon will fill the open position.

5. In the case that a member of the Judicial Board must go before the Judicial Board, they will relinquish their position on said board pending disciplinary action(s), if necessary. The Archon will fill the relinquished position until completion and conclusion of Board Member's hearing.
6. If the Marshal must come before the Judicial Board the Keeper of the Exchequer will run the meeting.
7. The delegate's term of office will follow the same voting cycle as the Executive Board.
8. The Judicial Board shall meet during the second and fourth weeks of the month, regardless of whether any cases are to be heard. A regular meeting schedule shall contribute to its credibility and its organization, and shall lend strength to the chapter's infrastructure as an organization.

Section C. Hearing Procedures

1. In order for a case to be heard in front of the Judicial Board it must be presented to the Marshal within the appropriate timeframe. Any Brother or New Member of Pi Lambda Phi can bring a case to the Judicial Board.
2. All alleged infractions must be presented to the Marshal within seven (7) Business days of the date of the alleged infraction.
3. At the time the alleged infraction is presented to the Marshal, it is the responsibility of the Marshal to obtain a written and signed statement from the accuser as to the specifics of the alleged incident or violations.
4. The accused party(s) shall be notified in writing by the Marshal within five business days of the alleged infraction(s) and infractions will be reviewed at the proceeding Judicial Board meeting. This print written notification shall include:

- A) Alleged violations.
 - B) The right to question witnesses.
 - C) The right to review all evidence.
 - D) The right to a just and fair hearing.
 - E) The right to appeal the decision.
 - F) Time and date of the judicial hearing.
5. All Judicial Board hearings will occur within fifteen (15) business days of the date of the notification of the accused.
 6. All five members of the Judicial Board must be present at the hearing. The Marshal or acting judicial chair will run the meeting and will have the deciding vote in the case of a tie.
 7. The Board shall decide in private, whether or not there is responsibility of infraction, and then deem whether or not sanctions need to be instated.
 8. The jurisdiction of the Judicial Board is not necessarily limited to the original violation; it may include other offenses discovered during the hearing. If a new violation is discovered, the Judicial Board shall decide whether or not to add the violation to the current list of offenses, or if it would be more appropriate to bring the accused before the Judicial Board at a later date as a part of a separate hearing.
 9. The individual(s) involved shall be informed within one business day of the results of the hearing. The decision letter shall include:
 - a. Results of the Hearing.
 - b. Sanctions, if appropriate.
 - c. The process to appeal.
 10. It is the expectation of a Brother documented for violating campus policy to bring his documentation to the attention of the Marshal who will obtain a written statement from the documented Brother. Failure to report campus documentation within one (1) business day will result in further disciplinary action.

Section D. Sanctions

1. The sanctions are under the discretion of the Judicial Board and include, but are not limited to those stated below.
2. The Brothers of Pi Lambda Phi must also be aware that they are responsible for the guests that they bring to the house and/or to Fraternity functions. Violations caused by a guest may result in disciplinary action against the Brother(s) whose guest is involved.

Tier 1 Sanctions

1. Tier 1 Sanctions relate to, but are not limited to tardiness, absence, failure to complete service, study table or chapter service hours, or upsetting Adelphi **University** or Fraternity community in a negative way.
2. Community service violations will be handled as such: Brothers that fail to meet their 15 hour service requirement will be given the opportunity to make up their owed hours during the following semester. However, the following will be imposed:
 - a. Inactive status until all previously owed hours are met, beginning on the first day of the following semester
 - b. A fine of \$10

Additionally, graduating Brothers in bad community service standing will submit to a \$25 fine.

3. Tardiness will be a Tier 1 Sanction handled as follows:

a.b. 12st_{nd} Offense: Written Warning from Archon
Offense: Sanction

4. If a brother is going to be late to a Fraternity function he may avoid disciplinary actions by notifying a member of the executive board at least two hours before the beginning of an event.
5. Disciplinary Action: Tier One Offenses will be followed swiftly with a fine or additional Chapter Hours, and may require a letter of apology.
6. Disciplinary actions will be levied, as Judicial Board deems appropriate and are not limited to the above description.
7. Continued Tier 1 Offenses may result in further disciplinary action.
8. Failure to complete sanctions will result in further disciplinary action.

Tier 2 Sanctions

1. Tier 2 Sanctions relate to, but are not limited to delinquency in dues, campus, city, state, or federal alcohol violations, destruction of campus or chapter property, misuse of the Pi Lambda Phi fraternity house or other behavior deemed detrimental to the Colony by the Judicial Board.
2. Disciplinary Action: Tier 2 Offenses will be followed swiftly with increased Colony hours, a fine, social probation and/or suspension.
3. Disciplinary actions will be levied, as Judicial Board deems appropriate and are not limited to the above description.
4. Continued Tier 2 Offenses may result in further disciplinary action.
5. Failure to complete sanctions will result in further disciplinary action.

Tier 3 Sanctions

1. Tier 3 Sanctions relate to, but are not limited to Hazing infractions, Assault Charges, Sexual Assault Charges, and Drug Charges, reckless endangerment to self or others, or any action deemed so severe by the Judicial Board.
2. Tier 3 Sanctions will be followed immediately by temporary suspension until a complete and thorough investigation is completed regarding the accusation.
3. A review of the Brother's status will be completed within seven (7) business days of the imposed temporary suspension.
4. A predetermined alumnus from the Alumni Advisory Board will be included on the Brother's status review and will act as a consultant to the review, acting without a vote.
5. Disciplinary Action: Tier 3 Offenses will be followed swiftly with suspension or removal from Pi Lambda Phi Fraternity.
6. Disciplinary actions will be levied, as the Judicial Board deems appropriate and are not limited to the above description.

Section E. Appeals

1. All Appeals shall be brought to the attention of the Rex within five (5) business days of the Judicial Boards decision.
 - a. The Rex will hear the appeal and reach a decision.
 - b. The Rex will inform the Judicial Board of his decision and will inform the individual(s) involved in the hearing of the decision within one (1) business day in written notification.
 - c. If deemed necessary by the Rex, the Alumni Advisory Board and/or Chapter Advisor will be involved in the appeal process.
2. The Rex and/or Archon will implement the sanctions in accordance with the decision of the appeal.