

# PHI BOOTA ROOTA



**National Constitution and By-Laws**

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# PREAMBLE

We the members of Phi Boota roota National Percussion Fraternity, in order to form a more perfect system of brotherhood and fraternity, to provide an outlet for percussionists to grow and learn, to provide for the common welfare of the university percussion programs of which we are a part, and to secure the blessings of percussion to ourselves and to those that follow, do ordain and establish this National Constitution and By-Laws.

## NATIONAL CONSTITUTION

### Article I. Description

#### Section 1. Name.

The name of this organization shall be PHI BOOTA ROOTA, (a National Percussion Fraternity) under the Certificate of its Formation, as filed by the Office of the Secretary of State on September 8, 2017, under Section 10A-1-3.05 and 10A-3-3.02 of the 1975 revision of the General Laws of the State of Alabama.

#### Section 2. Use of Name.

Affiliates may use the name of this Fraternity, or any part or derivative, only in connection with official activities. The National Executive Council (NEC) may grant special permission for the use of the name of the Fraternity for other purposes.

#### Section 3. Legal Disclaimer.

No part of this or any other governing documents of Phi Boota roota National Percussion Fraternity, including chapter constitutions, shall conflict with any federal, state, or local laws either in word or intent.

### Article II. Purpose

The purposes of this Fraternity and its members shall be:

- *To further the fraternal relationship and serve the needs of university percussionists.*
- *To uphold the highest standard of percussion performance in any given environment.*
- *To further the knowledge of the percussive arts, and create a broader perception of percussion throughout the community.*

## **Article III. Membership**

### **Section 1. Classes of Membership.**

The six classes of membership are: *probationary, active, alumni, honorary, life and founding father.*

### **Section 2. Authority to Confer Membership.**

Chapters, the General Assembly of a National Convention, or the National Executive Council (NEC) may confer active membership.

### **Section 3. Initiation Ritual Requirement.**

A probationary member must participate in the role of apprentice for initiation in the most current revision of the National Ritual of Brotherhood to become an active or honorary member.

## **Article IV. Affiliates**

### **Section 1. Chapter Formation.**

The Fraternity shall form chapters by granting charters to petitioning groups. The colonization application, guidelines, and processes for establishing a new chapter are defined and regulated in the document entitled, "*Official Guide to The Colonization Process.*"

### **Section 2. Alumni Association Formation.**

The Fraternity may form alumni associations by granting charters to petitioning groups.

### **Section 3. Transfer of Charter.**

A chapter charter or name may be transferred to an institution or group that is the legitimate successor of the institution or group to which the chapter charter or name was originally granted.

## **Article V. Officers and National Executive Council**

### **Section 1. Names of Officers.**

The officers of the Fraternity are the National President, National Vice President, National Warden, National Secretary, National Treasurer, National Historian, and National Web-Master.

## **Section 2. National Executive Council Members and Line of Succession.**

The National Executive Council (NEC) consists of:

- (A) National President
- (B) National Vice-President
- (C) National Warden
- (D) National Secretary
- (E) National Treasurer

Should the National President be absent from an official national meeting, the above list should be used as a reference to the chain of command.

## **Section 3. Indemnification.**

Subject to any restrictions of applicable law, this Fraternity shall defend, indemnify and hold harmless all directors and officers of the National Fraternity against expenses (including attorney's fees, judgments, fines, and amounts paid in settlement) incurred in connection with any claims, causes of action, demands, damages, liabilities of the Fraternity, and any pending or threatened action, suit or proceeding. Such indemnification shall be made to the fullest extent permitted by the laws of the State of Alabama, provided that such acts or omissions which gives rise to the cause of action or proceedings occurred while the director or officer was in performance of their duties for the Fraternity and was not as a result of their fraud, gross negligence, willful misconduct or a wrongful taking.

The Fraternity, by action of the National Executive Council (NEC), may provide, at the expense of the Fraternity, insurance protection to the Fraternity and its directors, officers, or NEC members, against any liability asserted against any one of them by reason of their acting as or status as directors, officers, or NEC members of the Fraternity. The amount paid to any officer or member of the NEC by way of indemnification may not exceed their actual, reasonable and necessary expenses incurred in connection with the matter involved. This indemnification is not exclusive of other rights to which the officer or member of the NEC may be entitled as a matter of law.

## **Article VI. Parliamentary Authority**

If a parliamentary authority is requested, then the rules contained in the current edition of Robert's Rules of Order Newly Revised govern a Fraternity meeting in all cases in which they are applicable and are not inconsistent with this constitution, bylaws, or any special rules of order.

## **Article VII. Dissolution**

Upon the dissolution of the Fraternity, assets shall be distributed for one or more exempt purposes of charitable, educational and literary originations, within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes, as the National Executive Council (NEC) in its sole discretion shall determine.

## **Article VIII. Amendments**

### **Section 1. Authority to Amend the Constitution.**

The General Assembly of a National Convention may amend the Constitution with a vote of at least two-thirds majority in the affirmative with previous notice. If an amendment is adopted, it will immediately take effect.

### **Section 2. Process for Amending the Constitution.**

In order to introduce an amendment to the Constitution, a written proposal must be submitted to the Governing Documents committee chairperson. The Governing Documents committee will then discuss whether the proposal is an appropriate constitutional amendment. If a majority of the Governing Documents committee deems the proposal appropriate, a debate will be held and any further revisions to the proposed amendment may be done at this time. The Governing Documents committee chairperson, or their designee, will then present the amendment in the form of a resolution at the next meeting of the General Assembly. A motion can then be made to adopt or strike down the proposed amendment. A two-thirds majority vote is required to adopt an amendment.

### **Section 3. Process for Making Technical, Editorial, and Conforming Changes.**

The National Secretary may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to the Constitution as necessary, subject to approval by the National Executive Council (NEC).

## **BY-LAWS, TITLE I. NATIONAL**

### **Article I. Membership**

#### **Section 1. Membership Eligibility.**

Any student, faculty, or staff member of the sheltering institution is eligible for any class of membership, including probationary, if they are eighteen (18) years of age or older, and, through a love for the percussive arts, can assist in the fulfillment of the Fraternity's Purpose and ideals. A student is eligible for membership if they meet the minimum academic performance standards for successful continuation as a student in good standing as defined by the sheltering institution. Students in their first academic term are eligible for membership. A student who is not majoring in music is eligible for membership. A student whose primary musical instrument is not percussion, is eligible for membership.

#### **Section 2. Civil Rights Clause/Non-Discrimination Policy.**

No person will be denied membership on the grounds of race, gender, color, creed, sexual orientation/identity, or national origin. Nor shall they be denied the benefits of membership, or be subject to any other type of discrimination, as defined by the Civil Rights Act of 1964.

#### **Section 3. Membership Exclusivity.**

A chapter may not pledge or initiate a person who is a member of any other secret national fraternal society of percussion. A member agrees not to join any other secret national fraternal society of percussion.

#### **Section 4. Term of Membership.**

Brothers have an eternal membership in the Fraternity, except as a result of disciplinary action. Except during probationary membership, a member may not resign their membership. A chapter may dismiss a probationary member.



### **Section 5. Duties of Membership.**

A member becomes acquainted with the governing documents and history of the Fraternity and supports the efforts and strategic objectives of the Fraternity. An active member attends all meetings and official functions of their chapter, promptly pays all financial obligations to the chapter and to the Fraternity, and maintains the minimum academic performance standards for successful continuation as a student in good standing as defined by their sheltering institution.

### **Section 6. Membership Standings.**

Membership standings include good standing, on probation and suspended. A member is in good standing if they fulfill all of the duties of membership as defined in Section 5 of this article.

### **Section 7. Privileges of Membership.**

An active member is a member who meets all the general requirements for eligibility, has completed a probationary membership education process, and has been initiated into the Fraternity. Active members in good standing have the following rights and privileges:

- (A) The right to vote on matters pertaining to the Fraternity.
- (B) The privilege to be nominated for office in the Fraternity.
- (C) The right to attend all official Fraternity meetings and functions without question.
- (D) The ability to benefit from Fraternity finances in support of things such as: rush functions, National Conventions, other specified Fraternity workshops/retreats.
- (E) The right to wear and display all official Fraternity Regalia/Insignia.

### **Section 8. Arbitration.**

A member submits to binding arbitration in the event of a legal dispute with the Fraternity.

### **Section 9. Transferring from Active to Alumni Membership.**

An active member in good standing is transferred to alumni membership when they terminate their academic affiliation with the sheltering institution.

An active member in good standing may transfer to alumni membership if they:

(A) leave campus for one or more professional semesters (e.g. student teaching, internship, study abroad); or

(B) have paid eight (8) semesters (or the quarter system equivalent) of National Dues.

An active member may transfer to alumni membership after having paid National Dues for future semesters only with Regional Director (RD) or National Executive Council (NEC) approval. The member must submit a formal written request to both their chapter and to either their RD or the NEC. The chapter must offer a written response to the RD or the NEC within 30 days.

A member terminates their academic affiliation with an institution when they are no longer enrolled in any classes during a regular length academic term at the institution, or when they graduate from the institution with a degree (even though they may remain enrolled as a student at the institution). A member does not terminate their academic affiliation with an institution by choosing not to enroll for a shortened academic term offered between full-length terms or choosing not to enroll for any summer term.

### **Section 10. Transferring from Alumni to Active Membership.**

An alumni member may affiliate with a chapter by majority vote of the chapter, provided that the member resides within a reasonable distance of the chapter so as to allow their full participation as an active member. Upon acceptance, the member is entitled to all Fraternity privileges and assumes all obligations and responsibilities of active membership.

### **Section 11. National Honorary Membership.**

The National Executive Council (NEC) confers national honorary membership. A national honorary member has the same rights, duties, and privileges as an alumni member.

### **Section 12. National Honorary Membership Eligibility.**

A person who is a distinguished percussionist, or who is a prominent advocate or patron of the percussive arts, is eligible for honorary membership.

### **Section 13. National Life Membership Eligibility.**

Election to Life Membership is the highest honor the Fraternity can bestow upon an individual member. An individual who has given extensive service to the National Fraternity by going above and beyond the normal member is eligible for nomination to life membership in the National Fraternity. Any active member in good standing may

motion for an individual to become a Life Member. Voting to grant life membership to a person must be done on an individual basis by secret ballot and may only be conducted during the General Assembly at a National Convention of the Fraternity. In order for a person to be granted life membership, the vote must be unanimous. Life members do not pay Fraternity dues and have full Fraternity privileges for the term of their natural life.

#### **Section 14. Founding Fathers.**

This Fraternity officially recognizes Connie Sprinkle, Joe Evans and Glen Buckalew as its Founding Fathers, and as such they are granted full Fraternity privileges.

#### **Section 15. Process for Initiating Persons Who are not Affiliated with the Sheltering Institution.**

The Regional Director (RD) or the National President, with good reason, may authorize a chapter to initiate up to two persons per year who are eligible for membership but not affiliated with the sheltering institution.

#### **Section 16. National Examination Requirement.**

Before election to active membership, and upon ratification by the National Executive Council (NEC), a probationary member, having completed or approached completion of a membership education program, may be asked to pass the most current revision of the national examination with 100% accuracy. 100% accuracy refers only to the content and spelling of the probationary member's answers (i.e. capitalization and punctuation errors do not count against the score). A probationary member may repeat the examination until they achieve 100% accuracy. A chapter may not require an entire probationary member class to repeat the examination due to the errors of an individual probationary member. A chapter may not alter or delete questions from the national examination. The Faculty Advisor certifies the results of the national examination by signing the initiation report.

#### **Section 17. Initiation Fee.**

Before election to active membership, a probationary member may be required to pay an initiation fee which covers, at cost, their membership certificate (shingle), governing documents, official membership pin and national jersey.

#### **Section 18. Status of a Probationary Member Who does not Complete a Probationary Membership Education Program.**

A probationary member who does not complete a probationary membership education program, or who withdraws from probationary membership voluntarily, is no longer

affiliated with the Fraternity in any way, shape or form. A chapter may reconsider the person for probationary membership during any succeeding terms in which they are enrolled at the sheltering institution.

## **Article II. Status of Affiliates**

### **Section 1. Probationary Status.**

A probationary chapter is a body of students at an accredited college or university that has applied for and been accepted into the Colonization Process by the National Executive Council (NEC). Probationary status extends to the completion of the Colonization Process. Probationary Chapters are allowed to form their own meetings and functions, but do not have the privilege to wear or display any official Fraternity insignia or benefit from National Fraternity Finances. A member of a probationary chapter may not hold a National office.

### **Section 2. Active Status.**

Active status indicates that an affiliate is fulfilling all of its operational responsibilities and is in good standing with the Fraternity. A chapter or alumni association is on active status if it is not on reformation status, inactive status, probation, or suspension and has not had its charter revoked (expulsion). An active chapter fulfills all chapter duties and pays all National Dues in a timely manner, as well as refrains from behavior that would tarnish or harm the reputation or health of the National Fraternity.

### **Section 3. Reformation Status.**

Reformation status is a chapter rehabilitative status that lasts no longer than 365 days. During the period of reformation, the Regional Director (RD) or National Executive Council (NEC) may modify the normal rights, privileges, duties, and obligations of the chapter. In addition, the chapter undertakes activities prescribed by the RD or the NEC, that are intended to help the chapter overcome organizational difficulties.

### **Section 4. Reasons for Reformation Status.**

The Regional Director (RD) or National Executive Council (NEC) may place a chapter on reformation status when it is found to be having difficulty maintaining a minimum standard of viability.

### **Section 5. Consequences of a Failure to Respond to Reformation Status.**

The National Executive Council (NEC) may place a chapter on inactive status or probation if the chapter does not accomplish the activities prescribed by the Regional

Director (RD) or NEC during reformation status, or if the chapter does not return to good health.

### **Section 6. Inactive Status.**

A chapter or alumni association that is on inactive status is closed and may no longer function as an affiliate of the Fraternity. The National Executive Council (NEC) takes appropriate measures to reclaim the charter and any other property of a chapter or alumni association that is placed on inactive status. The Fraternity retains inactive charters. An inactive chapter may be reactivated through the colony program.

When a chapter is placed on inactive status, the Fraternity transfers active members in good standing to alumni membership. The Fraternity transfers active members who are suspended due to nonpayment of National Dues to alumni membership if they pay all outstanding financial obligations to the Fraternity within 60 days. If such a member does not pay their outstanding balance in full within 60 days, the Fraternity expels that member. The

Fraternity transfers active members who have been suspended by the NEC to alumni membership, but the terms of their suspensions remain in effect. The Fraternity expels active members who have been suspended by vote of the chapter.

### **Section 7. Reasons for Inactive Status.**

The National Executive Council (NEC) may place a chapter or alumni association on inactive status if it is organizationally unable to function effectively, if the sheltering institution is no longer able to support a chapter, or if, in the judgment of the NEC, it seems desirable as an aid to the amelioration of difficulties.

### **Section 8. Founding Chapters.**

Iota Phi Theta located at the University of Southern Mississippi, Phalam Stutter located at Louisiana

Tech University, Gamma Sigma located at James Madison University, and Alpha Zeta located at Troy University, are recognized as founding chapters. Founding chapters may pursue their own membership education processes, as they deem necessary and adequate.

### **Section 9. Legacy Chapter.**

Any chapter established before May 25, 2011 is recognized as a Legacy chapter. Legacy chapters may pursue their own membership education processes, as they deem

necessary and adequate. Alpha Zeta located at Troy University, Beta located at Stephen F. Austin State University, Gamma Sigma located at James Madison University, Phalam Stutter located at Louisiana Tech University, Beta Phi located at Old Dominion University, Iota Beta Nu located at Indiana University of Pennsylvania, Iota Tau Kappa at the University of Florida, Upsilon Upsilon Alpha Delta located at the University of South Carolina, Alpha Alpha Alpha located at University of Louisiana Lafayette, Iota Alpha Omicron located at Louisiana State University, and Iota Phi Theta located at the University of Southern Mississippi are recognized as Legacy Chapters.

## **Article III. National Officers and National Executive Council Members**

### **Section 1. General Requirements for National Officers.**

All candidates for any national office must:

- (A) Meet all requirements for active membership;
- (B) Be prepared and have the means to attend the National Conventions which will take place during the elected term;
- (C) Be in good standing with both their respective chapter and the national fraternity;
- (D) Demonstrate exceptional responsibility and dedication.

### **Section 2. Eligibility for National President.**

The National President is a member in good standing, who:

- (A) has served at least two (2) years as a member of the National Executive Council (NEC); or (B) has served at least four (4) years as a Regional Director (RD); or (C) has been a member in good standing for at least seven (7) years; or (D) has achieved alumni status.

The National President may succeed themselves but may not serve more than two consecutive terms.

### **Section 3. Term of the National President.**

The National President serves a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected, and concluding when their successor has been elected and installed, or upon their removal from office.

#### **Section 4. Powers and Duties of the National President.**

The National President is the chief executive of the Fraternity. They preside at the National Convention and at meetings of the National Executive Council (NEC). They approve proceedings of the National Convention. they install chapters or may appoint another member for that purpose.

The National President initiates and implements policy and oversees the operations of the national Fraternity. During official national meetings their duties will include recognizing speakers, calling for a vote, announcing decisions, and declaring a national meeting adjourned, among others. The National President is to remain neutral during national meetings to ensure that business runs smoothly. The National President has the authority to determine an issue of great duress during meetings.

The National President must always consult with the other members of the NEC regarding all important national Fraternity matters, and at no time can the National President implement policy or procedure except by majority approval of the NEC, under emergency circumstances where swift action is deemed vital to the national Fraternity's best interests. When a tie is reached in a vote of the NEC, the National President will cast the deciding vote.

Subject to the approval of the NEC, they:

- (A) divide the United States, Mexico and Canada into regions.
- (B) may appoint a Regional Director (RD) for each region by September 1 following the National Convention;
- (C) may appoint members of national committees and commissions;
- (D) may appoint a member to fill a RD or standing committee vacancy;

They may:

- (A) approve a RD's removal of regional, chapter, or alumni association officers;
- (B) grant special dispensations to enable a chapter to deal with an unusual situation; (C) request or authorize duties of the National Vice President;
- (D) remove his appointees from their positions at any time. Subject to the approval of the NEC, they may:
  - (a) excuse a chapter from meeting financial obligations.

## **Section 5. Eligibility for National Vice President.**

The National Vice President is a member who meets the same eligibility requirements as the National President. If a candidate cannot be produced that meets these requirements, the current National President in collaboration with the NEC, has the authority to reduce these requirements. The National Vice President may succeed himself but may not serve more than two consecutive terms.

## **Section 6. Term of the National Vice President.**

The National Vice President serves a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successor has been elected and installed, or upon their removal from office.

## **Section 7. Powers and Duties of the National Vice President.**

The National Vice President assumes the duties of the National President in the absence or incapacity of the National President. The National Vice President's duties will include counting national ballots, overseeing national committee progress, and being in charge of all national social functions. The National Vice President also supervises the membership education of all chapters which are undergoing the official Colonization Process. They perform other duties as may be requested and authorized by the National President or the National Executive Council (NEC).

## **Section 8. Eligibility for National Warden.**

The National Warden is a member in good standing, who:

(A) has served at least 1 year as a member of the National Executive Council (NEC); or  
(B) has served at least 2 years as a Regional Director (RD); or (C) has achieved alumni status; or (D) has been a member in good standing for at least three (3) years.

The National Warden may succeed themselves but may not serve more than two consecutive terms.

## **Section 9. Term of the National Warden.**

The National Warden serves a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successor has been elected and installed, or upon their removal from office.



## **Section 10. Powers and Duties of the National Warden.**

The National Warden is the custodian of all Fraternity secrets, as well as the keeper of order during the Fraternity's official meetings. The National Warden has the authority to ask anyone to leave any national Fraternity related event. The National Warden is tasked with overseeing the process of National Convention planning, including the housing and ritual locations, in conjunction with the host chapter. They are the de-facto chairperson of the Ritual Committee at each National Convention, and thus are in charge of setting the highest standard for chapter ritual performances. The National Warden serves as the Parliamentarian and Sergeant at Arms for all official meetings of the General Assembly or the National Executive Council (NEC).

## **Section 11. Eligibility for National Secretary.**

The National Secretary is a member in good standing, who:

(A) has served at least one (1) year as a member of the National Executive Council (NEC); or (B) has served at least two (2) years as a Regional Director (RD); or (C) has achieved alumni status; or (D) has been a member in good standing for at least three (3) years.

The National Secretary may succeed themselves but may not serve more than two consecutive terms.

## **Section 12. Term of the National Secretary.**

The National Secretary serves a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successor has been elected and installed, or upon their removal from office.

## **Section 13. Powers and Duties of the National Secretary.**

The National Secretary is the custodian of all non-monetary assets and the record keeper of the National Fraternity's official operations. They keep an accurate record of the proceedings of all National Conventions. They publish these proceedings as approved by the National President to each member of the Fraternity no later than 60 days following the National Convention.

The National Secretary is the public relations liaison for the national Fraternity. They conduct the correspondence of the national organization and are responsible for all notices of the National Convention, meetings of the National Executive Council (NEC), and other notices requested by national officers or members of the NEC.

#### **Section 14. Eligibility for National Treasurer.**

The National Treasurer is a member in good standing, who:

(A) has served at least one (1) year as a member of the National Executive Council (NEC); or (B) has served at least two (2) years as a Regional Director (RD); or (C) has achieved alumni status; or (D) has been a member in good standing for at least three (3) years.

The National Treasurer may succeed themselves but may not serve more than two consecutive terms.

#### **Section 15. Term of the National Treasurer.**

The National Treasurer serves a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successor has been elected and installed, or upon their removal from office.

#### **Section 16. Powers and Duties of the National Treasurer.**

The National Treasurer is the custodian of all monetary assets of the national Fraternity. They are responsible for preparing and submitting to the National Executive Council (NEC) and General Assembly, an annual budget for the Fraternity for the next fiscal year. Duties of the National Treasurer include: collecting National Dues and issuing receipts, holding emergency expenditure receipts for approval, issuing reimbursements, and handling all other national Fraternity financial expenditures.

The National Treasurer keeps an accurate record of all financial transactions of the national Fraternity. They submit a report of these transactions at each National Convention and, upon the request of the National Executive Council, at any NEC meeting. Subject to the budget approved by the NEC, they disburse funds from the Fraternity by voucher signed by themselves as National Treasurer or by another authorized signer approved by the NEC. They are responsible for submitting a detailed treasury report to the National Secretary every three (3) months, for inclusion in the official publications of the Fraternity.

#### **Section 17. Eligibility for National Historians.**

The National Historians are two (2) members in good standing, who:

(A) have served at least one (1) year as a member of the National Executive Council (NEC); or (B) have served at least one (1) year as a Regional Director (RD); or (C) have achieved alumni status; or (D) have been members in good standing for at least two (2) years.

The National Historians may succeed themselves, and there is no limit on how many terms they can serve.

### **Section 18. Term of the National Historians.**

The National Historians serve a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successors have been elected and

installed, or upon their removal from office. The National President may remove either of the National Historians from office at any time.

### **Section 19. Powers and Duties of the National Historians.**

The National Historians are responsible for the documentation, preparation, and preservation of all books and records relating to the history and development of the Fraternity. The National Historians will be charged with keeping a record of Fraternity history in the form of photographs, video, audio, and any other types of media, to be presented periodically to the members of the fraternity, both on the website and at National Conventions and Regional Workshops/Retreats. The National Historians will work with the National Vice President regularly to update the Membership Education Process with new information.

### **Section 20. Eligibility for National Webmasters.**

The National Webmasters are two (2) members in good standing, who:

(A) have served at least one (1) year as a member of the National Executive Council (NEC); or (B) has served at least one (1) years as a Regional Director (RD); or (C) has achieved alumni status; or (D) has been a member in good standing for at least two (2) years.

The National Webmaster may succeed themselves, and there is no limit on how many terms they can serve.

### **Section 21. Term of National Webmasters.**

The National Webmasters serve a term of two (2) years, beginning at their installation thirty (30) days after the National Convention at which they are elected and concluding when their successor has been elected and installed, or upon their removal from office.

### **Section 22. Powers and Duties of the National Webmasters.**

The National Webmasters are responsible for the creation, updates and regular maintenance of the national Fraternity's official website. They are responsible for

regularly obtaining all forms of media from chapters as well as frequent informational updates, for the purposes of inclusion on subsequent revisions of the website. The National Webmasters are required to complete a thorough update of the national website at an absolute bare minimum of once every two (2) months.

The National Webmasters are the custodian and administrator for all of the National Fraternity's official social media accounts.

### **Section 23. Removal of National Officers.**

A National officer may be removed from office for the following reasons:

- (A) Neglecting the responsibilities required of that office;
- (B) Publicly acting in such fashion which reflects poorly on the Fraternity;
- (C) Consistently being absent or tardy to mandatory meetings or events;
- (D) Making decisions that are found to be not in the best interests of the Fraternity.
- (E) Failing to attend a National Convention which takes place during the elected term.

In order for a national officer to be removed from office, the following process must be followed:

- (A) A written complaint must be presented to the National Executive Council (NEC). The officer in question will be asked to leave the official proceedings during the NEC discussion of the written complaint.
- (B) If the NEC establishes a need for disciplinary action, the officer in question will be properly notified of the motion and will then have the opportunity to state their case to the Fraternity. The officer in question has the option of presenting their case immediately to the NEC or, if a National Convention is in progress or within 15 days from occurring, to the next meeting of the National General Assembly.
- (C) Following this opportunity to state their case, the officer in question will be asked to leave the official proceedings. At this time, a debate will take place for a specific amount of time, to be designated by the presiding officer. At the conclusion of the debate, the presiding officer will conduct a vote to determine whether or not the officer in question will be removed from office.
- (D) A two-thirds majority vote is required to remove a National officer from office. If the vote to remove a National officer from office is in the affirmative, the officer in question is immediately stripped of all national fraternal authority.

## **Section 24. Procedures for Filling Vacancies.**

The National Executive Council (NEC) may appoint a substitute to fill an NEC vacancy, however created. The appointee holds office until their successor has been elected and installed, or until they are removed. The General Assembly fills a vacancy by special election at the beginning of a National Convention, if the vacancy occurs in the position of National President or National Vice President. All vacancies are filled by election as the final order of business at each National Convention.

## **Section 25. Continuity of Government.**

If a situation arises where a national officer cannot attend a National Convention, and no suitable appointees can be found to fill the vacancy created by their absence, one or more of the following protocols will go into effect:

(A) The responsibilities of an absent National President or Vice President shall be absorbed by the attending National President or National Vice President.

(B) The responsibilities of the absent National Treasurer shall be absorbed by the attending National Secretary.

(C) The responsibilities of the absent National Warden shall be absorbed by the attending National President.

(D) The responsibilities of the absent National Secretary shall be delegated by the National Executive Council (NEC).

(E) The responsibilities of the absent National Historians shall be delegated by the NEC only if both historians are absent.

(F) All vacant positions, however created, will be filled by special elections at the end of the current or next occurring National Convention.

## **Article IV. National Executive Council**

### **Section 1. Powers and Duties of the National Executive Council (NEC).**

The National Executive Council (NEC) oversees the affairs of the national Fraternity. It may, after thirty (30) days' notice and due hearing, remove from office any member of the NEC. It may appoint a substitute to fill an NEC vacancy, however created. It may create and dissolve standing and special committees. It adopts an annual budget and may authorize expenditures in excess of the budget. It may inspect financial records of the Fraternity, and it may provide a competent auditor to examine the accounts of the National Treasurer at any time, but not more than once annually. It may select a

company and amount to insure or bond the individual or individuals who carry out the duties of National Treasurer, the expenses of the insurance or bond to be paid from the national treasury. It determines insurance fees and alumni association charter fees. It determines what business appears on the official docket for consideration by the General Assembly. In combination with all available life members, it is the Fraternity's appellate body and notifies all parties involved in writing of its decision within twenty (20) days of receiving any appeal. It may confer active membership and holds the exclusive power to confer national honorary membership and founding father status. It determines the benefits conferred upon founding fathers, honorary members and life members.

The NEC is charged with the following general responsibilities:

(A) To make decisions on matters that do not require an official meeting of the General Assembly.

(B) To enforce rules and regulations set forth by the governing documents of the Fraternity.

(C) To ensure the fulfillment of individual chapters' obligations to the national Fraternity.

(D) To discuss matters of importance to the national Fraternity, and to make appropriate recommendations

regarding such matters, which will then be addressed and discussed at the next official meeting of the General Assembly.

(E) To create and dissolve committees as deemed necessary.

(F) To finalize the location and date of the forthcoming National Convention no later than January 30th of the Convention-year.

(G) To ensure that each elected and appointed officer does their job adequately.

(H) To ensure that the interests of the few do not outweigh the interests of the many.

(I) To inform members when they are not in good standing and to take appropriate disciplinary action. (J) To notify the national Fraternity of any changes to regular meeting times and/or locations.

(K) To accept or deny excuses, on the part of individuals or affiliates, for absences from mandatory Fraternity meetings, functions or events.

(L) To hold an NEC meeting before the 15<sup>th</sup> of each month, and be present at all meetings of the General Assembly.

(M) To serve, in combination with all available life members, as the final court of appeals for the Fraternity. (N) To make every attempt possible to mediate and/or attempt to settle any and all disputes that arise among any members, chapters, or officers of the Fraternity.

## **Section 2. Meetings of the National Executive Council (NEC).**

The chairman or three members of the NEC may call a meeting of the NEC. The NEC meets at least once a month. When not convened, the NEC may conduct affairs by correspondence. Any member of the NEC may participate in a meeting of the NEC by means of telephone conference, video conference, or similar means of communication, provided all members participating in the meeting can hear each other at the same time. Participation in this manner constitutes presence in person at a meeting. When a tie is reached in a vote of the NEC, the National President will cast the deciding vote.

## **Section 3. Quorum.**

A quorum consists of four National Executive Council (NEC) members who are present at a meeting of the NEC.

## **Section 4. Reports of the National Executive Council (NEC).**

At least once annually, in collaboration with the National Secretary, the NEC makes a report of the status and progress of the Fraternity to the chapters. The NEC may print the reports in an official publication of the Fraternity.

# **Article V. Committees**

## **Section 1. Standing committees.**

The National Executive Council (NEC) may create and dissolve standing committees, which have continuing responsibilities.

## **Section 2. Members of Standing Committees.**

The National President or the National Executive Council (NEC) appoints members to standing committees. The membership of a standing committee must include at least one (1) member of the NEC and one (1) other active member in good standing, who is not a member of the NEC.

## **Section 3. Term of a Standing Committee Member.**

A standing committee member serves a term beginning at the date of appointment and lasting until the member steps down, the member is removed, or the committee is dissolved.

#### **Section 4. Procedure for Filling a Vacancy on a Standing Committee.**

The National President or the National Executive Council (NEC) appoints a member to fill a vacancy on a standing committee.

#### **Section 5. National Nominating Committee.**

Prior to March 1 preceding a National Convention, the National President may appoint a National Nominating Committee consisting of the immediate past National President, who serves as chairperson, and between 3 and 5 other members to be selected from the following:

(A) Life Members

(B) Regional Directors

(C) Past National Executive Council Members

(D) Chapter Presidents

(E) Any other members who have been in good standing for at least 6 years

Members are subject to ratification by the National Executive Council (NEC). If the National President has succeeded himself or herself in office, the immediate past National President serves as the committee chairperson for a second time. If the immediate past National President is unable or unwilling to serve as chairperson, the National President appoints another member of the immediate past NEC to serve as chairperson. The chairperson votes only in the case of a tie.

#### **Section 6. Special Committees.**

Whenever it is deemed necessary, the National Executive Council (NEC) may create special committees to complete specific tasks. A special committee functions until it completes its assigned task(s) or until the NEC dissolves the committee.

#### **Section 7. Members of Special Committees.**

Subject to ratification by the National Executive Council (NEC), the National President appoints members in good standing to a special committee in such number and with such qualification as they deem necessary for the committee to complete its assigned task.



## **Article VI. Business Meetings of the General Assembly and Regional Workshops/Retreats**

### **Section 1. Attendance.**

Business meetings of the General Assembly are open to all members in good standing.

### **Section 2. Quorum.**

A quorum consists of a majority of voting members on the roll.

### **Section 3. Proxies.**

Voting by proxy is not permitted in business meetings of the General Assembly.

## **Article VII. National Conventions**

### **Section 1. Frequency of National Conventions.**

A National Convention is held annually at a time and place determined by the National Executive Council (NEC).

### **Section 2. Chapter representation at National Conventions.**

All chapters with active status are required to send at least two (2) delegates to every National Convention, at least one of which must currently hold active status in their chapter. Failure of a chapter to provide representation at National Convention may result in chapter disciplinary action up to and including the following:

(A) A fine of \$200 levied upon the chapter.

(B) Chapter probation.

(C) Chapter Reformation Status.

(D) Chapter Suspension.

### **Section 3. General Assembly.**

The members of the National Executive Council (NEC), the Regional Directors (RDs), and all chapter representatives are the voting delegates to the National Convention and are collectively known as the General Assembly. Those chairpersons of national standing committees who are not voting delegates to the National Convention are considered non-voting, ex-officio members of the General Assembly.

#### **Section 4. Powers and Duties of the General Assembly.**

The General Assembly enacts legislation pertaining to national policies and procedures, acts upon proposed amendments to the governing documents of the Fraternity, reviews national programs, and fulfills advisory and resource roles that are required for the good of the Fraternity. The General Assembly may confer active membership.

#### **Section 5. Voting Procedures for Meetings of the General Assembly.**

In all matters of official legislation debated and decided on by the General Assembly, each chapter present at the National Convention has one vote. A Regional Director present at the National Convention has one vote. Votes will be cast by the highest-ranking officer present from each chapter's delegation. In the event that an officer of the chapter is not present, the chapter shall decide which member of their delegation shall cast the vote.

#### **Section 6. Issues of Great Duress.**

Motions for individual voting are permissible only during issues of great duress. The National President makes the final determination as to whether or not an issue currently on the floor constitutes an issue of great duress. In order to vote on an individual basis, a motion to declare an issue of great duress must be made, seconded, and confirmed by the National President. The National Executive Council (NEC) has the authority to overrule the National President's decision by majority vote of its members.

Once individual voting procedures are in effect, a simple majority vote is all that is needed to pass the previously tabled motion. At the conclusion of individual voting, voting procedures will automatically revert back to those outlined in Section 5 above.

#### **Section 7. Future Conventions.**

The date and location for the next National Convention must be tentatively set by the General Assembly before the end of the final business meeting of the current National Convention.

In the event of a national emergency (one in which it is unsafe to hold that year's convention), elections for the next meeting of the General Assembly at the next National Convention. If the next meeting of the General Assembly cannot be held in person, then alternative voting procedures will be put into practice. This special election is pending approval of the general assembly and will permit the term for those in office to exceed the allotted two (2) year term.

## **Article VIII. Finances**

### **Section 1. National Dues.**

Each active member pays National Dues in one (1) installment due October 1 of each year. National Dues consists of a membership fee of \$20.00 annually. A pro rata insurance fee may also be collected by the NEC. Chapters are held accountable for collecting National Dues from all active members. Alumni and inactive members will only be required to pay National Dues when attending a National Convention. National Founding Fathers, National Life Members, and National Honorary Members are exempt from all National Dues.

Active members initiated between January 1 and February 15 pay National Dues effective March 1 of that year. Active members initiated between February 16 and September 15 pay National Dues effective October 1 of that year. Active members initiated between September 16 and December 31 pay National Dues effective March 1 of the following year.

### **Section 2. Insurance Fees.**

The NEC may determine an annual pro rata insurance fee which is added to the National Dues of active members. The NEC may assess additional liability insurance fees to chapters with increased risk exposure, including but not limited to chapter house ownership and past loss history.

### **Section 3. Late Fees.**

The Fraternity assesses a late fee to chapters with balances in arrears on December 1 of each year. The late fee is equal to 25% of the chapter's total unpaid dues.

### **Section 4. Convention Tax.**

Each chapter pays National Convention Tax

in one (1) installment due October 1 of each year.

National Convention Tax is \$100 annually. This tax is returned to the chapter in person at each National Convention in addition to the reimbursement for the chapter's travel expenses. This fee is non-refundable if a chapter fails to send at least two (2) representatives to the following National Convention.

## **Section 5. Alumni Association Fee.**

The National Executive Council (NEC) may determine an annual administrative fee which alumni associations remit to the National Treasurer no later than October 1 of each year.

## **Section 6. Reimbursement of Officer and National Executive Council (NEC) Member Expenses.**

The fraternity reimburses the reasonable expenses of officers and NEC members, incurred in the transaction of Fraternity business, from the national treasury under the budget approved by the NEC.

## **Section 7. Reimbursement of Regional Director (RD) expenses.**

The Fraternity reimburses the reasonable expenses of RDs, incurred in the performance of their duties, from the national treasury under the budget approved by the NEC.

## **Section 8. Reimbursement of National Convention Travel Expenses.**

The Fraternity reimburses each chapter present at the National Convention, the current statutory mileage rate for one (1) vehicle, one-way, from the location of each represented chapter to the site of the National Convention.

*The Fraternity reimburses each chapter present at the National Convention, the current statutory mileage rate for one (1) vehicle, one-way, from the location of each represented chapter to the site of the National Convention, if the distance from the chapter's location equals or exceeds 500 miles to the convention location.<sup>1</sup>*

## **Section 9. National Convention Fees.**

Any individual member attending the National Convention is required to pay the predetermined convention fee upon arrival. National Founding Fathers, National Life Members, and National Honorary Members are exempt from all Convention fees.

## **Section 10. Bank Account and Distribution of Fraternity Funds.**

As of September 1, 2011, the national Fraternity will be required to maintain an active bank account. The National Treasurer and National President shall be the only members authorized to access national Fraternity Funds. All national funds collected must be transferred into the national bank account within 72 business hours of receipt.

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<sup>1</sup> Section in italics will replace the existing section and go into effect after the 2024 National Convention as passed by the General Assembly at the 2023 National Convention.

Fraternity funds may only be used for purposes related to the Fraternity. The National Executive Council (NEC) may authorize the use of fraternity funds. The National Treasurer and the National President are allowed to access Fraternity funds with the prior notification and approval of at least one other member of the NEC.

## **Article IX. National Officer Elections**

### **Section 1. Time and Method of Nomination.**

The National Nominating Committee, if formed by the National President or National Executive Council (NEC), may solicit letters from the Fraternity at large naming possible nominees for the offices of National President, National Vice President, National Warden, National Secretary, National Treasurer, National Historian, and National Webmaster, during February or March preceding a

National Convention. The committee meets not later than April 1 immediately preceding a National Convention and nominates one (1) eligible candidate for each office. The Fraternity may report these nominations, together with professional biographies of all nominees, to the chapters, the Regional Directors (RDs) and the NEC no later than May 1 preceding a National Convention. The chairman of the National Nominating Committee or their designee presents the names of the nominees to the General Assembly on the day preceding the election. At that time, and again the day of elections, any member of the General Assembly may place in nomination the name of any member of the Fraternity who is eligible for national office. If a person is nominated but not present at that year's National Convention, they must accept the nomination via correspondence, telephone conference, video conference or some similar means of communication, prior to the vote taking place.

### **Section 2. Time and Method of Election.**

The General Assembly elects a National President, a National Vice President, National Secretary, National Treasurer, National Warden, two (2) National Historians, and a National Webmaster during each National Convention taking place during an even numbered year. Elections are conducted by secret ballot.

Nominations for any office can be made by discreet paper submission to the National Executive Council (NEC) at any time during a National Convention. Verbal nominations may be made from the floor prior to the commencement of national officer elections, during the final meeting of the General Assembly at a National Convention. After nominations have been closed, voting for each office will commence. Election of each office shall occur on an individual basis. Elections for national officers shall be

conducted by secret ballot. In the case of National Historian, each member should only vote for one (1) candidate.

### **Section 3. Vote Necessary to Elect.**

A majority of the votes cast is necessary for election. If no candidate has a majority vote at the end of the first ballot, only the three nominees who receive the highest number of votes on the first ballot remain candidates on the second ballot. If no candidate has a majority vote at the end of the second ballot, only the two nominees who receive the highest number of votes on the second ballot remain candidates on the third ballot. If only three candidates are nominated, the second ballot is reduced to the two nominees who receive the highest number of votes on the first ballot.

## **Article X. Individual Member Discipline**

### **Section 1. Reasons for Individual Member Discipline.**

For conduct which is harmful to the best interests or good name of the Fraternity, the National Executive Council (NEC) may expel a member from the Fraternity. If such conduct does not warrant expulsion, the NEC may place a member on probation or suspension.

A member may be expelled from the national Fraternity for the following reasons:

- (A) Revealing Fraternity secrets to anyone who is not an initiated member.
- (B) Purposefully causing and participating in conflict among brothers in a mentally or physically harmful way.
- (C) Causing the Fraternity to be looked upon negatively due to inappropriate actions or speech that reflects negatively upon the Fraternity.

### **Section 2. Process for Individual Member Discipline.**

The Fraternity sends written notification to any member being considered for suspension or expulsion by the National Executive Council (NEC) informing the member of their right to an interview with the NEC or with a group dispatched to a chapter in the course of a disciplinary review. The member may waive such an interview. The written notification states the reasons for the proposed action, the time and place of the proposed interview, and the member's right of appeal to the NEC if probation, suspension or expulsion is approved as punishment. The NEC makes a final decision after the interview and notifies the member in writing of its decision.

### **Section 3. Conditions of Individual Member Suspension.**

The National Executive Council (NEC) determines the length and conditions of the period of suspension and may extend or alter the length and conditions of the period of suspension as necessary. Members who have been suspended are no longer in “good standing” with the Fraternity. A suspended member has no voting rights, cannot be elected to any office, is prohibited from purchasing fraternal merchandise, cannot act as a big brother or mentor, and is prohibited from wearing or otherwise displaying the official Fraternity letters or the Fraternity’s Crest (Coat-of-Arms). If a chapter officer is suspended, the office is immediately vacated. The chapter may fill the vacated office by election, or the Regional Director with the approval of the National President may fill the vacated office by appointment. An active member suspended by the NEC is exempt from the payment of National Dues during the period of suspension.

### **Section 4. Resolution of Individual Member Suspension.**

The National Executive Council (NEC) may restore an active member placed on suspension to good standing, transfer him or her to alumni membership, or consider him or her for expulsion. The NEC may restore an alumni member placed on suspension to alumni membership or consider him for expulsion. If an active member suspended by the NEC terminates their academic affiliation with the sheltering institution or leaves campus for one or more professional semesters during the period of their suspension, the Fraternity transfers him or her to alumni membership, but the terms of their suspension remain in effect.

### **Section 5. Insignia of an Expelled Member.**

An active member who has been expelled must return all emblems and insignia of membership to the chapter. The chapter forwards these materials to the National Warden. An alumni member who has been expelled must return all emblems and insignia of membership to the National Warden. All money paid to the chapter and to the National Executive Council (NEC) is non-refundable.

## **Article XI. Chapter and Alumni Association Discipline**

### **Section 1. Reasons for Chapter or Alumni Association Discipline.**

For conduct which is harmful to the best interests or good name of the Fraternity, the National Executive Council (NEC) in consultation with the Regional Director (RD) may revoke the charter of a chapter or alumni association. If such conduct does not warrant charter revocation, the NEC in consultation with the RD may suspend a chapter or alumni association. For delinquency in any operational or financial obligations to the

national Fraternity, or if a chapter or alumni association is suspected of unbecoming conduct, the RD in

consultation with the NEC may place a chapter or alumni association on probation. For delinquency in filing chapter initiation reports, the RD may place a chapter on probation, during which time the chapter may not initiate new members.

## **Section 2. Automatic Chapter or Alumni Association Probation and Suspension.**

The Fraternity automatically places a chapter that is delinquent in filing chapter reports or paying National Dues on probation on November 1 (in the case of the fall report) or April 1 (in the case of the Spring report). The Fraternity automatically places an alumni association that is delinquent in filing its alumni association report on probation on September 15. The Fraternity automatically suspends a chapter that continues to be delinquent on November 15 (in the case of the Fall Report) or April 15 (in the case of the Spring report). The Fraternity automatically suspends an alumni association that continues to be delinquent on August 31.

The Fraternity automatically suspends a chapter or alumni association that is financially delinquent for any reason, including nonpayment of convention tax or a check returned for insufficient funds, 14 days from the date of initial notification by the National Executive Council (NEC) to the chapter.

## **Section 3. Conditions of Chapter or Alumni Association Probation.**

While on probation, a chapter or alumni association may continue to meet and function, even though the conditions of probation may include suspension of the right of a chapter to initiate members, forfeiture of chapter reimbursement for National Convention travel expenses, or such other reasonable and appropriate conditions.

## **Section 4. Conditions of Chapter or Alumni Association Suspension.**

While on suspension for unbecoming conduct, a chapter or alumni association may not meet, function, or conduct chapter probationary membership activities. The period of suspension may last up to 60 days, or 120 days with documentation of just cause, during which time the National Executive Council (NEC) decides any further action. Days spent on suspension during an academic break, or other official closure as defined by the sheltering institution are not counted in the total number of days suspended for a chapter. While on suspension for reporting or financial delinquency, a chapter or alumni association may not meet, function, or conduct chapter probationary membership activities except as essentially necessary to resolve the delinquency.



## **Section 5. Resolution of Chapter or Alumni Association Probation or Suspension.**

The Fraternity automatically restores to good standing, a chapter or alumni association that has been placed on probation or suspension for a reporting or financial delinquency, as soon as the delinquency is resolved.

The National Executive Council (NEC) in consultation with the Regional Director (RD), may restore to good standing or consider for suspension or charter revocation, a chapter or alumni association that has been placed on probation for suspected unbecoming conduct, or the NEC in consultation with the RD may place such a chapter on Reformation Status.

The NEC in consultation with the RD may restore to good standing, place on probation, or consider for charter revocation a chapter or alumni association placed on suspension for conduct which is harmful to the best interests or good name of the Fraternity, or the NEC in consultation with the RD may place such a chapter on Reformation Status.

## **Section 6. Chapter or Alumni Association Charter Revocation.**

In order for a charter to be revoked, a written complaint must be made by an active member to the National President or National Vice President. The National Executive Council (NEC) will then meet to discuss whether or not the complaint should be further investigated. An appointed official of the NEC shall conduct an investigation, including but not limited to interviews with all active members of the chapter in question. If the official, in consultation with the NEC, establishes a need for the pursuit of action, the chapter in question will then be placed on national probation.

The chapter will have the opportunity to state their case to the national body. The chapter must complete this presentation at the next possible National Convention, and within 365 days of the initial filing of the complaint. Following the statement of their case, all members of the chapter in question will be asked to leave the official proceedings. At this point, a debate on the question will take place in the General Assembly for a specific amount of time, to be decided by the National President. At the conclusion of this debate, the President will call a vote on the question of whether or not a charter should indeed be revoked. A two thirds majority vote of the chapters of the General Assembly, is required to revoke the charter of a chapter or alumni association.

## **Section 7. Protocols After a Charter is Revoked.**

When a chapter or alumni association charter is revoked, the National Executive Council (NEC) takes appropriate action to reclaim the charter and any other chapter or alumni association property. The Fraternity expels any remaining active members of a chapter when its charter is revoked. The Fraternity retains a revoked chapter charter,

which may be reinstated if the chapter is reactivated through the colony program. However, the NEC may not approve the formation of a colony at that chapter's sheltering institution unless at least three (3) years have passed from the date the charter was revoked. The Fraternity retains a revoked alumni association charter, which may be reinstated through the same petition process as for a new alumni association.

## **Article XII. Appeals**

### **Section 1. Appeal Requirements and Process.**

Any individual, chapter, or alumni association may exercise the right of appeal to the National Executive Council (NEC). The appeal must be typewritten and sent to the National Secretary. Documents supporting the appeal must be submitted at the same time. Chapter, alumni association, and individual member appeals involving disciplinary action decided by the NEC must be submitted within 365 days of the initial decision. Appeals involving discipline due to financial delinquency may be submitted at any time. The NEC, in writing, notifies all parties involved with an appeal of its decision within twenty days of their deliberation. NEC decisions are final.

### **Section 2. Administrative Fee for Certain Appeals.**

For appeals of disciplinary action, the NEC may assess a reasonable administrative fee not to exceed \$20.00, to offset the costs of material duplication.

## **Article XIII. Publications**

### **Section 1. The roota Report.**

The official publication of the Fraternity is called *THE ROOTA REPORT*. The fraternity publishes no less than 12 issues each year, except by vote of the National Executive Council (NEC). The Fraternity sends each issue to each active member of the Fraternity who is in good standing, without charge. No later than September 15th of each year, an annual "*State of the Fraternity*" report should be included in an issue of "*The roota Report*." A detailed national treasury report should be included in "*The roota Report*" once every three (3) months. The NEC is responsible for ensuring that this publication reaches every possible active, alumni, honorary, and life member as well as the founding fathers.

### **Section 2. Other Publications.**

The National Executive Council (NEC) may direct the preparation and distribution of other publications in lieu of, or as a supplement to one or more issues of *THE ROOTA*

*REPORT*. These publications may include items such as: the history of the fraternity, the governing documents, a roster of the chapters, or similar desirable publications.

## **Article XIV. Regional Directors**

### **Section 1. Regional Director Eligibility, Appointment, and Term.**

Any member in good standing who has held active status for three or more years, or has reached alumni status, is eligible for appointment as a Regional Director (RD). Chapter officers may be appointed as RDs. Subject to ratification by the National Executive Council (NEC), the National President appoints RDs who hold office at their pleasure. RDs serve a two (2) year term, beginning September 1 following a National Convention. The National President may remove a RD at any time during their term, for just cause. RDs may be reappointed indefinitely.

### **Section 2. Regional Director Vacancies.**

Subject to ratification by the National Executive Council (NEC), the National President appoints an eligible active or alumni member to fill a Regional Director (RD) vacancy, however created. Such appointee shall serve until September 1 following the National Convention and may be reappointed.

### **Section 3. Powers and Duties of the Regional Directors**

Each Regional Director (RD) is the representative of the National President in all matters pertaining to activities of the chapters, colonies, and alumni associations in their assigned region. They make an official visit to each chapter, colony, and alumni association in their assigned region at least once every two (2) years. They are responsible for the inspection of new chapters. They may place a chapter in their assigned region on reformation status or probation for just cause. They may place an alumni association in their assigned region on probation for just cause. The RD may appoint or remove, with just cause, a Regional Alumni Coordinator for his assigned region. With good reason, they may authorize a chapter to initiate up to two individuals per year, who are eligible but not affiliated with the sheltering institution. Subject to review by the National Executive Council (NEC), they may authorize an alternate requirement for a probationary member with a disability.

For just cause and with the approval of the National President, a RD may:

(A) replace by appointment any chapter officer within their assigned region, or may declare an office vacant and direct the chapter to fill it by election, after consultation with the affected chapter and their Faculty Advisor.

(B) replace by appointment any alumni association officer within their assigned region or may declare an office vacant and direct the alumni association to fill it by election, after consultation with the affected alumni.

(C) remove from office any chapter officer in their assigned region and leave the office in question vacant for the remainder of the term.

#### **Section 4. Official Chapter Visits.**

The Regional Director (RD) makes an official visit for the purpose of constructive evaluation of each chapter in their assigned region, at least once every two (2) years. At least fourteen (14) days in advance of the visit, the RD arranges for a mutually acceptable date and makes other suitable arrangements with the chapter, including establishing the agenda for the visit and what the chapter should expect from the visit.

Following an official visit, the RD prepares a written report and submits it to the National Executive Council (NEC), the Faculty Advisor, and the chapter.

#### **Section 5. Formal Chapter Visits.**

The Regional Director (RD) visits a chapter in their assigned region, that is not represented at the most recent National Convention, as soon as possible within that academic year and submits a written report to the National Executive Council (NEC), the Faculty Advisor, and the chapter.

#### **Section 6. Informal Chapter Visits.**

With appropriate notice, the Regional Director (RD) may visit a chapter in their assigned region at the request of the chapter.

### **Article XV. Insignia, Rituals and National Regalia**

#### **Section 1. Official Insignia.**

A person initiated into a chapter receives an official membership pin, certificate of membership (shingle), a "root" Necklace, and the official letters of the Fraternity (national Jersey). Additional insignia may be made available to members, as approved by the Regional Director (RD) or any member of the National Executive Council (NEC).

#### **Section 2. Display of Fraternity Letters and National Crest (Coat-of-Arms).**

Only a true member in good standing may wear or display the official Fraternity letters (Jersey) or the Fraternity's Crest (Coat-of-Arms). A probationary member may not wear or display these symbols at any time prior to initiation. A member may not authorize or encourage a non-member to wear or display these symbols.

### **Section 3. Probationary Member Pin.**

A probationary member of the fraternity may be required to wear a probationary member pin, which must be surrendered if their probationary membership is terminated prior to their initiation. A probationary member wears the pin at all reasonable times (e.g. a probationary member is not required to wear the pin during sleep, at times when it could cause injury, etc.). It is worn on the clothing and should be plainly visible or hidden completely (subject to the practices of the individual chapter).

### **Section 4. Display of Pin.**

The official membership pin should always be worn in respect for the fraternity. "Pin Attire" will be defined as business casual or appropriate equivalent.

### **Section 5. National Colors.**

The official primary colors of the national fraternity are Purple and Black.

### **Section 6. National Flower.**

The official flower of the national fraternity is the *African Violet*.

### **Section 7. National Tree.**

The official tree of the national fraternity is the *Holly Tree*.

### **Section 8. National Motto.**

The official motto of the national fraternity is "*Epsilon Omicron Epsilon.*"

### **Section 9. National Emblem.**

The official emblem of the national fraternity is an image of three individual circles, all slightly overlapping upon each other to create a unified central point.

### **Section 10. National Crest.**

The official crest of the national Fraternity must always include all of the above components: The national colors, national flower, national tree, national motto, national emblem, and the official letters of the fraternity, in addition to the images of the flame and drums.

## **Section 11. Official National Letters (Jersey).**

The official version of the National Letters (Jersey) will be made according to the following guidelines:

- (A) The shirt or jersey should be a standard short-sleeve black crew neck t-shirt.
- (B) The letters “Phi”, “Boota”, and “roota”, should be made with purple material and stitched with purple thread to a white background. The white background should be stitched with white thread to the shirt fabric. The finished letters should be placed across the center of the chest.
- (C) The correct “Phi” is a standard version of the Greek capital “Phi.” The correct “Boota” is a vertically reflected standard version of the Greek capital “Beta.” The correct “roota” is three-fourths (3/4) of a standard version of the Greek capital “Upsilon”, pending availability of said product.
- (D) The text “est.1976”, in 1.5” (one and one-half inch) Times New Roman letters, is to be embroidered in white thread under the stitched letters “Phi”, “Boota”, and “roota.”

## **Section 12. Rituals.**

The Fraternity, under the direction of the NEC, prepares ritual scripts for the purpose of initiating probationary members. The Fraternity supplies these scripts at no cost to chapters. Members present all rituals of the Fraternity from memory.

## **Article XVI. Amendments**

### **Section 1. Authority to Amend Title I of the By-Laws.**

The General Assembly of a National Convention may amend Title I of the By-Laws with a vote of at least two thirds majority in the affirmative with previous notice. If an amendment is adopted, it will immediately take effect.

### **Section 2. Process for Amending Title I of the By-Laws.**

In order to introduce an amendment to Title I of the By-Laws, a written proposal must be submitted to the Governing Documents committee chairperson. The Governing Documents committee will then discuss whether the proposal is an appropriate amendment to Title I of the By-Laws. If a majority of the Governing Documents committee deems the proposal appropriate, a debate will be held and any further revisions to the proposed amendment may be done at this time. The Governing Documents committee chairperson, or their designee, will then present the amendment in the form of a resolution, at the next meeting of the General Assembly. A motion can

then be made to adopt or strike down the proposed amendment. A two-thirds majority vote is required to adopt an amendment.

### **Section 3. Process for Making Technical, Editorial, and Conforming Changes.**

The National Secretary may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title I of the By-Laws as necessary, subject to approval by the National Executive Council (NEC).

## **TITLE II. REGIONAL BY-LAWS**

### **Article I. Regional Officers**

#### **Section 1. Regional Director.**

Any member in good standing who has held active status for three (3) or more years, or has reached alumni status, is eligible for appointment as a Regional Director (RD). Subject to ratification by the National Executive Council (NEC), the National President appoints RDs who hold office at their pleasure. RDs serve a two (2) year term, beginning September 1 following a National Convention. The National President may remove a RD at any time during their term, for just cause. Regional Directors may be reappointed indefinitely.

Each school may nominate up to two (2) candidates to be considered for the position of Regional Director. The candidates must meet the outlined requirements for Regional Director status.

Subject to ratification by the NEC, the National President appoints an eligible active or alumni member to fill a RD vacancy, however created. Such appointee serves until September 1 following the National Convention and may be reappointed.

Each Regional Director is the representative of the National President in all matters pertaining to activities of the chapters, colonies, and alumni associations in their assigned region. They make an official visit to each chapter, colony, and alumni association in their assigned region at least once every two (2) years. They are responsible for the inspection of new chapters. They may place a chapter in their assigned region on reformation status or probation for just cause. They may place an alumni association in their assigned region on probation for just cause. The RD may appoint or remove, with just cause, a Regional Alumni Coordinator for their assigned region. With good reason, they may authorize a chapter to initiate up to two individuals per year who are eligible, but not affiliated with the sheltering institution. Subject to

review by the NEC, they may authorize an alternate requirement for a probationary member with a disability.

## **Section 2. Chapter Visits.**

The Regional Director (RD) makes an official visit for the purpose of constructive evaluation of each chapter in their assigned region, at least once every two (2) years. At least fourteen (14) days in advance of the visit, the RD arranges for a mutually acceptable date and makes other suitable arrangements with the chapter, including establishing the agenda for the visit and what the chapter should expect from the visit.

During an official visit they may:

- (A) interview the chairperson of the music department;
- (B) interview the head of the percussion program;
- (C) interview the Faculty Advisor;
- (D) meet with the chapter officers as a group;
- (E) inspect all chapter books, including specifically those of the Treasurer, the Secretary, and the Alumni Relations Officer;
- (F) inspect the condition of the chapter ritual equipment;
- (G) observe a performance of the Ritual of Brotherhood;
- (H) look into other matters at their discretion.

Following an official visit, the RD prepares a written report and submits it to the National Executive Council (NEC), the Faculty Advisor, and the chapter.

The RD visits a chapter in their assigned region that is not represented at the most recent National Convention, as soon as possible within that academic year and submits a written report to the national headquarters, the Faculty Advisor, and the chapter.

With appropriate notice, the RD may visit a chapter in their assigned region at the request of the chapter.

## **Section 3. Regional Alumni Coordinator Eligibility, Appointment, and Term.**

A Regional Director (RD) may appoint an alumni member in good standing to serve as Regional Alumni Coordinator in their assigned region. Regional Alumni Coordinators serve a two-year term. The RD may remove a Regional Alumni Coordinator from office at any time during this two-year term for just cause.



## **Article II. Workshops/Retreats**

### **Section 1. Planning and Execution.**

Each region may annually hold a workshop or retreat style event, at a time and place determined by the Regional Director (RD). The RD is responsible for the planning and execution of the workshop/retreat, with assistance from the National Executive Council (NEC) and where applicable, the Regional Alumni Coordinator.

### **Section 2. Topics.**

The Regional Director may include the following topics at each workshop/retreat:

- (A) orientation for chapter officers;
- (B) cooperative regional projects utilizing multiple chapters;
- (C) discussion of matters of national, regional, and local concern to the fraternity;
- (D) interaction and communication between chapters; and
- (E) consideration of such other matters as may be directed by the national Fraternity.

### **Section 3. Notice.**

The Regional Director (RD) announces to the chapters, the alumni associations, the Faculty Advisors and the National Executive Council (NEC), the place, date, and time of the first meeting of the workshop/retreat, and outlines the agenda as early as possible in advance of the event.

### **Section 4. Voting Delegation.**

Each chapter is entitled to a maximum of three (3) voting delegates, who are chosen from among active members in good standing, except that the Faculty Advisor of an active chapter is considered one of the three voting delegates if present. Delegates in excess of three (3) per chapter, including probationary members (with appropriate restrictions) and alumni members, may participate fully in workshop/retreat activities, but may not vote.

### **Section 5. Chapter Failure to Attend a Convention, Workshop, or Retreat.**

The Regional Director (RD) visits a chapter that is not represented at a National Convention, or Regional Workshop/Retreat, as soon as possible within that academic year.

## **Article III. Regional Councils**

A region may choose to establish a Regional Council. Each Council includes the Regional Director (RD), the Regional Alumni Coordinator, any life or honorary members residing in the region, and equal representation from each chapter located within the region. Alumni associations may also be granted representation on a Regional Council. The Council organizes and concerns itself with activities and decisions dedicated to the welfare of the region, membership education, chapter and alumni association interaction, expenditures from the regional account (if there is one), and the pursuit of Fraternity goals.

## **Article IV. Amendments**

### **Section 1. Authority to Amend Title II of the By-Laws.**

The General Assembly of a National Convention may amend Title II of the By-Laws with a vote of at least two thirds majority in the affirmative with previous notice. If an amendment is adopted, it will immediately take effect.

### **Section 2. Process for Amending Title II of the By-Laws.**

In order to introduce an amendment to Title II of the By-Laws, a written proposal must be submitted to the Governing Documents committee chairperson. The Governing Documents committee will then discuss whether the proposal is an appropriate amendment to Title II of the By-Laws. If a majority of the Governing Documents committee deems the proposal appropriate, a debate will be held and any further revisions to the proposed amendment may be done at this time. The Governing Documents committee chairperson, or their designee, will then present the amendment in the form of a resolution at the next meeting of the General Assembly. A motion can then be made to adopt or strike down the proposed amendment. A two-thirds majority vote is required to adopt an amendment.

### **Section 3. Process for Making Technical, Editorial, and Conforming Changes.**

The National Secretary may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title II of the By-Laws as necessary, subject to approval by the National Executive Council (NEC).

# **BY-LAWS, TITLE III. CHAPTER**

## **Article I. Chapter Organization and Policies**

### **Section 1. Governing Documents.**

A chapter develops its organization and policies under the governing documents of Phi Boota roota National Percussion Fraternity, and the rules of its sheltering institution. A chapter officer must learn these rules immediately upon assuming chapter office. Chapter members are responsible for actions that are in violation of these rules or legal responsibilities.

### **Section 2. Chapter Constitutions.**

Each chapter shall be governed first and foremost by the National Constitution and By-Laws, and secondarily by a Chapter Constitution. Each chapter will be responsible for the creation and annual revision of their chapter constitution. Chapter constitutions shall not conflict with any current version of the governing documents of the Fraternity. The National Constitution and By-Laws will supersede any chapter constitution in matters of inconsistency.

Chapter constitutions must be submitted to the National Executive Council (NEC) for review, annually, at the end of every Spring semester. The deadline for submission of chapter constitutions is April 15 of each year. The NEC will return a ruling on all chapter constitutions by September 1st of each year. In the event that the NEC fails to return a ruling by the September 1st deadline, the chapter may proceed to operate under the proposed changes pending further official review.

Any amendments to chapter constitutions must be submitted to the NEC for final approval before they can take effect and be officially added to the respective chapter constitution. Amendments to chapter constitutions may be submitted at any time. Upon submission of a proposed amendment to a chapter constitution, the NEC will have two (2) weeks to return a ruling on the amendment(s).

### **Section 3. General Requirements for Chapter Membership Eligibility.**

In order for petitioning groups to undertake the colonization process and form chapters, they must: (A) Be located at an accredited college or university.

(B) Receive a three-fourths vote of approval from the General Assembly, at a National Convention.

## **Article II. Chapter Duties**

### **Section 1. Registration with the Sheltering Institution.**

A chapter must register as an official organization with the sheltering institution or a division of the sheltering institution. Legacy chapters who were previously unregistered as an official organization with the sheltering institution or division thereof, must comply with this policy by National Convention 2021. Failure to comply

with this policy subjects a chapter to potential Disciplinary Action up to and including revocation of the Chapter's charter.

### **Section 2. Filing Chapter Reports with the Fraternity.**

A chapter is required to submit to the National Executive Council (NEC) monthly reports no later than the final day of each month in which a chapter meeting was held. The NEC will draft forms for monthly report submission and make them available to the chapters no later than one week prior to any deadline. The responsibility of submitting said report will fall under the duties of the chapter President, or may be delegated to the chapter Secretary.

### **Section 3. Filing Initiation Reports with the Fraternity.**

At least fourteen (14) days prior to the date of initiation, the chapter President, or their designee, submits an initiation report to the National Executive Council (NEC). The initiation report lists the full name of each prospective initiate. Outstanding initiation and material fees for any of the prospective initiates must be submitted with the report.

### **Section 4. Initiation Equipment.**

A chapter keeps a satisfactory set of initiation equipment and costumes.

### **Section 5. Annual Chapter Observations.**

A chapter observes two anniversaries of the Fraternity annually: Founder's Day (September 26, 1976), and Chapter Day (on the installation date of the chapter).

### **Section 6. Annual Percussion Program.**

A chapter is strongly encouraged to present at least one program devoted only to percussion music annually.

## **Article III. Membership**

### **Section 1. Election to Probationary Membership.**

Only an active member of the chapter in good standing may propose a candidate for probationary membership. After discussion of a candidate's qualifications for membership, three-fourths of the active members in good standing who are present and voting, may elect a candidate to probationary membership. All votes should be cast by secret ballot.

### **Section 2. Renewal of Candidacy.**

A candidate who does not meet the requirements for probationary membership may renew their candidacy during any succeeding terms in which they are enrolled at the sheltering institution.

### **Section 3. Formal Invitation to Probationary Membership.**

The President, or their designee, delivers a formal invitation to membership to any person whom the chapter has elected to probationary membership. If the candidate accepts the invitation, (and subject to the practices of each individual chapter,) the chapter performs the official Pinning Ceremony from memory. After the ceremony, the candidates are officially probationary members.

### **Section 4. Length and Content of Probationary Membership Period.**

The probationary membership period should last between two (2) weeks and twelve (12) weeks, excluding academic breaks and should occur within the same academic year, or under the policies of the sheltering institution in consultation with the National Executive Council (NEC). The probationary period consists of productive projects and programs which educate the probationary member on the Purpose, traditions, history and ideals of Phi Boota roota National Percussion Fraternity. The program should prepare the probationary member to properly assume the obligation of active membership.

### **Section 5. Prohibition of Hazing.**

A member may not haze. A member may not harass a probationary member, publicly or privately, in a way that is personally degrading, embarrassing, or destructive of life, limb or property, or which might discredit the

reputation of the Fraternity. A member or chapter that violates this provision is subject to immediate disciplinary action.

## **Section 6. Fair Consideration Regardless of Disability.**

A chapter gives all probationary members fair consideration, regardless of disability. If the content of the probationary period or requirements for initiation might discriminate unfairly, the Regional Director (RD) or the National President may determine an alternate requirement. The National Executive Council (NEC) may review the decision of the RD or National President, on appeal.

## **Section 7. Reconsideration of Probationary Membership.**

A chapter may reconsider the status of any probationary member with legitimate cause, including but not limited to: a failure to fulfill the duties of probationary membership, conduct harmful to the best interests of the Fraternity, or refusal to meet financial obligations. The chapter retains a probationary member brought up for review with the affirmative vote of at least three-fourths of members in good standing who are present and voting.

## **Section 8. Election to Active Membership.**

When all requirements have been met, and not fewer than two (2) days before the close of the probationary period, three-fourths of active members of the chapter in good standing who are present and voting may elect a probationary member to active membership. All votes should be cast by secret ballot.

## **Section 9. Chapter Honorary Membership.**

Three-fourths of the members of the chapter in good standing who are present, and voting may approve a candidate for honorary membership.

The National Executive Council (NEC) must receive the Regional Director's (RD) or Chapter President's written endorsement of the initiation, at least fourteen (14) days before the initiation. Candidates for honorary membership are not required to take part in probationary membership activities or take the national examination. They should, however, receive the official publications which detail the Fraternity's history, traditions, ideals and Purpose, and be encouraged to read them before being initiated. For each honorary membership candidate, the initiating chapter submits the initiation fee to the National Treasurer. Honorary members are not required to pay initiation fees, dues, assessments, or money to the Fraternity or to the initiating chapter, for any reason. A chapter honorary member has the same rights, duties, and privileges as an alumni member.

## **Section 10. Initiation of Faculty Members.**

A chapter is encouraged to bestow honorary membership upon a member of faculty deemed to be deserving of it. It is unnecessary to bestow honorary membership on a faculty member if they have previously attained alumni status.

## **Article IV. Officers**

### **Section 1. Election, Installation, and Term.**

A chapter annually elects a President, a Vice President, a Warden, a Secretary, a Treasurer, a Historian, a Faculty Advisor and other officers as necessary. A chapter may elect more than one Faculty

Advisor. A chapter installs officers by April 30 of each year. An elected officer serves for one (1) year or until their successor is elected and installed. There is no term limit for a Faculty Advisor.

### **Section 2. Eligibility.**

A chapter officer must be in good standing and must remain in good standing to keep office. The chapter President, Vice President, and Warden must have been active members for at least one (1) year, before their election. All other officers except the Faculty Advisor must have been active members for at least ninety (90) days. The Alumni Relations officer (should a chapter choose to elect one) and the Faculty Advisor may be active or alumni members. Two-thirds of the members in good standing who are present, and voting may elect to suspend the rules governing officer eligibility, based on length of membership and the pool of available candidates.

### **Section 3. Removal.**

A chapter may remove an elected officer from office for due cause. At a regularly scheduled meeting of the chapter, an active member in good standing must give notice that they will make a motion to remove an officer at the next meeting. The chapter must inform the officer of the action immediately. The officer may respond to allegations against him or her. A majority of the members in good standing who are present, and voting may remove an officer.

### **Section 4. Vacancy.**

A chapter fills a vacant chapter office by election, or the Regional Director (RD) may, with the approval of the National President, fill a vacancy by appointment. A member nominates a qualified candidate at a regularly scheduled meeting. A majority of

members in good standing who are present and voting at a subsequent regular meeting may elect an officer to fill the vacancy.

### **Section 5. President Duties.**

The President presides at chapter meetings, guides the conduct of the affairs of the chapter, and performs other duties the chapter specifies. They act for the chapter in all matters affecting the national organization and approve all correspondence between the chapter and the national officers. With the chapter Secretary, they prepare the chapter report twice each year. They see that the chapter report, with the required convention tax, any additional liability insurance fees assessed by the National Executive Council (NEC), and all National Dues and late fees collected by the chapter from its members, are submitted to the NEC at the proper time. The President, or their designee, is responsible for delivering formal invitations to membership to persons elected to probationary membership, and for filing initiation reports with the NEC.

### **Section 6. Vice President Duties.**

The Vice President, in the absence or incapacity of the President, performs the duties of the President, and performs other duties as the chapter specifies. The Vice President is often the primary mentor and guide for each probationary class.

### **Section 7. Secretary Duties.**

The Secretary, through the chapter President, keeps the NEC informed of the status of active members, and of the chapter elections, programs, and all other official functions. They keep the minutes of chapter meetings and an accurate list of members of the chapter and perform other duties as the chapter specifies. The same person may hold the offices of chapter Secretary and chapter Treasurer, in cases where membership may be lacking.

### **Section 8. Treasurer Duties.**

The Treasurer receives and pays out chapter funds and is personally responsible for all Fraternity funds in their possession. Twice each school year, they should send to the chapter President a statement of the chapter finances, and should promptly provide information about chapter finances, whenever asked by the chapter President or by the National Executive Council (NEC). They send complete financial statements to the Faculty Advisor. They collect and, through the chapter President, submit to the NEC, all taxes and Dues. They deposit, in an approved bank or with the right school officer, the funds of the chapter and they pay, or causes to be paid, all claims against the chapter, with the approval of the Chapter Executive Council. They perform other duties as the



chapter specifies. The same person may hold the offices of Chapter Secretary and Chapter Treasurer, in cases where membership may be lacking.

### **Section 9. Warden Duties.**

The Warden guards the door at chapter meetings and manages the circulation of Initiation Ritual (Ritual of Brotherhood) scripts. They are responsible for securing a proper location for the Initiation Ritual (Ritual of Brotherhood). They are responsible for preparing and leading the performance of the Initiation Ritual (Ritual of Brotherhood), as well as securing and maintaining all chapter ritual equipment and costumes. They are personally responsible for the ballot box in any instances of chapter voting and perform other duties as the chapter specifies.

### **Section 10. Historian Duties.**

Through the chapter President, the Historian of the chapter helps the National Executive Council (NEC) in preparing all national publications, by making prompt and full reports of all local news and other facts which the Fraternity seeks. They are also responsible for keeping an official photographic record of all chapter operations and functions that are not secret and performs other duties as the chapter specifies.

### **Section 11. Alumni Relations Officer Duties.**

Chapters may choose to elect an Alumni Relations Officer. The Alumni Relations Officer compiles and keeps a list of the names and addresses of all former members of the chapter and keeps track of all other members who reside in the area. They notify the National Executive Council (NEC) of changes in the addresses, as well as chapters or associations in other localities of their own chapter's alumni, moving into their geographic areas. They are responsible for creating and distributing an annual alumni newsletter. They help in coordinating chapter alumni functions and informs and invites local and chapter alumni to chapter events. They are a liaison between the chapter and any alumni associations in their locality. They perform other local duties as their chapter may designate but may not hold another chapter office.

### **Section 12. Faculty Advisor Duties.**

The Faculty Advisor acts in an advisory role and is a liaison between the chapter and the local college authorities. The Faculty Advisor certifies the content of chapter reports and the results of the national examination with their signature.

### **Section 13. Executive Council.**

The Chapter Executive Council includes the President as its chairman, the Vice President, the

Warden, the Secretary, the Treasurer, and any other elected officers, as the chapter considers suitable. The Faculty Advisor is an ex-officio member without vote.

The Chapter Executive Council acts in an advisory role to the Chapter President. The Chapter Executive Council may approve expenses, recommend more expenses, and perform other duties as the President may direct. A quorum of the Chapter Executive Council is half the number of members plus one.

At the opening of the year, the Chapter Executive Council arranges for regular meeting days which, whenever possible, should precede regular chapter business meetings by no more than two days.

## **Article V. Meetings**

### **Section 1. Regular and Special Meetings.**

A chapter holds regular meetings at least twice each month during the academic year. The Fraternity recommends weekly meetings. A chapter decides the dates and hour of its regular meetings as a special order of the first meeting of the academic year. The chapter President or one-third of the active membership may call special meetings, provided due notice has been given to each member. Official notice to the chapter of a meeting date and time must be provided at least 48 hours in advance of the meeting taking place.

### **Section 2. Quorum.**

Quorum is defined by a 2/3 majority of all active members present at any given assembly. In order to achieve quorum, at least two executive board members must be present, one to preside over the proceedings, and one to record the minutes. At least 24 hour notification must be given for any meeting containing fraternity business that would require a quorum.

### **Section 3. Voting.**

A chapter may vote by show of hands, by voice vote, or by secret ballot, as desirable, unless otherwise specified. A member may not vote absentee or by proxy. Quorum is defined by a two thirds majority of all active members present at any given assembly. In order to achieve quorum, at least two executive board members must be present, one to preside over the proceedings, and one to record the minutes. At least 24 hour

notification must be given for any meeting containing fraternity business that would require quorum.

## **Article VI. Committees**

### **Section 1. Standing Committees.**

The Chapter Executive Council may create a standing committee with continuing responsibilities. The standing committee works until the Executive Council dissolves it. The President appoints the members of standing committees.

### **Section 2. Special Committees.**

When the Executive Council deems necessary, the President may appoint members to a special committee that works only until completing a specified assignment, such as a nominating committee.

## **Article VII. Finances**

### **Section 1. Record Keeping.**

A chapter must keep current and orderly records of its finances and operations.

### **Section 2. Regular Chapter Dues and Special Assessments.**

A chapter may collect regular dues from its active members above those required to meet national financial obligations. Three-fourths of the members who are present and voting may approve added special assessments or fees for active members.

### **Section 3. Financially Obligating a Chapter.**

An officer, committee, or member of a chapter may not obligate the chapter financially for anything other than current operating expenses, except with the prior consent of the chapter.

### **Section 4. Financial Audit.**

An accountant or auditing committee approved by the chapter President and Faculty Advisor may be required to audit the chapter books and submit a report using forms made available by the National Executive Council (NEC). The audit report must be submitted to both the chapter and to the (NEC).

## **Article VIII. Elections**

### **Section 1. Nominating Committee and Nominations from the Floor.**

At least 15 days before the scheduled chapter election, the chapter President may appoint a Nominating Committee which includes at least: The President, one other officer, one graduating senior, and one member of junior or senior standing. By the date of election, the Nominating Committee reports its choice of one individual for each office that is to be filled. In addition to this committee, any active member in good standing may make nominations from the floor.

### **Section 2. Vote Required for the Election of Officers.**

A majority of the members in good standing who are present, and voting may elect a qualified member to office.

## **Article IX. Chapter Discipline of Members**

### **Section 1. Reasons for Discipline.**

For conduct which is harmful to the best interests or good name of the Fraternity, the chapter may expel any of its active members from the Fraternity. If such conduct does not warrant expulsion, the chapter may place any of its active members on suspension.

Reasons for suspension include:

- (A) failure to pay a chapter financial obligation;
- (B) failure to meet the minimum academic performance standards for successful continuation as a student in good standing as defined by the sheltering institution;
- (C) persistent unexcused absences from chapter meetings or functions;
- (D) disregard for chapter welfare; and
- (E) other reasonable causes.

### **Section 2. Automatic Suspension.**

On the chapter report, a chapter reports the name of a member who fails to pay National Dues before the date on which the chapter report is submitted to the National Executive Council (NEC). The member is suspended automatically without a chapter vote.

### **Section 3. Disciplinary Process.**

The chapter sends at least one week's written notification to any member being considered for suspension or expulsion by the chapter, informing the member of their right to an interview with the Chapter Executive Council and the Faculty Advisor. The member may waive such interviews. The written notification states the reasons for the proposed action, the time and place of the proposed interviews, and the member's right of appeal to the National Executive Council (NEC) if the chapter approves the probation, suspension, or expulsion.

Three-fourths of the members in good standing who are present and voting, may place a member on suspension or expel the member from the Fraternity.

### **Section 4. Procedures after Member Suspension.**

When a chapter places a member on suspension, it gives the member written notification of the action immediately. The Secretary, through the chapter President, reports the name of a suspended member to the National Executive Council (NEC) when the member is placed on suspension, and again when the suspension is removed. During the period of suspension, the chapter does not collect National Dues for the suspended member. Before reinstatement, however, the member must pay the dues for the period of suspension to the chapter or to the NEC. The chapter authorizes and notifies the national headquarters of any suspension removals, and forwards all payments received.

### **Section 5. Conditions of Suspension.**

A member who has been suspended is no longer in good standing with the Fraternity. While a chapter may choose to allow a suspended member to participate in meeting and activities, they have no voting rights, cannot be elected to any office, cannot act as a big brother or mentor, is prohibited from purchasing fraternal merchandise, and is prohibited from wearing or otherwise displaying the official Fraternity letters or the Fraternity's Crest (Coat-of-Arms). If an officer is suspended, the office is immediately vacated.

### **Section 6. Resolution of Member Suspension.**

A chapter may restore a member placed on suspension to membership in good standing by majority vote or may consider him for expulsion from the Fraternity. If suspended for failure to pay National Dues, a member is reinstated automatically upon payment of their indebtedness to the national Fraternity. If a member is suspended for failure to pay National Dues and the National Dues in arrears is not paid within 60 days of the date of suspension, the chapter considers the suspended member for expulsion

from the Fraternity. In cases of emergency, a member may appeal to the Chapter Executive Committee for an extension of time.

If a suspended member is not reinstated before the date of their graduation or departure from the sheltering institution, they are automatically expelled from the Fraternity.

### **Section 7. Procedures after Member Expulsion.**

When a chapter expels a member from the Fraternity or when a member is automatically expelled, the chapter gives the member written notification of this action immediately. The Secretary, through the chapter President, reports the name of anyone who has been expelled to the National Executive Council (NEC) within 30 days. The expelled member surrenders all emblems and insignia of membership to the chapter, and the chapter forwards these items to the NEC. All money paid to the chapter and to the NEC is nonrefundable.

## **Article X. Amendments**

### **Section 1. Authority to Amend Title III of the By-Laws.**

The General Assembly of a National Convention may amend Title III of the By-Laws with a vote of at least two-thirds majority in the affirmative with previous notice. If an amendment is adopted, it will immediately take effect.

### **Section 2. Process for Amending Title III of the By-Laws.**

In order to introduce an amendment to Title III of the By-Laws, a written proposal must be submitted to the Governing Documents committee chairperson. The Governing Documents committee will then discuss whether the proposal is an appropriate amendment to Title III of the By-Laws. If a majority of the Governing Documents committee deems the proposal appropriate, a debate will be held and any further revisions to the proposed amendment may be done at this time. The Governing Documents committee chairperson, or their designee, will then present the amendment in the form of a resolution at the next meeting of the General Assembly. A motion can then be made to adopt or strike down the proposed amendment. A two-thirds majority vote is required to adopt an amendment.

### **Section 3. Process for Making Technical, Editorial, and Conforming Changes.**

The National Secretary may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title III of the By-Laws as necessary, subject to approval by the National Executive Council (NEC).

#### **Section 4. Right to Appeal.**

A chapter may appeal to the National Executive Council (NEC) about any rules contained in Title III of the Bylaws which conflict with the policies of its sheltering institution.

## **BY-LAWS, TITLE IV. ALUMNI ASSOCIATION**

### **Article I. Purposes.**

Alumni associations encourage and enable alumni members to retain their identity with the Fraternity, maintain a continuing spirit of brotherhood among students of percussion, act in support of chapters, engage in or support such projects in the community that promote the ideals and Purpose of the Fraternity, aid deserving students and advocates of percussion in whatever ways possible, and encourage and support local percussion programs.

### **Article II. Alumni Association Obligations**

#### **Section 1. Charter Fees.**

Upon the granting of a charter, an alumni association pays the charter fee to the National Executive Council (NEC), per their approval.

#### **Section 2. Administrative Fees.**

Alumni associations forward the annual alumni association administrative fee to the National Executive Council (NEC) no later than September 1 of each year.

#### **Section 3. Reports.**

Each alumni association files a report concerning its activities, membership, and financial condition to the National Executive Council (NEC) no later than August 1 of each year. It reports all changes in membership and officers to the NEC promptly.

### **Article III. Membership**

#### **Section 1. Granting of Charter.**

The Fraternity grants an alumni charter to six (6) or more petitioners, subject to approval by the National Executive Council (NEC).

## **Section 2. Inactive Status.**

In case the membership of an alumni association becomes fewer than four, the National Executive Council (NEC) may place the association on inactive status.

## **Section 3. Member Affiliation.**

An alumni or honorary member of the Fraternity may affiliate with an alumni association upon the approval of an affirmative majority vote of its members. They retain their alumni or honorary membership status, and all privileges and responsibilities thereof.

## **Article IV. Policies**

Alumni associations may adopt by-laws consistent with the governing documents of Phi Boota roota National Percussion Fraternity.

## **Article V. Amendments**

### **Section 1. Authority to Amend Title IV of the By-Laws.**

The General Assembly of a National Convention may amend Title IV of the By-Laws with a vote of at least two-thirds majority in the affirmative with previous notice. If an amendment is adopted, it will immediately take effect.

### **Section 2. Process for Amending Title IV of the By-Laws.**

In order to introduce an amendment to Title IV of the By-Laws, a written proposal must be submitted to the Governing Documents committee chairperson. The Governing Documents committee will then discuss whether the proposal is an appropriate amendment to Title IV of the By-Laws. If a majority of the Governing Documents committee deems the proposal appropriate, a debate will be held and any further revisions to the proposed amendment may be done at this time. The Governing Documents committee chairperson, or their designee, will then present the amendment in the form of a resolution at the next meeting of the General Assembly. A motion can then be made to adopt or strike down the proposed amendment. A two-thirds majority vote is required to adopt an amendment.

### **Section 3. Process for Making Technical, Editorial, and Conforming Changes.**

The National Secretary may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title IV of the By-Laws as necessary, subject to approval by the National Executive Council (NEC).



RATIFIED AND ADOPTED BY GENERAL ASSEMBLY, 5.28.2018

REVISED BY:

Mark Turner, Life Brother, 2018  
Andrew Hunckler, National Secretary, 2018  
Margaret Davis, National Secretary, 2019  
Margaret Davis, National Secretary, 2020  
Kirah Wojtalewicz, National Secretary, 2021  
Kirah Wojtalewicz, National Secretary, 2022  
Zachary Todd, National Secretary, 2023