



**FRATERNITY
INFORMATION
PACKET**

Revised 11/19/2005

FRATERNITY INFORMATION

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PI BETA PHI *CONSTITUTION AND STATUTES (C&S)*

Pi Beta Phi Fraternity and its members are governed by the Pi Beta Phi *Constitution and Statutes*. This document takes precedence over all other references. All Pi Beta Phi chapters, alumnae organizations and members are bound by the laws as outlined in the *Constitution and Statutes*. The document may be amended only by vote of the convention voting body.

First adopted by Grand Alpha (convention) in 1890, and since revised many times, the Pi Phi Phi C&S is actually two documents in one, the Pi Beta Phi *Constitution* and the Pi Beta Phi *Statutes*.

- The *Constitution* designates the following Pi Beta Phi information: name, object, membership, organization, government, insignia and amendments.
- The *Statutes* are based upon and equally binding with the *Constitution*. The Statutes establish the basic requirements for the following areas applicable to collegiate chapters (among others):

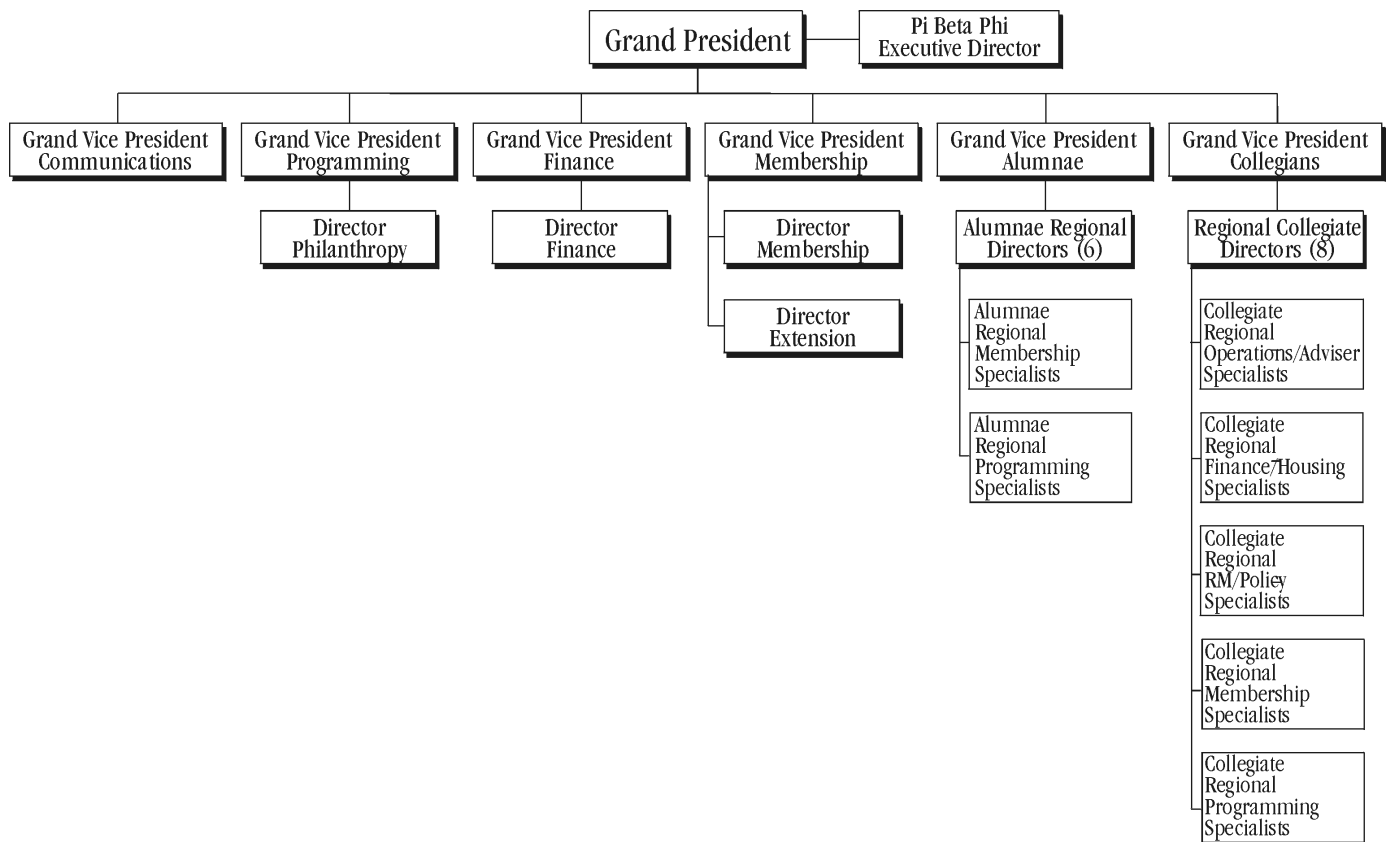
- Collegiate Membership
- Pi Beta Phi Legacies
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 - Standing Committees:
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 - Budget Committee
 - Chapter Membership Selection Committee
 - Leadership and Nominating Committee
 - Policy & Standards Board Committee
 - Chapter House Corporations
- Finances
- Rituals, Ceremonies and Traditions
- Dispensations

PI BETA PHI *POLICY & POSITIONS STATEMENTS (P&PS)*

Another document by which Pi Beta Phi Fraternity chapters and members are guided is the Pi Beta Phi *Policy and Position Statements*. The policy statements, taken directly from the *C&S*, are binding. They can be found online on the Members-only side of the Web site under the Chapter President or VP Administration Manuals/Guides. They address the following areas:

- Alcohol
- Alcohol-Free Fraternity Housing
- Associate Memberships (Arrowmen)
- Beer Company Sponsorships of Chapter Events/Activities
- Chapter Events with a Male Fraternity who's Recognition Has Been Withdrawn by the University
- Designated Driver Programs
- Drugs
- Hazing
- Internal Chapter Affairs
- Little Sister Organizations
- Multi-Sponsored Parties
- Non-Discrimination
- Open Parties
- Overnight Parties
- Peer Monitoring
- Pre- and Post-Parties
- Publicity
- Reference to Ritual through Use of Initials
- Risk Management
- Sexual Harassment
- Visitation
- Member Affiliation with Pi Beta Phi in Media and Internet

INTERNATIONAL ORGANIZATION



DUTIES OF GRAND COUNCIL - *Grand President and six Grand Vice Presidents*

- To uphold the Pi Beta Phi *Constitution and Statutes*
- Manage and supervise the affairs of the Fraternity in the interim of conventions
- Grant and revoke charters of collegiate chapters and alumnae clubs
- Authorize colonization or re-colonization of chapters
- Place collegiate chapters under supervision or probation, as deemed necessary
- Select appointed officers and committee chairmen; create standing and special committees; approve committee procedures
- Issue the Call to Convention – establish time, place, fees
- Supervise leadership seminars & workshops for international and regional officers as well as for chapter officers and advisers in non-Convention years.
- Authorize and approve Fraternity manuals.
- Approve the establishment of Fraternity awards.
- Report to Convention
- Perform other duties as defined in the C&S and directed by the convention body.

PI BETA PHI DIRECTORS

- Alumnae Regional Directors lead teams of alumnae specialists within defined regions to promote successful alumnae organizations and retention of alumnae members.
- Collegiate Regional Directors lead teams of collegiate specialists within defined regions to oversee and support the operations of collegiate chapters.
- Non-regional Directors provide support to clubs & chapters through the regional teams in their areas of expertise and design and institute new initiatives that contribute to the overall growth and welfare of the Fraternity.

REGIONAL SPECIALISTS

- Alumnae Regional Specialists provide support to Alumnae Clubs within defined regions, in the areas of membership and programming
- Collegiate Regional Specialists provide guidance and support to collegiate chapters, within defined regions, in the areas of Operations & Advisers, Finance & Housing, Risk Management & Policy, Membership and Programming.

FRATERNITY OFFICER ROSTER

Current contact information for all Fraternity Officers is always available online. Look on any officer's page under Officer References for the document entitled "International Officers."

PI BETA PHI HEADQUARTERS

Headquarters functions as the service center of Pi Beta Phi. In addition to conducting administrative work, HQ directs the financial affairs of the Fraternity and manages most of the communication with alumnae, collegians and officers. Contact HQ for questions relating to membership forms/lists, supply bills, fraternity dues, Pi Phi Express, stock list purchases, etc.

***Pi Beta Phi Headquarters
1154 Town & Country Commons Dr.
Town & Country, MO 63017
(636) 256.0680
(636) 256.8095 fax
centraloffice@piphico.org***

PI BETA PHI FOUNDATION - Founded 1990

The Foundation is governed by a Board of Trustees and can be contacted via Pi Beta Phi Headquarters. Their direct email address is FNDN@piphico.org. The following are but a few of the many services they provide to the Fraternity.

- Supervises and administers many scholarship programs.
- Provides grants for Fraternity programming which includes the Leadership Development Consultant program, Convention, and Leadership Academy programming.
- Manages the Emma Harper Turner Fund for alumnae and collegians in severe financial need.
- Help fund literacy initiatives

FRATERNITY FACTS

Total number ever initiated	—	227,395 (approximately)
Total number of mailable alumnae	—	119,639 (approximately)
Total number of collegians (2004-2005)	—	11,604 (approximately)
Current number of chapters	—	131
Total number of alumnae groups	—	345

- Of the **131** active chapters, **25** were chartered before 1900!
- Our newest chapter is North Carolina Delta; North Carolina State; January 29th, 2005

NATIONAL PANHELLENIC CONFERENCE - Founded 1902

NPC Mission Statement

Adopted at the Interim Session, 10/00

The National Panhellenic Conference supports its women's fraternities by promoting values, education, leadership, friendship, cooperation and citizenship.

- NPC Serves as an umbrella organization for 26 inter/national women's groups.
- Members are represented on over 620 campuses in the United States and Canada and in over 4,800 alumnae associations, making up over 3.5 million sorority women in the world.
- Guiding document is the NPC Manual of Information, also known as the Green Book.

Conference Office Contact Information:

National Panhellenic Conference	Phone: (317) 872-3185
3905 Vincennes Road, Suite 105	Fax: (317) 872-3192
Indianapolis, IN 46268	npccentral@npcwomen.org
www.npcwomen.org	

The Panhellenic Creed

“We, the undergraduate members of women’s fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, the Fraternity Women of America, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.”

—National Panhellenic Conference

CONSTITUTIONAL DUTIES OF CHAPTER OFFICERS

From C&S, Article XII “Chapter Organization”, Section 3.

Duties of Executive Council. The duties of Executive Council shall be those usually falling to the executive board of an organization. The Executive Council shall:

- A. Uphold the Pi Beta Phi Constitution and Statutes and chapter bylaws.
- B. Determine, with Alumnae Advisory Committee and by a majority vote by ballot of those present and voting, eligibility of new members for initiation.
- C. Appoint jointly with Alumnae Advisory Committee the Leadership and Nominating Committee.
- D. Approve jointly with Alumnae Advisory Committee a single slate of nominees for chapter offices as prepared by Leadership and Nominating Committee.
- E. Approve jointly with Alumnae Advisory Committee all appointed officers and committees as recommended by the Leadership and Nominating Committee.

From C&S, Article XII “Chapter Organization”, Section 8

Duties of Officers. The officers shall:

- A. Perform the duties provided in this section and such other duties as are prescribed in these Statutes, chapter bylaws, Pi Beta Phi Fraternity manuals and the adopted parliamentary authority and as directed by Grand Council.
- B. Promote and enforce adherence to high standards.
- C. Be responsible for training their successors.
- D. Maintain contact with AAC members.
- E. Report to regional and other officers as directed by Grand Council.
- F. Be responsible for monitoring expenditures to insure they conform to the approved chapter budget
- G. Take such other actions as authorized or directed by chapter.

See C&S, Article XII “Chapter Organization,” Sections 10 – 22 for specific duties of chapter officers.

CHAPTER BYLAWS AND THEIR RELATION TO THE C&S

- The Chapter Bylaws detail local chapter organization and policies.
- Chapter bylaws may be more restrictive but not less so than the *Constitution and Statutes*. The C&S takes precedence over Chapter Bylaws
- Bylaws must be reviewed annually by the Policy and Standards Board. Revisions are approved by Exec & AAC and voted upon by the chapter. Revisions are due to the Dollegiate Regional RM/Policy Specialist annually by Nov. 15th.
- Every member should have access to a copy of the Chapter Bylaws.

THE ALUMNAE ADVISORY COMMITTEE

The Alumnae Advisory Committee provides a strong foundation for your chapter. They offer guidance, support, ‘corporate knowledge’, experience and continuity ... to name a few. These extraordinary women remind us what it means to be a Pi Phi for Life!

The Duties of AAC include – but are not limited to – the following:

- Meet regularly (once a month) with chapter Executive Council and House Director.
- Provide general support, encouragement, continuity, and advice.
- Attend initiation (mandatory), pledging, senior farewell and other ceremonies when possible.
- Assist in developing chapter programming, including Officer Training.
- Attend any Policy & Standards Board meeting at the warning level or above.
- Attend any chapter meeting involving votes on probation and/or dismissal.
- Sign off on most reports and forms.
- Consider and act on requests for Undergraduate Alumna Status.
- Consider and act on requests for “living-out” and assists with filling house to capacity.
- Consider all chapter requests for dispensation and forward to regional specialists, if approved.
- Determine jointly with Exec the eligibility of new members for initiation.
- Be represented on Chapter Membership Selection Committee and to attend membership selection meetings.
- Appoint the Leadership & Nominating Committee jointly with chapter Exec.
- Approve jointly with chapter Executive Council a single slate nominees for chapter offices as prepared by Leadership and Nominating Committee.
- Approve jointly with Exec all appointed officers and committees as recommended by the Leadership and Nominating Committee.
- Be represented on chapter Budget Committee by Financial Adviser or Chairman.

ONLINE OFFICER PAGES

Each Exec officer and non-discretionary officer has their own Web page online, as do the Leadership & Nominating Committee and the Policy & Standards Board. All contents MUST be reviewed by each officer and committee chairman prior to Officers’ Leadership Retreat (OLR). On your page, you will be able to access and download the following:

- All Manuals & Guides pertaining to your office
- Officer References for all officers including:
 - Emergency Procedures
 - Meetings Guide
 - Communications with Fraternity
 - C&S PPS Bylaws & Dispensations
 - Guidelines for Local Procedure Notebooks
 - Committee Guide
 - Delegating Tips
 - Fraternity Abbreviations Master
 - Collegiate Regions Map
 - International Officers List
 - Official Collegiate Calendar
 - Chapter Evaluation
- Reports pertaining to your office
- Forms pertaining to your office
- Awards pertaining to your office
- Resource Links pertaining to your office (example Leading with Values pages)

A MODEL CHAPTER MEETING

- It is important to sing the “Anthem” upon entering and/or exiting the meeting
- Only the first member entering the room must do the rap
- Have every member give the grip and password to censors
- Have members sit alphabetically
- Say ritual and have formal meetings every week
- Follow the recommended set-up for the head table – Vice President of Member Development, Chapter President, and Vice President of Administration
- Use an agenda or announcement sheet
- Keep meeting to 1 hour or less
- Read the meeting minutes every week
- For details on the business aspects of chapter meetings review the Chapter & Exec Meetings Guide online

Pi Beta Phi Anthem

- | | |
|--|---|
| 1. Pi Beta Phi to thee,
Our blest fraternity!
We wave thy colors brave on high,
and fling them out across the sky.
Now we our voices raise
In anthem load of praise;
Long let them ring.
The while we sing
Of dear Pi Beta Phi | 2. When college days are o'er.
Think of the days of yore
And of our own fraternity,
Then greatly heartened shall you be.
Turn to your life anew,
Inspired by love so true.
Strengthened and cheered,
By bonds endeared
In our Pi Beta Phi |
|--|---|

CHAPTER FINANCES ARE EVERYBODY’S BUSINESS

Chapter Officers – those on Executive Council, in particular – have an important responsibility to maintain accurate and complete officer budgets. You also have a fiduciary responsibility to ensure that chapter monies are appropriated properly. In order to do so, you must familiarize yourself with and utilize very clear financial policies and procedures. The Fraternity recommends that following minimum provisions be included in your Chapter Bylaws:

Budget Acknowledgement Form (a.k.a. “Going Over Can Cost You”)

- This form should be filled out by the VP Finance after the budget has been approved.
- The amount listed on the form should only include the budget allocation for one term.
- The form stipulates that the officer is aware that she will only be reimbursed up to that amount, and any additional funds spent in her budget area without prior approval by the Budget Committee and the Chapter may not be reimbursed.

Reimbursement Request Form

- This form should be filled out and presented to the VP Finance for reimbursement.
- No reimbursements should be made without proper receipts attached.
- Officers who are delinquent on their bill may not be reimbursed.
- Each officer is responsible for submitting complete Reimbursement Request Forms in a timely fashion.

Officer Budget Tracking Form

- This form should be retained by the officer.
- Officers should turn tracking forms in to the VP Finance on a regular basis and with any reimbursement request.
- Each officer is responsible for tracking her own expenses so that she knows at all times where she stands in relationship to her budget for the semester.
- Previous Budget Tracking Forms should be retained in the officer's procedure notebook so that they can also be used when preparing the Budget Request Forms.

Invoices

- Invoices for the entire term should be mailed 21-30 days prior to the beginning of the term and should be due the first day the students return to campus.
- Any member who is unable to pay her invoice in full should submit a written request to the VP Finance and AAC Financial Advisor for a payment plan.
- Exec should set a cut-off date for accepting resignation requests. If a member does not resign before this cut-off date, then she must be invoiced and held accountable for the amount.

Payment Plans

- Contracts should be prepared for a member who is approved and truly needs a payment plan. (Exec should set a cut-off date for accepting requests.)
- The contract should arrange for 2 or 3 payments during the term, with first payment due on the first day back on campus and the last payment to be made no later than 4 weeks prior to the end of the term. Look carefully at a member's eligibility (did she go on spring break, does she drive a new car?).
- *Any member who misses a payment by one day is immediately placed on Social Probation and Automatic Financial Probation, using the probation prescribed in the chapter bylaws using the original date for the entire chapter.*

Delinquent Accounts

Any member who fails to pay term dues in full by the beginning of the term and is not approved for a payment plan is considered delinquent.

- 30 days delinquent – Social Probation
- 60 days delinquent – Automatic Financial Probation
- 90 days delinquent – Collection process activated

Automatic Financial Probation (AFP)

It is recommended that any member whose account is 60 days delinquent or delinquent at the end of the term or who has left school owing money to the chapter must be placed on AFP, *as required in the C&S*. This is not a choice of the chapter or the VP Finance. It is imperative the Exec support her when she is put in this difficult situation. Remember, it is not “unsisterly” to place a member on AFP; rather it is inconsiderate for a member to expect the rest of the chapter to carry her financial burden. If a member who is placed on AFP does not pay within 6 months after the AFP paperwork was received at HQ, Automatic Financial Dismissal (AFD) will occur. Collection should be pursued even after dismissal of the member.

INITIATION AND MEMBERSHIP

Frequently Asked Questions ... Commonly Misunderstood Facts

Initiation

- New Members must be enrolled in at least 12 hours at the time of initiation
- First semester New Members may be initiated on mid-term grades. Continuing New Members must have attained the initiation average on a full term's 12 hours.
- Summer school, interim and correspondence courses may not be considered in fulfilling initiation requirements.

Affiliation

- "New" chapter should receive an "Introduction to Transfer" form
- Affiliation is by chapter vote and invitation of "new chapter."
- "New" chapter need consent of original chapter's AAC and Exec.

Active Status

- If a member leaves campus and later returns to the school of her initiation/affiliation, she is obligated to resume active status with her chapter.
- There is no "desisterizing" and no "inactive" status in Pi Beta Phi.

Resignations

- In order to resign, a member must be in good standing and financially current.
- Resignation is both from the chapter and the International Fraternity.
- Reinstatements are not considered for four year.
- The Reinstatement Fee is \$100.

Undergraduate Alumnae Status

- A Member must be truly unable, not unwilling, to meet the obligations of membership.
- Application must be made the semester before the member wants it to be effective
- A member granted UAS may not participate in chapter business, meetings, or MS sessions.
- As with any alumna, social participation is by invitation only.
- Overuse/Abuse of UAS will cause chapter numbers to drop, negatively affect chapter finances, and deteriorate chapter morale.

EXEC AND THE STANDARDS PROCESS

Standards is a Three Stage Process:

- 1) Awareness - Typically handled by the Policy & Standards Board
- 2) Warning (can take place at the same time as awareness)
 - Typically handled by Policy & Standards Board
 - Can be passed along the Exec, depending of the severity
 - AAC & Collegiate Regional RM/Policy Specialist should be notified
- 3) Discipline (probation or dismissal)
 - Must be handled by Exec
 - Disciplinary action requires a chapter vote with an AAC member present
 - Collegiate Regional RM/Policy Specialist should be notified in advance
 - The Grand Vice President of Collegians should be consulted prior to any dismissal vote
 - Members have a right to know their accusers and to speak on their own behalf
 - If vote for dismissal fails, a motion for probation should be ready to present for chapter vote during the same meeting

**NOTE: For Drugs, there is only *ONE STAGE* ...
Stage 3, preferably dismissal – i.e. zero tolerance**

The Vice President of Administration is the Executive Council liaison to the Policy & Standards Board. She is an ex officio member, i.e. she had not vote

Items that can be addressed by the Policy & Standards Board:

- Academics – *for not meeting the terms of the chapter's academic program, not for poor grades*
- Financial obligations
- Attendance / participation
- Fraternity secrecy
- Attitude
- Inappropriate conduct
- Housing
- Anything in violation of C&S, P&PS or bylaws

THE GOAL OF THE STANDARDS PROCESS IS TO CORRECT INAPPROPRIATE BEHAVIOR!
THAT SAID, Repeat offenders will likely repeat again!

Rule of Thumb

- 1st trip to standards – Awareness & possibly warning
- 2nd trip to standards – Warning; report to the Collegiate Regional RM/Policy Specialist!
- 3rd trip to standards – Discuss with Collegiate Regional RM/Policy Specialist; take disciplinary action as deemed appropriate and voted on by the chapter.

No Private Probations!!! This policy:

- Supports those who follow the rules
HELPS MAINTAIN CHAPTER MORALE!
- Warns those who may be inclined to break the rules
- Lays ground work for future actions, if necessary
- Exceptions must be approved through the Collegiate Regional RM/Policy Specialist, Collegiate Regional Director, RMO and GVPC!

Care Enough to Confront!