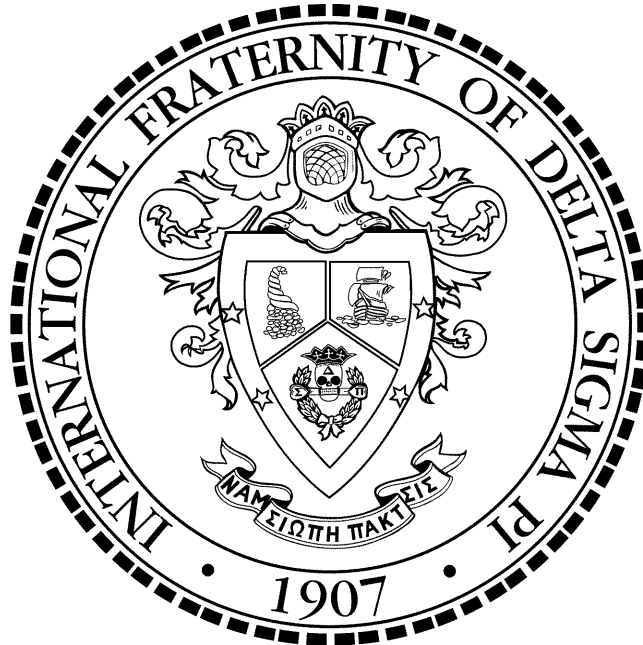


DELTA SIGMA PI



CHAPTER BYLAWS FORMAT

This template is designed to help you format your own chapter bylaws. This template is in compliance with the National Bylaws and Policies. Please use this format and style to be in compliance. Each chapter should fill in all the blanks in this set of chapter bylaws and submit to the Central Office for final approval. **A new set (even if no changes were made) is due to the Central Office by October 1 annually.** All chapter members should be given a copy and become familiar with chapter bylaws and all chapter business should be conducted in compliance with them.

***[Chapter name]* CHAPTER BYLAWS FOR INTERNATIONAL FRATERNITY
OF DELTA SIGMA PI**

[Name of Chapter]

CHAPTER OF
DELTA SIGMA PI

AT

[Name of College or University]

CHAPTER BYLAWS

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PREAMBLE

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

ARTICLE I-Name

Section 1. Name - This chapter shall be officially known and designated as the _____ [*Name of Chapter*] Chapter of the International Fraternity of Delta Sigma Pi located at _____ [*Name of College or University*].

Section 2. Variations in Name – (From National Bylaws, Article I, Section 2) No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Delta Sigma Pi and Deltasig.

ARTICLE II-Organization and Government

Section 1. In General - The laws of this chapter shall consist of the Bylaws and Policies of the International Fraternity of Delta Sigma Pi, the interim edicts of the National Board of Directors; the resolutions of the Grand Chapter Congress; such additional regulations as may be enacted by the Grand Chapter or the National Board of Directors; and the chapter Bylaws.

Section 2. Bylaws - This chapter may pass rules and regulations for local government from time to time, not inconsistent with the laws of this Fraternity. They shall be presented to the Central Office annually by November 15 for review and approval. All proposed amendments should be submitted to the Executive Director in advance for review and approval and do not become effective until so approved.

Section 3. Affiliation - This chapter shall consist of all members affiliated with the chapter, who are in good standing and who are attending _____ [*Name of University and Business Department*].

Section 4. Executive Committee - The Executive Committee of this chapter shall consist of the nationally elected and required officers found in Article VI, Section 1 of these bylaws and other officers as chosen by the chapter.

ARTICLE III-Membership, Election, and Initiation

Section 1. Membership Classifications - The members of _____ [*Name of Chapter*] Chapter shall consist of three classes: honorary, collegiate and alumni (faculty considered alumni).

Section 2. Qualifications - Only those students matriculating in a qualified program in the _____ [*Name of University and Business Department*]; of good moral character; who comply with the Laws of this Fraternity shall be eligible to election in this Fraternity as a member, providing they are not members of any other fraternity in direct competition with this Fraternity. No one may join the chapter until he or she has acquired a _____ [*Number of Credits and/or Scholastic Grade Point Average*].

Section 3. Membership in Other Fraternities and Sororities – (From National Bylaws, Article XII, Section 3) Membership in this Fraternity shall not be granted to any individual who is a member of any local, national or international professional commerce and business administration fraternity or sorority in competition with this Fraternity as shall be determined by the Board of Directors. No member of this Fraternity may become a member of any other professional commerce and business administration fraternity or sorority, and should a member become so, he or she shall upon this action be automatically expelled from this Fraternity without regard to any due process of jurisprudence defined in the Laws of this Fraternity. Other professional fraternities and sororities embracing such branches of collegiate learning as architecture, chemistry, dentistry, education, engineering, journalism, law, medicine, and pharmacy, or honorary scholarship fraternities or sororities embracing any branch of collegiate

learning, or general fraternities or sororities, shall not be held to be in direct competition with this Fraternity. Conflicting national organizations include Alpha Kappa Psi, Phi Gamma Nu and Phi Chi Theta.

Section 4. Definition of Collegiate Members - (From National Bylaws, Article XII, Section 7) Collegiate Members shall be duly initiated students matriculating in a qualified program where the chapter is located and students who have been regularly initiated by another chapter, who are in good standing, who have regularly affiliated with the chapter and are matriculating in a qualified program where the chapter is located. Any member who ceases to matriculate in a qualified program where the chapter is located and is matriculating in a non-qualified program may retain collegiate status at the member's option. Any member in good standing who transfers to any school at which a chapter of this Fraternity is situated, and who is matriculating in a qualified program where the chapter is located may affiliate with such chapter.

Section 5. Definition of Alumni Members – (From National Bylaws, Article XII, Section 8) Alumni Members shall be those who were members in good standing of a Collegiate Chapter, who have graduated from, or who have ceased to matriculate in a qualified program in the university.

Section 6. Definition of Faculty Members – (From National Bylaws, Article XII, Section 9) The dean, associate dean or their equivalent and those members of faculties instructing courses or conducting research in a qualified program may be initiated by a Collegiate Chapter upon having been duly elected by the chapter and receiving a majority approval of the Board of Directors. Faculty Members cannot hold office in Collegiate Chapters, other than that of Chapter Advisor, cannot vote, and cannot be charged Collegiate Chapter dues. Immediately after initiation Faculty Members assume the status of Alumni Member. No Faculty Member shall be denied the right and privilege of being nominated for, elected or appointed as a Grand Officer or District Director, provided such Faculty Member otherwise conforms to the eligibility requirements as provided for by the Laws of this Fraternity.

Section 7. Definition of Honorary Members - (From National Bylaws, Article XII, Section 10) Honorary Members shall be those who have been duly elected by the Board of Directors or a chapter and approved by the Board of Directors, but who, at the time of initiation, are not students or members of the faculty in the university where a chapter is situated. Only those individuals who, in the opinion of the Board of Directors, have made a significant contribution to business, government, education or the Fraternity and whose professional or personal achievements warrant the bestowing upon them of honorary membership in Delta Sigma Pi may be initiated as Honorary Members.

Section 8. Election of Pledges - (From National Bylaws, Article XII, Section 11) Except as provided hereinafter, no person shall be initiated into this Fraternity except through a Collegiate Chapter and by a secret vote of the members of said chapter, in good standing, constituting a quorum present at a regularly called meeting as may be defined by the Bylaws of the chapter and the Laws of this Fraternity. All elections to pledgship in this Fraternity shall be by secret ballot. To ensure against mistake, should twenty percent (20%) of the members present and voting, or five (5), whichever is greater, negative votes appear in the ballot box on the name of a prospective pledge, a second ballot shall be immediately taken. If twenty per cent (20%) of the members present and voting, or five (5), whichever is greater, negative votes appear in the ballot box on the second ballot, the prospective pledge shall be considered rejected. Before any ballot is cast, the ballot box, if used, shall be shown to the President, the Senior Vice President, and the Vice President-Chapter Operations, who shall severally vouch for the emptiness of the same. All qualified members of the chapter present shall vote. Failure to vote shall be construed as a favorable vote for the candidate. After all such members have voted, the ballot shall be declared closed, the same inspected, and the votes counted by the President, Senior Vice President and the Vice President-Chapter Operations. The declaration of these officers announcing the vote favorable or unfavorable to election shall be final. Should the name of the same prospective pledge be proposed and rejected a third time, the same prospective pledge shall never be proposed again in that chapter. The votes concerning prospective pledges described herein must be held before the individuals in question are formally accepted as pledges. Should the prospective pledge receive a favorable election, but be unable to accept pledgship, an election must be held in any subsequent academic term in which the prospective pledge's name is proposed again.

Section 9. Pledging - Each prospective member shall be pledged according to the pledging ceremony of this Fraternity. Pledging this Fraternity is not a guarantee of membership. Following the pledging ceremony a probationary period of not less than 30 days and no more than 10 weeks shall follow. During this time the pledge

shall be under the supervision and direction of the Vice President-Pledge Education. The pledge shall perform such duties and enjoy such rights as may be prescribed in the Pledge Education Program for Delta Sigma Pi.

Section 10. Voting on Pledges - (From National Bylaws, Article XII, Section 12) A majority vote of chapter members in good standing, present and voting at a regular or special chapter meeting, held at least three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program. A four-fifths (4/5) vote of chapter members in good standing, present and voting at a regular or special chapter meeting, held less than three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program.

Section 11. Inactive Status - (From National Bylaws, Article XII, Section 17) A collegiate brother in good standing may request inactive status in times of extreme circumstances. Requests for inactive status shall be submitted to the Executive Committee of the chapter for consideration. The Executive Committee shall then present its recommendation to the chapter for consideration. A four-fifths (4/5) vote of the chapter members in good standing present and voting shall be required to approve the request for inactive status. Should the chapter approve the request for inactive status, that decision shall then be submitted to the Regional Vice President and Provincial Vice President for approval and, if approved, the minutes of the chapter meeting shall be submitted to the Central Office. A member granted inactive status shall assume active status at the beginning of the next succeeding academic term. Should the circumstances extend beyond one academic term the member shall submit a request for inactive status in each academic term for consideration. While on inactive status a member shall not be responsible for paying national dues or fulfilling the requirements of an active brother. No penalty shall be assessed the member or the collegiate chapter. Should the Central Office receive notification of the granting of inactive status after the chapter has been assessed dues for the academic term, a credit will be issued to the chapter by the Central Office for any current financial obligation of the inactive member during that academic term.

Section 12. Resignation --- (From National Bylaws, Article XII, Section 18.) Although membership in this Fraternity is for life, members may submit an application to the office of the Executive Director for voluntary withdrawal. Such application does not automatically mean termination of membership. The Board of Directors shall establish guidelines for acceptable terms of resignation.

ARTICLE IV-Finances

Section 1. Chapter Dues - Chapter membership dues shall be assessed on a per person basis at no less than the national dues. The dues shall be payable at the beginning of each term.

Section 2. Initiation Fee - The initiation fee to be paid by each collegiate member of this chapter shall be no less than the national fee, the badge lease fee and the fee for the *Manual for Pledge Education*. This chapter shall initiate no pledge until he or she has paid the entire initiation fee in full. It will consist of the national initiation fee, badge lease fee, the fee for the *Manual for Pledge Education*, and any local initiation fee.

Section 3. Faculty Initiation Fee - An initiation fee for each faculty initiate is set by the National Fraternity. Each faculty initiate shall also be required to lease an official badge at the time of initiation. The initiation fee and the cost of the badge may be paid completely by the chapter or by the initiate or may be shared between the two parties.

Section 4. Honorary Initiation Fee – An initiation fee set by the National Fraternity is to be paid by the chapter for all honorary members initiated at installation or anytime thereafter. The chapter shall also lease an official badge for each honorary initiate. No fees are to be collected from the initiate.

Section 5. Financial Good Standing - Any financial obligations in arrears for more than 60 days will cause a member not to be in good standing and subject to removal from office and restriction of voting privilege.

Section 6. Fiscal Year - The fiscal year of this chapter shall commence on the first day of July and expire on the thirtieth day of June to comply with the fiscal year of the International Fraternity of Delta Sigma Pi, Inc.

Section 7. Checking Account - This chapter shall maintain a checking account in the name of the chapter. All receipts of the chapter shall be deposited in this account and all disbursements of this chapter shall be made from

this account by check only. All checks must be signed by two different people, one of which is the chapter president and the other a different nationally recognized chapter officer, who is not the vice president-finance. Adherence to university regulations in regard to student accounts will be upheld.

Section 8. Insurance – The chapter shall maintain a comprehensive liability insurance policy as secured by the Executive Director. The chapter will pay the premium as invoiced annually by the Central Office.

ARTICLE V-Meetings

Section 1. Meetings - Regular scheduled meetings of this chapter shall be held _____ [*choose one: weekly, biweekly, monthly*] at a time determined by the members each school term. In the absence of the President, the next highest-ranking officer present may call the business meeting to order. The Chancellor then conducts all meetings according to Basic Parliamentary Procedures of *Robert's Rules of Order*.

Section 2. Special Meetings - The President or the Chapter Executive Committee may call special meetings by giving three days notice to all collegiate members.

Section 3. Quorum - _____ [*choose a percentage between 1/3 and 51%*] of the collegiate members in good standing shall constitute a quorum for any stated or special meeting of this chapter.

Section 4. Agenda - The order of business at all stated or special meetings shall be as follows:

1. Opening Ritual
2. Roll Call
3. Approval of minutes of previous meeting
4. Officer Reports
5. Committee Reports
6. Old Business
7. New Business
8. _____ [*Additional Items*]
9. _____ [*Additional Items*]
10. Remarks for the good of the chapter
11. Adjournment
12. Closing Ritual

Section 5. Parliamentary Procedure - Except as otherwise provided for in these Bylaws, all meetings shall be conducted according to *Robert's Rules of Order*.

ARTICLE VI-Officer Elections and Officer Duties

Section 1. Elected Officers – (From National Policies, Section B, Policy 2) The elected and required officers of this chapter shall be the President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, Vice President-Alumni Relations, Chapter Advisor (without a vote) and others that the chapter may add. The President may appoint such other officers or committee chairpersons as shall be deemed necessary. (*Chapters may elect, or the President may appoint, additional officers, including assistants. Suggested additional officers include: Webmaster, Historian, and Newsletter Editor.*)

Section 2. Qualifications for Office—(From National Policies, Section B, Policy 3) In order to be nominated, elected or appointed to office (with the exception of the Chapter Advisor) a brother must be a current member of the chapter (or has transferred to, and is affiliating with the chapter) and be in good standing. Any officer that is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any Fraternity liability, is automatically disqualified for chapter office.

Section 3. Term of Office - All elected officers shall hold office for a period of _____ [*Length of Term*] and/or until their successors are elected and qualified. All appointive officers shall hold office for a period of _____ [*Length of Term*] except that they may be removed at any time at the direction of the

President or Executive Committee. Names and addresses of all officers must be reported to the Central Office within seven days of their election or appointment.

Section 4. Notification of Elections - All collegiate members in good standing shall be notified of the date, time, and place for holding the election of officers, at least 10 days prior to the date of election.

Section 5. Officer Elections - The election of officers of this chapter and the order of succession in case of temporary vacancy shall be held _____ [*Month or Academic Term and Frequency*] in the following order: President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, Vice President-Alumni Relations, and Chapter Advisor (without a vote).

Section 6. Voting In the election of chapter officers, the member receiving a majority of the total votes cast for the office in question shall be declared elected.

Section 7. Impeachment of Elected Chapter Officers—(From National Policies, Section B, Policy 4) If any three (3) members of the chapter Executive Committee (or any 5 chapter members) feel that an elected officer should be removed from office, they must submit a motion to the chapter in writing including all charges against the officer and signed by all 3 or 5, respectively. If at least 51% of the members in good standing, present and voting, approve the motion, the chapter will determine a date for the recall proceedings. Such recall proceedings must be held within a reasonable time of the impeachment motion. Proper notice of such proceedings must be given to the officer in question and the collegiate members of the chapter. The officer in question is temporarily suspended from their duties until the proceedings are held. The president appoints a member to perform the duties of the office until the outcome of the recall proceedings is determined.

Section 8. Recall of Elected Chapter Officers— (From National Policies, Section B, Policy 5) The chapter members must vote on the recall of an elected officer after proper notice is given. A two-thirds (2/3) vote of the members in good standing, present and voting is required to recall an elected chapter officer.

Section 9. Vacancies—(From National Policies, Section B, Policy 6) If a vacancy occurs in any elected chapter office for any reason, the chapter must hold a special election for the vacated office. Prior to holding the special election, it may be necessary for the president to appoint another member to temporarily assume the duties of the vacated office. If the vacated office is the president, then the senior vice president assumes the responsibilities of the president until the special election.

Section 10. Duties of the President—(From National Policies, Section B, Policy 9) The president has the following duties and powers:

- a. To act as the chief executive officer of the chapter.
- b. To call special meetings in accordance with the chapter bylaws.
- c. To see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
- d. To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- e. To appoint such committees provided for in the chapter bylaws.
- f. To appoint such officers provided for by Delta Sigma Pi's Bylaws, Policies and Procedures.
- g. To sign all certificates of membership for members initiated by the chapter while in office.
- h. To countersign all chapter checks.
- i. To ensure that the chapter Executive Committee develops and maintains a strategic plan, in coordination with the vice president-chapter operations. Such plan, including updates, must be submitted to the Central Office semi-annually.
- j. To serve as delegate to the Provincial Council unless unable to attend.
- k. To have any other duties and powers assigned by the chapter.

Section 11. Duties of the Senior Vice President- (From National Policies, Section B, Policy 10) The senior vice president has the following duties and powers:

- a. To assist the chapter president and temporarily assume the president's duties in his/her absence.
- b. To oversee the recruiting activities and the pledging ceremony of the chapter.

- c. To ensure the chapter seeks out candidates for Honorary and Faculty membership.
- d. To have any other duties and powers assigned by the chapter.

Section 12. Duties of the Vice President-Pledge Education—(From National Policies, Section B, Policy 11) The vice president-pledge education has the following duties and powers:

- a. To oversee the preparation of pledges for examination and initiation.
- b. To ensure the entire planned pledge program for each academic term is submitted to the Central Office in a timely fashion or by any established deadlines.
- c. To ensure the names and personal information of each proposed initiate, including faculty and honorary initiates, are reported to the Central Office, using the officially designated membership forms and procedures, within seven days of the pledging ceremony.
- d. To coordinate with the vice president-finance to ensure the Initiation report is completed and returned, with related initiation fees, to the Central Office within fourteen days of initiation.
- e. To have any other duties and powers assigned by the chapter.

Section 13. Duties of the Vice President-Finance— (From National Policies, Section B, Policy 15) The vice president-finance has the following duties and powers:

- a. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the chapter.
- b. To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the chapter.
- c. To oversee the keeping of an accurate account of the receipts and expenditures of the chapter in a standardized accounting system which must be open at all reasonable times for inspection and examination.
- d. To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.
- e. To ensure the Central Office is notified if a member of the collegiate chapter is or is not in good standing upon graduation or withdrawal from the chapter in accordance with such procedures as may be prescribed by the Executive Director.
- f. To ensure that badges are ordered and paid for 30 days before each initiation.
- g. To ensure that all financial obligations affiliated with initiations are submitted to the Central Office within seven days following each initiation.
- h. To ensure that member dues are paid to the Central Office within 30 days of the first day of classes in each academic term.
- i. To ensure all chapter checks are signed by two different people, one of which is the chapter president and the other being a different nationally recognized chapter officer, who is not the vice president-finance.
- j. To ensure that payment to the Central Office for invoices covering chapter liability insurance, regalia use and the Grand Chapter Congress travel fund are promptly submitted.
- k. To ensure an independent accounting review of the chapter's finances for the prior fiscal year is completed annually by July 15. The reviewer may be a CPA, a member of the school's accounting faculty, or similar professional.
- l. To have any other duties and powers assigned by the chapter.

Section 14. Duties of the Vice President-Chapter Operations—(From National Policies, Section B, Policy 14) The vice president-chapter operations has the following duties and powers:

- a. To oversee the maintenance of all Chapter Management Program (CMP) records.
- b. To oversee the reporting of CMP credit earned by the chapter to the Central Office.
- c. To ensure the chapter is informed of its CMP standing and attention is called to areas in which the chapter needs improvement in areas measured by the CMP.
- d. To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- e. To ensure all official communications are read into the minutes of the chapter.
- f. To ensure correspondence with the Central Office and national officers is promptly handled.
- g. To ensure the names and addresses of all nationally required officers are reported to the Central Office within seven days of their election or appointment.
- h. To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.

- i. To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.
- j. To coordinate strategic planning sessions with the chapter president.
- k. To have any other duties and powers assigned by the chapter.

Section 15. Duties of the Chancellor—(From National Policies, Section B, Policy 16) The chancellor is the chief judicial officer of the chapter and has the following duties and powers:

- a. To preside over the meetings of the chapter.
- b. To preside at all trials conducted by the chapter.
- c. To ensure that any violations of the Bylaws of this Fraternity within the chapter are reported to the Central Office. The chancellor has no penal rights whatsoever.
- d. To cast a deciding vote in the case of a tie, as long as the chancellor has not already voted on the motion. The Chancellor may only break a tie when voting on business matters, not when concerning trials, elections, or pledge selection as the chancellor gets one vote on those matters at the same time other members cast their votes.
- e. To serve as Ritual Chair, unless the chancellor and president agree to delegate this duty to another brother.
- f. To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- g. To ensure that chapter bylaws are updated and electronically submitted to the Central Office by November 15 of each year.
- h. To have any other duties and powers assigned by the chapter.

Section 16. Duties of the Vice President-Professional Activities- (From National Policies, Section B, Policy 12) The vice president-professional activities has the following duties and powers:

- a. To oversee the development and implementation of the chapter's professional program.
- b. To ensure that the chapter is educated on risk management issues.
- c. To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.
- d. To coordinate chapter professional activities with the Provincial Professional Development Committee.
- e. To chair the chapter's Professional Development Committee, should the chapter choose to have such committee.
- f. To have any other duties and powers assigned by the chapter.

Section 17. Duties of the Vice President-Community Service—(From National Policies, Section B, Policy 18) The vice president-community service has the following duties and powers:

- a. Development and implementation of a community service program for the chapter.
- b. Ensure that the chapter is educated on the importance of being involved in the campus community and the surrounding area. (town, city or county)
- c. Promote participation in any national or provincial community service project/ programs and encourage attendance.
- d. Coordinate community service activities with the Provincial Community Service Committee.
- e. Serve as Chairman of the Community Service Committee (if the chapter has one).
- f. Talk to provincial and national committee members as resources for community service information.
- g. To have any other duties and powers assigned by the chapter.

Section 18. Duties of the Vice President-Scholarship and Awards—(From National Policies, Section B, Policy 17) The vice president-scholarship and awards has the following duties and powers:

- a. To ensure the chapter is informed about all opportunities for individual and chapter fraternal recognition.
- b. To coordinate and oversee the chapter's award application process, including nomination of a Collegian of the Year candidate.
- c. To serve as the contact person for the provincial and national Scholastic Development and Awards Committees.
- d. To develop programs to foster and recognize members' academic achievement.
- e. To educate members about university and Fraternity scholarship and academic development opportunities.
- f. To oversee the administration of any chapter scholarships.
- g. To promote to the university and local community any recognition received by members and/or the chapter.

- h. To have any other duties and powers assigned by the chapter.

Section 19. Duties of the Vice President- Alumni Relations—(From National Policies, Section B, Policy 13) The vice president-alumni relations has the following duties and powers:

- a. To ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area.
- b. To ensure the members of the chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- c. To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- d. To ensure the activities of the chapter are communicated to the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.
- e. To ensure timely information about the chapter and its members is provided to the editor of *The DELTASIG*.
- f. To oversee the orchestration of Founders' Day, Alumni Day and Homecoming activities.
- g. To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.
- h. To ensure the chapter actively seeks lost alumni and reports "found" information to the Central Office.
- i. To oversee the acquisition, organization and maintenance of chapter historical information.
- j. To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.
- k. To have any other duties and powers assigned by the chapter.

Section 20. Qualifications and Duties of the Chapter Advisor—(From National Policies, Section B, Policy 19)

One individual, elected by the chapter, and reported to the Central Office, will serve as the recognized Chapter Advisor. The Chapter Advisor must be a faculty member of the Fraternity or member of the school's faculty or administration. Chapter Advisors who are not members of the Fraternity may not participate in ritual portions of Fraternity activities. The Chapter Advisor has the following duties:

- a. To serve as the official advisor recognized by the National Fraternity.
- b. To serve in an advisory capacity to the members of the chapter.
- c. To serve as a liaison to the school for the chapter and National Fraternity.
- d. To assist chapter officers in the development of their plans and duties.

Section 21. Provincial Council Delegate – (From National Bylaws, Article X, Section 6) The President of a Collegiate Chapter shall serve as that Chapter's Delegate on the Provincial Council. If, for any reason, the President is unable to attend a Provincial Council Meeting, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a Collegiate Member, in good standing, of that Chapter. The Chapter Vice President-Chapter Operations shall notify the Provincial Vice President of the election of an alternate Delegate within forty-eight (48) hours after the election.

ARTICLE VII-Committees and Their Duties

Section 1. Executive Committee - (From National Policies, Section B, Policy 8) The Executive Committee establishes chapter policy, the chapter's long-range and operating plans and serves as the research and advisory committee for the chapter. At a minimum, the executive committee consists of the following chapter officers (in order of election): President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations. Chapters may have additional officers on the executive committee based on their chapter bylaws. The executive committee may include the Chapter Advisor serving without a vote. The President is the chairman of the executive committee.

Section 2. Standing Committee- *[Committee description]*

Section 3. Standing Committee- *[Committee description]*

Section 4. Standing Committee- [Committee description]

Section 5. Other Committees - The President in cooperation with the Executive Committee shall appoint all other committees and determine their duties.

ARTICLE VIII–Individual Discipline

Any member of this Fraternity may be disciplined in accordance with the National Bylaws of the International Fraternity of Delta Sigma Pi. (For trial procedures, refer to the Bylaws, Article XIII, the Individual Discipline Policy, and any other published information on this matter as established by the Board of Directors of the International Fraternity of Delta Sigma Pi.)

ARTICLE IX–Publication and Publicity

Section 1. Newsletter - The newsletter of this chapter shall be known as _____ [*Name of Newsletter*] and shall be issued at least twice during each academic year. Copies of this newsletter shall be distributed electronically and/or mailed to the Central Office, the Regional Vice President, District Director, and to all members of this chapter.

Section 2. Publicity - All publicity pertaining to this chapter and to its members, appearing in campus or community publications shall be clipped and kept in an appropriate scrapbook.

ARTICLE X–Fraternal Occasions to Observe

This chapter shall hold appropriate ceremonies on November 7 of each year or as near thereto as possible, to commemorate the founding of the International Fraternity of Delta Sigma Pi; on _____ [*Date of Chapter Founding*] or as near thereto as possible, to celebrate the founding of this chapter; and on April 25 of each year, or as near thereto as possible, to celebrate National Alumni Day.

ARTICLE XI–Amendments

These Bylaws may be repealed, modified, altered or amended, or new Bylaws may be adopted at any regular or special meeting of this chapter, provided that due notice electronically or by mail of the proposed changes shall have been sent to all collegiate members of this chapter at least ten days preceding the date of said meeting. A two-thirds (2/3) vote of the chapter members in good standing present and voting shall be required to make an amendment to these Bylaws. All proposed amendments to these Bylaws shall be submitted in advance for review and approval by the Executive Director and do not become effective until they are so approved. No amendments can be made to sections of these Bylaws that reference the National Bylaws or the Policy and Procedures Manual. Chapters wishing to seek amendment to such Bylaws or Policies should contact the Executive Director to discuss the process for submitting such amendments to the Board of Directors and/or Grand Chapter Congress.