

PHI GAMMA NU

National Professional Fraternity in Business
Last Updated and Approved: September 30, 2013

NATIONAL BYLAWS

Table of Contents

ARTICLE I.	Name
Section 1.	Name
ARTICLE II.	Purpose
Section 1.	Purpose.....
ARTICLE III.	Organization and Government
Section 1.	Units of Organization.....
Section 2.	Laws
Section 3.	Incorporation.....
	a. National.....
	b. Chapter.....
Section 4.	In General.....
Section 5.	The National Chapter
Section 6.	The National Council.....
Section 7.	Additional Subdivisions.....
Section 8.	Collegiate Chapters.....
Section 9.	Alumni Chapters
Section 10.	The National Headquarters
ARTICLE IV.	Membership and Initiation
Section 1.	Qualifications for Membership.....
Section 2.	Classifications of Membership
Section 3.	Founders.....
Section 4.	Charter Members
Section 5.	Collegiate Members
Section 6.	Alumni Members
Section 7.	Honorary Members
Section 8.	Pledging
Section 9.	Election to Membership.....
Section 10.	Initiation.....
Section 11.	Rights of Members.....
Section 12.	Good Standing
ARTICLE V.	The National Chapter
Section 1.	Meetings.....
Section 2.	Representation Delegates.....
	a. Collegiate Chapter Representation
	b. Alumni Chapter Representation.....
Section 3.	Participation
Section 4.	Registration.....
Section 5.	Quorum

- Section 6. Transaction of Business
- Section 7. Order of Business.....
- Section 8. Expenses of Official Delegates.....
- Section 9. Expenses of National Officers
- Section 10. Responsibilities of Delegates.....

ARTICLE VI. National Officers

- Section 1. Names
- Section 2. Qualifications.....
- Section 3. Election
- a. Nominations.....
- b. Nominating Committee and Chairman
- c. Nomination from the Floor
- d. Consent of Nominee
- e. Election by Ballot
- f. Tenure
- Section 4. Vacancies
- Section 5. National President.....
- Section 6. National Vice President
- Section 7. National Treasurer
- Section 8. Executive Director

ARTICLE VII. The National Council

- Section 1. Authority and Responsibility
- Section 2. Meetings.....
- Section 3. Voting by Mail and Email.....
- Section 4. Appointments.....
- Section 5. Removal from Office
- Section 6. Quorum
- Section 7. Other Authority.....

Table of Contents (cont.)

ARTICLE VIII. National Headquarters

Section 1.	Administrative Headquarters
Section 2.	Supervision
Section 3.	Functions.....

ARTICLE IX. National Directors

Section 1.	In General.....
Section 2.	Parliamentarian

ARTICLE X. Collegiate Chapters

Section 1.	Eligibility
	a. New Chapter
	b. Chapter Reactivation.....
Section 2.	Petition
Section 3.	Fees for Prospective Collegiate Chapters
Section 4.	Installation of New Collegiate Chapters
Section 5.	Designation of Collegiate Chapters
Section 6.	Charter Collegiate Chapter
Section 7.	Bylaws Collegiate Chapter
Section 8.	Collegiate Chapter Officers
	a. Titles
	b. Elections.....
Section 9.	Qualifications of Collegiate Chapter Officers
Section 10.	Collegiate Chapter President.....
Section 11.	Collegiate Chapter Vice President
Section 12.	Collegiate Chapter Secretary
Section 13.	Collegiate Chapter Treasurer
Section 14.	Collegiate Chapter Pledge Educator
Section 15.	Collegiate Chapter Advisor(s)
Section 16.	Good Standing of Collegiate Chapters
Section 17.	Meetings of Collegiate Chapters.....
	a. Regular Meetings
	b. Professional Meetings
	c. Special Meetings.....
Section 18.	Books and Records of Collegiate Chapters
Section 19.	Accounting System of Collegiate Chapters
Section 20.	Fiscal Year of Collegiate Chapters
Section 21.	Inactive Status of Collegiate Chapters

Table of Contents (cont.)

ARTICLE XI. Alumni Chapters

Section 1.	Eligibility of New Alumni Chapters
Section 2.	Candidates Eligible for Alumni Membership of a Petitioning Group..
Section 3.	Charter.....
	a. Possession
	b. Charter Fee.....
Section 4.	Installation of New Alumni Chapters
Section 5.	Designation of Alumni Chapters
Section 6.	Bylaws of Alumni Chapters
Section 7.	Alumni Chapter Officers.....
	a. Titles
	b. Elections.....
Section 8.	Qualifications of Alumni Chapter Officers.....
Section 9.	Alumni Chapter President.....
Section 10.	Alumni Chapter Vice President of Internal Operations
Section 11.	Alumni Chapter Vice President of External Operations.....
Section 12.	Alumni Chapter Secretary.....
Section 13.	Alumni Chapter Treasurer
Section 14.	Chapter Meetings of Alumni Chapters
	a. Regular Meetings
	b. Professional Meetings
	c. Special Meetings.....
Section 15.	Good Standing
Section 16.	Books and Records of an Alumni Chapter
Section 17.	Accounting System of an Alumni Chapter
Section 18.	Fiscal Year of Alumni Chapters
Section 19.	Inactive Status of Alumni Chapters

ARTICLE XII. Finances

Section 1.	Source
Section 2.	Local Collegiate Pledge Fees.....
Section 3.	Initiation Fees.....
	a. National.....
	b. Local
	c. Professional Members.....
	d. Honorary Members
	e. Faculty Members

Table of Contents (cont.)

Section 4.	Dues
	a. National.....
	i. Collegiate
	ii. Alumni
	iii. Professional.....
	b. Local
	i. Collegiate.....
	ii. Alumni
Section 5.	Remission of Dues
Section 6.	Checking Accounts
Section 7.	Fiscal Year
Section 8.	The General Fund
Section 9.	The National Convention Fund.....

ARTICLE XIII. Discipline of Members

Section 1.	Offenses
Section 2.	Penalties
Section 3.	Vote Required to Suspend or Expel.....
Section 4.	Report of Discipline.....
Section 5.	Appeals

ARTICLE XIV. Discipline of Chapters

Section 1.	Offenses
Section 2.	Penalties
Section 3.	Vote Required to Impose Penalties on Chapters.....
Section 4.	Fines.....
Section 5.	After Suspension or Revocation of Charter
Section 6.	Appeals
Section 7.	Reactivation

ARTICLE XV. Official Insignia, Emblems and Awards

Section 1.	Badge
	a. Membership Badge
	b. Official Badge.....
Section 2.	Pledge Pin
Section 3.	Coat of Arms.....
Section 4.	Colors.....
Section 5.	Flower
Section 6.	Jewel
Section 7.	Official Seal
Section 8.	Banner
Section 9.	Other Official Insignia
Section 10.	Ownership of Insignia.....

Table of Contents (cont.)

ARTICLE XVI. Ritual

Section 1.	Ritual.....
------------	-------------

ARTICLE XVII. Founders' Day

Section 1.	Designation
Section 2.	Date
Section 3.	Observance.....
Section 4.	Attendance

ARTICLE XVIII. Publications

Section 1.	Social Media
Section 2.	Other Publications.....
Section 3.	Identification of Printed Matter
Section 4.	Chapter Publications
Section 5.	Official Communications.....

ARTICLE XIX. Parliamentary Authority


Section 1.	Parliamentary Authority.....
------------	------------------------------

ARTICLE XX. Amendments

Section 1.	Proposed Changes
Section 2.	Voting
Section 3.	Voting By Electronic Ballot.....
Section 4.	Ritual.....

CERTIFICATION

I hereby certify that the following National Bylaws are a true and correct copy of the laws as adopted by the National Convention on April 6, 2013, and that those laws contain all of the laws of the fraternity in effect at this date.



Alan M. Christophe
National President

April 6, 2013

NATIONAL BYLAWS

ARTICLE I.

Name

Section 1.1 Name. This fraternity shall be officially known and designated as the National Fraternity of Phi Gamma Nu. No abbreviation or variation in the name of the National Fraternity of Phi Gamma Nu shall be permitted with the exception of “Phi Gamma Nu.”

ARTICLE II.

Purpose

Section 2.1 Purpose. The objects of this professional fraternity shall be: to foster the study of business in colleges and universities; to uphold the interest of our Alma Maters through the encouragement of high scholarship, participation in school activities, and the association of students for their mutual advancement; to promote professional competency and achievement in the field of business; and to further a high standard of commercial ethics and culture in civic and professional enterprises. The organization is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III.

Organization and Government

Section 3.1 Units of Organization. The principal units of organization and government of this fraternity shall be as follows: The National Chapter, the National Council, the National Directors, the Collegiate Chapters, and the Alumni Chapters.

Section 3.2 Laws. The laws of this fraternity shall consist of the Ritual, the Bylaws, the Rules of Order, and the additional regulations duly enacted by the National Chapter or the National Council.

Section 3.3 Incorporation.

- a).. National. This fraternity shall be represented legally as the National Fraternity of Phi Gamma Nu and shall be incorporated not for pecuniary profit under the laws of such one of the States of the United States of America as may be designated by the National Council.
- b). Chapter. Each Chapter may or may not be incorporated, but must be granted a uniform governing instrument by the National Fraternity of Phi Gamma Nu such as a charter.

Section 3.4 In General. This fraternity shall consist of collegiate chapters now instituted, or hereafter to be instituted in certain fully accredited universities, colleges, or departments of business administration (i.e. business education, economics, retailing, management, political science, data processing, food management, secretarial science, etc.) or their equivalent, offering courses leading to a recognized degree therein; and of alumni chapters. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes

within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state and local government, for a public purpose.

Section 3.5 The National Chapter. The National Chapter shall consist of the Collegiate Chapters and Alumni Chapters in good standing.

Section 3.6 The National Council. The National Council shall be the Supreme Power of this fraternity and consist of the National President, Executive Director, Vice President of External Operations, Vice President of Internal Operations, Vice President of Expansion, Vice President of Chapter Presidents, and National Treasurer. With the exception of the Executive Director, all are duly elected as prescribed by the Bylaws.

Section 3.7. Additional Subdivisions. The chapters of this fraternity may be further subdivided geographically as the National Council may deem advisable for the proper administration of fraternity activities.

Section 3.8. Collegiate Chapters. A collegiate chapter shall consist of duly initiated students, graduate or undergraduate¹ of any fully accredited university, college or department of business administration, or its equivalent, to whom a charter has been granted as hereinafter provided.

Section 3.9. Alumni Chapters. An Alumni Chapter shall consist of a group of alumni members to which a charter for an Alumni Chapter has been granted.

Section 3.10. The National Headquarters. The National Headquarters shall be the administrative headquarters of this fraternity, its address to be the official address of the fraternity.

ARTICLE IV. Membership and Initiation

Section 4.1. Qualifications for Membership. Only those students of good moral character regularly enrolled in a university or college shall be eligible to election in this fraternity as a collegiate member, provided that they are not members of any other fraternity in direct competition with this fraternity. Membership is open to all students with an interest in business, regardless of major. No student on academic probation with the college, school or university, shall be considered in good standing. No chapter may consider a student for membership who is on academic probation.

Section 4.2 Classifications of Membership. The membership of this fraternity shall be of the following classes: Founders, Charter Members, Collegiate Members, Alumni Members, and Honorary Members.

Section 4.3 Founders. The six women who organized Phi Gamma Nu Fraternity shall be known as Founders. Sylvia Pekar Arnold, Celeste Weyl, Marge McInerney Hawes, Mary Chard Nalbach, Helen Vogel Purcell, Elizabeth Conroy Fleming.

Section 4.4 Charter Members. All members initiated at the time of the granting of a charter to a collegiate or an alumni chapter shall be designated as charter members of the chapter and their names shall appear on the charter.

Section 4.5 Collegiate Members. The membership of this fraternity shall consist of those persons of good moral character who have been initiated into this fraternity by vote of the local collegiate chapter.

Section 4.6 Alumni Members. Alumni Members shall be those former Collegiate Members in good standing.

Section 4.7. Honorary Members.

- (a) National. National Honorary Members shall be nationally prominent individuals in business, selected and approved by the National Council for initiation into Phi Gamma Nu. National Honorary Members shall have no power to vote nor shall they have any financial obligations to the Fraternity. There shall be no requirement to initiate a National Honorary Member at every National Convention
- (b) Faculty Members. A collegiate chapter upon having been duly elected by a majority vote by the collegiate chapter and receiving approval of the National Council may initiate members of faculties of universities or colleges. Such Faculty Members cannot hold office other than that of Chapter Advisor, have no voting privileges, and have no financial obligation to Phi Gamma Nu Fraternity.

Section 4.8 Pledging. A candidate who may qualify for membership by the second semester of the school term may be selected for pledging during the first semester but not initiated until qualifications listed in Section 1 are fulfilled. After a candidate for pledgeship has been selected, the properly designated member of the chapter shall approach the candidate. Should the candidate accept, the candidate should be pledged according to the pledging ceremony of this fraternity. Each chapter shall adopt a definite program of pledge training embodying pertinent facts pertaining to the history, ideals, organization and administration of Phi Gamma Nu; and each pledge shall be required to pass a satisfactory examination in same before initiation. If, after having been pledged, the candidate should prove unworthy of membership in Phi Gamma Nu, only prior to the written pledge examination, the pledge may be revoked by a two-thirds vote of members of the chapter.

Section 4.9 Election to Membership. Those applicants who have successfully completed the prescribed period of pledgeship, not exceeding one year, shall be eligible for election to membership in this fraternity. All elections to membership in this fraternity shall be by ballot cast by the active members in good standing at a regular meeting or at a special meeting called for this purpose, prior to the written pledge exam. Two—thirds of all members in good standing present and voting is required for election to membership.

Section 4.10 Initiation. To be eligible for initiation a pledge must (a) be in good standing in all aspects with the administration of the University or College (b) be paid up and current in all financial obligations of the chapter and the Fraternity (c) have been elected to membership by a two-thirds vote of all members in good standing, present and voting and (d) must pass the Pledge Examination with a score of 75% or better. A pledge receiving a lower score may take the exam a second time prior to the scheduled initiation only if authorized by the Pledge Educator and Chapter Advisor due to extenuating circumstances. Every member of this fraternity regardless of classification must be initiated according to the provisions of the Ritual of Phi Gamma Nu and shall take the entire oath of allegiance as provided therein.

Section 4.11 Rights of Members. Only collegiate members in good standing as defined by these Bylaws and by local collegiate chapter Bylaws may vote and hold office in a collegiate chapter and only alumni and professional members in good standing as defined by these Bylaws and local alumni chapter Bylaws may vote and hold office in an alumni chapter.

Section 4.12. Good Standing - Members. A member is in good standing when all financial obligations to the chapter and fraternity have been met, the member has attended the minimum two professional chapter meetings required during the academic year, has met the criteria established by local chapter bylaws defining a good attendance, and has demonstrated support for all chapter activities as specified in local bylaws. No student on academic probation with the college, school or university, shall be considered in good standing. No chapter may consider a student for membership who is on academic probation.

ARTICLE V. The National Chapter

Section 5.1. Meetings. The National Chapter shall meet annually at a National Convention. The National Council shall determine the date(s) and place of meeting not later than six months after the adjournment of the latest Convention.

Section 5.2 Representation Delegates.

- (a) Collegiate Chapter Representation. All collegiate chapters in good standing shall be entitled to representation and vote in the National Convention. Such chapters shall be entitled to representation by one official delegate who satisfies the criteria established by the National Council.
- (b) Alumni Chapter Representation. All alumni chapters in good standing shall be entitled to representation and vote in the National Chapter Convention. Such representation shall include one official delegate who satisfies the criteria established by the National Council.

Section 5.3 Participation. All chapters entitled to representation in the National Convention shall be allowed one vote. There shall be no voting by proxy or absentee ballots allowed. Only duly registered official delegates and members of the National Council shall have the right to introduce or second motions or to make nominations from the floor of the National Convention. Any member in good standing may be present at any session of the National Convention and speak on any questions before the Council.

Section 5.4 Registration. To be admitted to any session of the National Convention, all members duly register themselves through payment of the registration fees and present such credentials as may be required by the National Council.

Section 5.5 Quorum. A quorum for the transaction of business at the National Convention shall be a majority of the chapters represented by official delegates.

Section 5.6 Transaction of Business. The National Council shall consider amendments, amend the Bylaws of this fraternity and changes to the Ritual, and shall transact all other necessary business presented to it. A majority vote of the National Council shall be necessary to transact all business unless otherwise provided in these Bylaws.

Section 5.7 Order of Business. The Order of Business at the National Convention shall be: Call to Order, Voting on Bylaw Amendments, Presentation of Program, Nominations and Elections, and the Program, as adopted by the Council, shall constitute the exercises for the remainder of the Convention.

Section 5.8 Expenses of Official Delegates. Only the lodging expenses of Official Collegiate Delegates shall be paid from the Convention Fund of the National Treasury, if the funds are available. Each chapter is responsible for all other expenses of its Official Collegiate Delegate including all registration fees, travel, parking, and meal allowances. In the event of deficit in the Convention Fund, the General Fund of the National Treasury with the approval of the National Council shall absorb the transportation expenses of Official Collegiate Delegates. Transportation expenses shall be limited to the most economical roundtrip airfare from the delegate's home city to the convention city. All expenses of the Official Alumni Delegates shall be the responsibility of the alumni chapters that they are representing.

Section 5.9 Expenses of National Officers. Lodging, airfare, and transportation Convention expenses of the National Officers shall be paid from the Convention Fund of the National Treasury. In the event of a deficit in the Convention Fund, the General Fund of the National Treasury with the approval of the National Council shall absorb these expenses.

Section 5.10 Responsibilities of Delegates. The official delegates of each chapter shall be required to attend each business session of the National Convention.

ARTICLE VI. National Officers

Section 6.1 Names. The National Officers of this fraternity shall consist of the National President, the Executive Director, Vice President of External Operations, Vice President of Internal Operations, Vice President of Chapter Presidents, Vice President of Expansion, and National Treasurer.

Section 6.2 Qualifications. A prospective candidate must be an alumni member in good standing at the time of nomination.

Section 6.3. Election.

- (a) Nominations. Nominating committee as provided for in these Bylaws shall make nomination of candidates for National President and National Vice President (s). All collegiate and alumni chapters in good standing may nominate one or more candidates for National Office in a manner consistent with the nominating procedure authorized by the National Council or an alumni member may submit his/her own name in nomination.
- (b) Nominating Committee and Chairman. The National President shall appoint a Nominating Committee Chairman. The members of the nominating committee shall be comprised of the collegiate chapters' presidents and the National Council.
- (c) Nomination from the Floor. Additional nominations may be made from the floor at the National Convention.
- (d) Consent of Nominee. No member's name may be proposed as a candidate for any national office without his/her knowledge and consent.
- (e) Election Ballot. Voting shall be by ballot. It shall be necessary for the nominee to receive a majority of the votes cast to be elected. The vote for each office shall be completed and the result announced before the nominations shall be opened for the following office. The Executive Director is elected by vote of the elected National Council. This decision may be vetoed by a 90% vote by the collegiate chapters' presidents at the time of the election.

Tenure. Further, the National Officers shall take office at the conclusion of the National Convention and/or after they have taken the oath of office as provided in the Ritual. Tenure of office for the National Vice Presidents shall be for two years with option for re-election with the exception of the National Chapter Vice President whose term would be one year. If VP of Chapter Presidents term ends prior to the one year term of VP of National Presidents, than remaining Chapters will vote new VP for the remaining semester until the next National Convention. Vote will be facilitated by email

- (f) Tenure of office for the National President shall be for two years with an option for a one-term re-election.
- (g) Election Terms: Elections for various offices will be staggered to ensure there is some consistency for each new board.
 - a. Group 1: President, Treasurer, Vice President Expansion - 2 year terms
 - i. In the situation where there is a new board and elections for all positions need to take place, then Group 1 will be elected for their full two-year term.
 - b. Group 2: Vice President Internal, Vice President External – 2 year terms
 - i. Executive Director – This position will not be re-elected, but the terms of their contract will be up for renewal every two years with the election of the National VP of Internal and External.
 - ii. In the situation where there is a new board and elections for all positions need to take place, then Group 2 will be elected as Interim positions for the term of 1 year.
 - c. Group 3: Vice President of Chapter President – 1 year term

- i. Elected by chapter presidents
 - ii. In the case of a tiebreaker, the National Vice President of Internal Operations will cast the deciding vote.
- (h) Election Order: Elections will take place in this order and officers may run for multiple positions. On years where a position is not up for re-election, that position will be skipped in the election order and the next available position will be up for election.
 - a. Executive Director
 - b. President
 - c. National Treasurer
 - d. VP Expansion
 - e. VP External
 - f. VP Internal
 - g. VP Chapter President

Section 6.4 Vacancies The National Council has the power to fill vacancies in its own number, effective until the next National Convention or next election of National Officers.

Section 6.5. National President. The National President of this fraternity shall preside at the National Convention and at all meetings of the National Council. It shall be the duty of the National President to see that the National Officers and the National Directors of this fraternity in turn discharge their duties. The President shall, with one other member of the National Council, have the power to sign contracts binding to the fraternity. The National President shall sign all charters for new chapters and membership certificates. The National President shall have the power to appoint National Directors as deemed advisable to carry out the work of this fraternity.

Section 6.6 National Vice Presidents. The National Vice Presidents are responsible for the execution of their respective business areas and can create roles for Directors, who report directly to them, to share in the execution of various tasks. For example, the Vice President of Operations can create a role for Director of Corporate Sponsorship and Fundraising.

- (a) External Operations. There shall be a National Vice President in charge of all External Operations in which the fraternity participates.
Duties of the External Operations Vice President include, but are not limited to:
 - a. Coordinating collegiate successful recruiting efforts
 - b. Corporate sponsorship / Fundraising
 - c. External Leadership Conference for Alumni & Collegiate Members
 - d. Alumni chapters
- (b) Internal Operations. There shall be a National Vice President in charge of all Internal Operations in which the fraternity participates.
Duties of Internal Operations Vice President include, but are not limited to:
 - a. Ensuring collegiate chapters are appropriately performing rituals and the culture of the fraternity is maintained on the collegiate and national level.
 - b. Chapter President Leadership Training & President Mentorship Program
 - c. National Collegiate Chapter Leadership Development: National Collegiate Mentorship Program, Scholarship Programs
 - d. Chapter Relations: Maintain regular communications & meetings with chapter presidents to understand needs, leadership recognition, and act as another mentor/resource for Chapter Presidents
- (c) Expansion. There shall be a National Vice President in charge of the expansion efforts of the fraternity. While the other two vice presidents will ensure the current collegiate chapters are operating to the fraternity's standards explained in these

Bylaws, the Vice President of Expansion is in charge of spreading these practices to new universities and colleges.

- (d) Chapter Presidents. There shall be a National Vice President of Chapter Presidents to represent the collegiate chapters in National Council matters. The National Vice President of Chapter Presidents shall be elected by a two-thirds vote from the Chapter Presidents for a one-year term. A candidate for the National Vice President of Chapter Presidents must be a Collegiate Chapter President at the time of election.
 - a. In the case of a tiebreaker in the election process, the National Vice President of Internal Operations will cast the deciding vote.

Section 6.7 National Treasurer. The National Treasurer shall be responsible for the audit of the fraternity's financials on a national level. An annual report with the financial condition of this fraternity shall be filed and sent to the National Council and each collegiate chapter. Additionally, the National Treasurer will monitor the financials of each collegiate chapter to ensure national payments are made promptly and accurately. It is also the responsibility of the National Treasurer to ensure that each chapter treasurer files the appropriate IRS submission forms to ensure the proper tax-status is maintained.

Section 6.8. Executive Director. The Executive Director is appointed by the National Council and is responsible directly to the Council. The Executive Director shall have a vote on Council provided the person is a member of this fraternity. The Executive Director shall have complete charge of the National Headquarters of this fraternity.

Duties include, but are not limited to:

- (a) These responsibilities include the distribution of a biannual newsletter sent out to the collegiate chapters highlighting the progress of the fraternity as a whole, any noteworthy accomplishments from alumni or current members, and any additional information from the National Council.
- (b) General Communications / PR: Website, promotional materials, sponsorship materials, National Chapter communications to chapters, public relations, and social media strategy
- (c) Alumni Engagement: Alumni newsletters, social media engagement, Alumni channel networking, Alumni chapter communications
- (d) In connection therewith, the Executive Director may employ such staff as may be required, the expense of which has been approved by the National Council. The Executive Director shall have the authority to require such reports from the chapters, National Officers, Directors, on such forms as may be prescribed and as may be deemed advisable and as approved by the National Council.
- (e) The Executive Director shall sign all certificates of membership and charters, with the National President, but shall not issue such certificates or charters until the various fee, due thereon shall have been received in full.
- (f) The Executive Director shall issue membership certificates to all members of the fraternity; shall keep in the National Headquarters a record of every initiate, showing full name, current address, email, permanent address, chapter affiliation, date of initiation, and other such information as may be deemed advisable.
- (g) The Executive Director shall publish and circulate all reports of this fraternity and shall send notice of all meetings of the National Convention to all chapters.
- (h) The Executive Director shall be completely transparent in all business matters with the National Council and issue annually a complete summary of the financial condition of this fraternity to the National Council.

- (i) In addition, the Executive Director shall be responsible for implementing the policies and procedures authorized by the National Council or the Bylaws regarding the administration of the fraternity.
- (j) The Executive Director shall be responsible for the preparation and distribution of all meetings of the National Council and National Convention.

Employment Contract:

- a) The employment contract for the Executive Director is limited to two years, but may be renewed at two-year intervals.
- b) The terms of the contract may be renewed and reviewed every two years at the National Convention.

ARTICLE VII. The National Council

Section 7.1 Authority and Responsibility. The National Council shall be the supreme executive, legislative, and judicial body of the fraternity during the interim and between National Convention meetings.

The National Council shall have the power and authority to make all laws and take any action that shall be deemed necessary and proper for the best interests of the organization.

All National Officers shall submit to the National Council a written report summarizing their activities during their term of office. The National Council shall have such further powers as may be provided for or implied by the Laws of this fraternity.

Section 7.2 Meetings. The National Council may meet virtually at least ten times a year in order to maintain the proper administration of the fraternity.

Section 7.3. Voting by Mail and Email. The National Council shall have the power to vote virtually, by mail or by email.

Section 7.4. Appointments. The National Council shall appoint by a two-thirds vote an Executive Director whose contract will last two years with the opportunity to renew the contract at each National Convention.

Section 7.5. Removal from Office. The National Council shall have the right to remove from office, by the majority vote of the remaining members any elected officer and/or Executive Director who fails to assume the responsibilities of his/her office and to perform the assigned duties of that office. The vacancy shall then be filled by action of the National Council. The collegiate chapters may ask the National Council to remove any council member within 60 days, provided there is a 90% vote and specific grounds for removal. The 90% vote must occur in-person or on a written document with each chapter president's signature.

Section 7.6. Quorum. A majority of the members of the National Council shall constitute a quorum for the transaction of business.

Section 7.7. Other Authority.

- (a) To approve the granting of charters for the establishment of chapters as provided in these Bylaws.
- (b) To enforce the strict observances of the Laws of this fraternity.
- (c) To decide all questions arising in this fraternity officially brought before it.
- (d) To place on probation, suspend and revoke charters, as provided in these Bylaws.
- (e) To discipline individuals and chapters as provided in these Bylaws.
- (f) To determine the minimum scholastic standing any or all chapters may be required to maintain.
- (g) To receive and decide appeals regularly brought before it as provided in these Bylaws.
- (h) To authorize the initiation of Honorary Members.
- (i) To equitably divide the collegiate and alumni chapters into provinces as needed with the expansion of the fraternity, in order to facilitate the duties of the National Vice Presidents.
- (j) To fill vacancies in its own number, effective until the next National Convention or the next election of National Officers
- (k) To hold such meetings as it may find to be in the best interest of the fraternity.
- (l) To determine the location of the National Headquarters by a majority vote.

- (m) To determine compensation for staff employed at the National Headquarters.
- (n) To place under surety bond any National Officer, the National Headquarters personnel or any other person handling fraternity funds, the cost of which shall be paid from the National Treasury.
- (o) National Council shall exercise the prudent judgment in the levying of all national initiation fees, dues of all collegiate and alumni chapters, and cost of life membership of all members within a range decided upon at the National Convention
- (p) To authorize the expenditure of the general funds of this organization.
- (q) To select the financial institution(s) in which the funds of this fraternity shall be deposited.
- (r) To invest surplus funds in such real or personal properties or securities as are ordinarily permissible for investment purposes to banks or trust companies under the statutes of the State in which the fraternity is incorporated.
- (s) To cause an audit to be made of the books of the National Chapter by a qualified accountant who is independent of the National Council and National Headquarters at the end of each fiscal period preceding convention. The audit report is to be distributed to National Officers. During the year(s) between conventions the National Council shall cause a compilation or review of the books at the end of each fiscal year.
- (t) To designate the official jeweler(s) and regalia supplier(s) of this fraternity.
- (u) To determine the place and date of the National Convention.
- (v) Should the office of National President be vacated, or in the absence or inability of the National President to act, the National Council shall elect one of the National Vice Presidents to assume all of the powers and duties of the National President.

ARTICLE VIII.
National Headquarters

Section 8.1 Administrative Headquarters. The National Headquarters shall be the administrative headquarters of this fraternity.

Section 8.2 Supervision. The National Headquarters shall be under the supervision of the Executive Director whose office shall be located therein. The Executive Director shall represent the National Council in supervising the specific duties and activities of personnel in the National Headquarters. The Executive Director shall purchase the necessary supplies and new materials under \$300 for the operation of National Headquarters and work in concert with the National Treasurer to ensure the fraternity is fiscally responsible. Purchases greater than \$300 that have been already approved by way of the fiscal year budget do not need additional approval from the National Council. Purchases greater than \$300, that are not business as usual and have not been pre-approved in the fiscal year budget, shall be shown and approved by the National Council in the budget report or otherwise. Transparency must be provided at a minimum annually.

Section 8.3 Functions. The functions of National Headquarters shall include the following:

- (a) Maintenance of complete membership records of the fraternity consistent with procedure established by the National Council.
- (b) Maintenance of Accounts Receivable and Accounts Payable control consistent with procedure established by the National Council with the National Treasurer.
- (c) Storage of all fraternity printed material, supplies and equipment. These materials should also be held electronically.
- (d) Reproduction of fraternity forms and their distribution to the chapters.
- (e) Implementing reproduction and proper distribution of general communications from National Officers to chapters and members.
- (f) Proper and prompt distribution of all communications received at the National Headquarters to the National Officer(s) or National Director(s) immediately concerned.
- (g) Processing of all chapter orders in accordance with procedure established by the National Council.
- (h) Preparation and distribution of all minutes from the National Convention and meetings of the National Council.
- (i) Compliance with all procedures affecting the fraternity's tax-exempt status.

Further, the National Headquarters shall have such other functions as may be provided for by the Laws of this fraternity.

ARTICLE IX. National Directors

Section 9.1 In General. The National Vice President(s) shall appoint the National Directors and Committees reporting directly to them, but other members of the National Council can nominate the Directors. National Directors will report to the National Vice Presidents and help them execute the various roles and responsibilities. Terms of all National Directors and Committees shall terminate with their report to the National Council. The National President shall have the power to remove a National Director or the member of any committee at any time. All National Directors shall be alumni members in good standing. Such Directors shall have no vote on the National Council.

Section 9.2 Parliamentary. The National Parliamentarian shall be responsible for regular review of chapter Bylaws to insure their conformity to national requirements as provided in these Bylaws. The National Parliamentarian shall also work closely with the Executive Director in questions on rules and procedures concerning parliamentary authority. In all cases, they shall be governed by *Robert's Rules of Order*, except when contrary to the Laws of the fraternity.

ARTICLE X. Collegiate Chapters

Section 10.1 Eligibility.

- (a) New Chapter. A group of fifteen or more students, of which a minimum of twelve will not be graduating seniors at the time the charter is to be granted, enrolled in a fully accredited university or college offering courses leading to a recognized degree therein will be eligible to petition for chartering as a collegiate chapter. The petition must be filed with National Headquarters.

- (b) Chapter Reactivation.
 - (i) Eligibility. When a chapter desires to reactivate a petition must be submitted to National Headquarters. It in turn will then be circulated to the National Council. A majority vote of the National Council shall be necessary to accept a petition for the reactivation of an inactive chapter of this fraternity. A group of fifteen or more students, of which a minimum of twelve will not be graduating seniors, may petition the National Council.

 - (ii) Date of Reactivation. The date of reactivation shall be decided by the National Council from the list of dates submitted by the reactivating chapter.
 - (iii) Initiation Fee. The collegiate initiation fee required from each member must be received at National Headquarters two weeks prior to the reactivation of the chapter.
 - (iv) Reactivation Expenses. The reactivation travel expenses shall be paid from the General Fund of the National Treasury.
 - (v) Reactivation Fee. An installation fee shall be required from each re—activating chapter in an amount determined by the National Council. This fee shall be payable on or before the date of installation.

Section 10.2 Petition. The petition shall provide such information as may be required by the National Council. A majority vote of the National Council shall be necessary to accept a

petition and grant a charter for the establishment of a new chapter of this fraternity.

Section 10.3 Fees for Prospective Collegiate Chapters.

- (a) An installation fee shall be required from each prospective collegiate chapter in an amount determined by the National Council. This fee shall be payable on or before the date of installation.
- (b) Initiation fees for collegiate members must be paid two weeks before the installation.

Section 10.4 Installation of New Collegiate Chapters.

- (a) The date of installation shall be decided by the National Council from the list of dates submitted by the prospective chapter.
- (b) The installation expense shall be paid from the General Fund of the National Treasury.

Section 10.5 Designation of Collegiate Chapters. The collegiate chapters shall be named alphabetically in order of their installation, using the Greek alphabet.

Section 10.6 Charter Collegiate Chapter. Each collegiate chapter must possess a duly issued charter authorizing it to operate as a chapter of this fraternity. This charter is the property of the fraternity and is loaned to the chapter so long as it may remain in good standing.

Section 10.7 Bylaws Collegiate Chapter. Each collegiate chapter shall enact Bylaws for local government consistent with the Laws of this fraternity. They shall be typewritten and presented for review with the chapter president's annual report.

Section 10.8 Collegiate Chapter Officers.

- (a) Titles. The officers of a collegiate chapter shall be: President, Vice President of External Operations, Vice President of Internal Operations, Pledge Educator, Secretary, and Treasurer.
- (b) Elections. Each chapter shall have the power to regulate the time and manner of choosing its officers, but must report within 48 hours the names and addresses of all officers to National Headquarters as designated by these Bylaws.

Section 10.9 Qualifications of Collegiate Chapter Officers. The officers of each collegiate chapter shall be members in good standing and enrolled in the school where the chapter is located or are a Sustaining Collegiate Member in good standing. If, after nomination or election, said member should no longer qualify for office as stated above, the member shall be ineligible for chapter office and another member shall be nominated and elected, or appointed as the case may be, to fill the vacancy thereby created.

Section 10.10 Collegiate Chapter President. The Chapter President shall be the Chief Executive Officer of the chapter and preside at all Chapter and Executive Committee meetings; appoint all chairmen and members of standing and special chapter committees; call regular and special meetings when considered necessary; approve all expenditures of the chapter treasury and countersign checks for the chapter; enforce observance of the laws of the fraternity; provide incentives for member involvement; conduct the Ritual of Phi Gamma Nu; distribute communications from National Headquarters as necessary; ensure that outgoing officers train their successors; submit a statement of chapter goals, an annual proposed calendar of activities and a proposed annual budget at the beginning of each academic year. The Chapter President shall be an ex-officio member of all chapter committees except the chapter nominating committee from which he/she shall be excluded. As an ex-officio member of a chapter committee, the Chapter President has the same rights as the other chapter committee members, but is not obligated to attend meetings of the chapter committee, nor is he/she counted in determining if a quorum is present. The Chapter President shall submit an annual report to National Headquarters, and send copies of the same directly to the National President, National Vice President, and Regional Director for the chapter. The annual report shall be in the form and format as required by the National Council and shall be submitted before the end of the National Fraternity's fiscal year.

Section 10. 11. Collegiate Chapter Vice-Presidents.

- a) External Operations. There shall be a Vice President oversees all external operations in which the chapter participates and is in charge of the professional growth of the chapter's members. These responsibilities include, but are not limited to, maintaining relationships with alumni, corporate sponsors and the university. Additionally, the Vice President of External Operations will be in charge of recruiting efforts to grow or sustain the size of the chapter.
- b) Internal Operations. There shall be a Vice President oversees all internal operations in which the chapter participates. These responsibilities include ensuring the chapter is appropriately performing rituals and maintaining the culture of the fraternity. It is the duty of the Vice President of Internal Operations to ensure the bond of brotherhood is maintained.

The Chapter Vice Presidents shall be a member of the Executive Committee of the chapter.

Section 10.12 Collegiate Chapter Secretary. In the absence of the Chapter President and Vice President, the Chapter Secretary may call a meeting to order and preside at the election of a temporary chairman. It shall be the duty of the Chapter Secretary to: keep a record of all proceedings (minutes); keep on file all committee reports; provide the Chapter President in advance of a meeting with a copy of the minutes of the preceding meeting together with a statement of unfinished business; prepare the order of business for presiding officer; read the minutes; have available at each meeting the minutes of previous meetings of the current and preceding year; call roll when directed or required; keep a record of the attendance and absences of each member at all meetings and fraternity events; have available the records, copy of the bylaws, lists of committees, membership and other documents likely to be needed

at chapter meetings; send out notices of all chapter meetings and activities to members; accurately maintain the chapter's official membership files which include name, address, city, state, zip code, and telephone numbers for each member; compile history of chapter and/or keep it up to date. The Chapter Secretary shall notify National Headquarters of names, addresses and phone numbers of chapter officers within 48 hours of changes.

The Secretary shall be a member of the Executive Committee of the chapter.

Section 10.13 Collegiate Chapter Treasurer. The Chapter Treasurer shall have custody of all finances of the chapter. It shall be the duty of the Chapter Treasurer to: keep an accurate account of all chapter income and expense items; use a standard accounting system approved by The National Council; provide the bank with new signature cards showing the current Chapter President and Treasurer; promptly deposit all funds in a bank account in the name of Phi Gamma Nu and the chapter; sign all checks for the chapter and have them countersigned by the Chapter President unless contrary to the rules of the university; pay all bills promptly; prepare a bi-annually report of the chapter's financial status, remit to National Headquarters the national initiation fee for each member to be initiated and personnel record for each new initiate; remit to National Headquarters by February 15 and October 15 the national membership dues of each member of the chapter with the name and address of each member who has paid such dues; provide the Vice President with a check for the amount of birthday pennies and fines collected at the Founders' Day Celebration; prepare an annual financial report to be submitted to National Headquarters by July 31 of each year; submit a report to National Headquarters of pledge initiation within 48 hours after the pledge ceremony; have the books audited annually; with the assistance of the finance committee, prepare the chapter's annual budget; release records promptly for auditing and presentation to the incoming Chapter Treasurer; make reimbursement for authorized chapter expenses upon presentation of receipt(s). It is also the responsibility of the chapter treasurer to file and IRS submission of the fraternity to ensure the proper tax-status is maintained.

The Chapter Treasurer is a member of the Executive Committee.

Section 10.14 Pledge Educator. The Pledge Educator is in charge of guiding new members through the pledging process, while teaching them what it means to be a member of Phi Gamma Nu. It is the pledge educator's duty to ensure the personal and professional growth of each new member to a level acceptable in the fraternity's standards prior to formally joining the chapter.

Section 10.15. Faculty Advisor(s). If permitted by the university, the Executive Board should elect one faculty advisor to act as the liaison between the university and the chapter. The term of office shall be one year. There is no limit to the number of terms an individual may serve as Faculty Advisor with the approval of the Executive Board and the consent of the Advisor.

Section 10.16 Good Standing of Collegiate Chapters. A chapter is in good standing when all financial obligations have been met, administration reports and forms have been submitted as required, and all other obligations to the National Fraternity have been satisfied. Chapter indebted to the fraternity, or on probation, under suspension or revocation of charter, are not in good standing and shall not be entitled to representation, voice or vote in the National Chapter.

Section 10.17 Meetings of Collegiate Chapters.

- (a) Regular Meetings. Each collegiate chapter shall hold at least one business meeting each month during the academic year. A quorum of members shall be present to transact official business. Notice shall be given at least five (5) days before the date of each regular meeting to all members in good standing.
- (b) Professional Meetings. Each collegiate chapter shall hold two (2) or more professional

meetings during the academic year. Notice shall be given at least fifteen (15) days before the date of such professional meetings.

- (c) Special Meetings. Special meetings of each chapter may called by the President, or by five (5) members in good standing petitioning the President, on notice to all members in good standing.

Section 10.18 Books and Records of Collegiate Chapters. Each chapter shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its regular and special meetings.

Section 10.19 Accounting System of Collegiate Chapters. Each chapter shall use a standard accounting system approved by the National Council.

Section 10.20 Fiscal Year of Collegiate Chapters. The fiscal year of each collegiate chapter shall commence on the first of July and expire on the thirtieth day of June.

Section 10.21 Inactive Status of Collegiate Chapters.

A collegiate chapter can desire to become inactive at will. This decision needs to be approved by 2/3's majority vote of the chapter members. In the event a collegiate chapter desires to become inactive, the Chapter President must send an email to the National Council and copy all the members of the collegiate chapter, a university administrator, and the chapter advisor. As the fiduciary officer of the collegiate chapter, the Chapter President has the legal obligation to send this email so that the members of the collegiate chapter are voting with full material disclosure and aware of all the consequences involved with their decision. This email must specify the decision to deactivate from Phi Gamma Nu and become an inactive chapter, and all of the following consequences below need to be copied and pasted into this email as going into effect immediately.

- (a) all Phi Gamma Nu membership pins, manuals, booklets, ritual equipment, property, and charter must be mailed to National Headquarters with Tracking number
- (b) the university/college is notified that your group no longer has a charter to continue operations as a chapter of Phi Gamma Nu
- (c) your group can no longer use in any way, shape, or form the words "Phi Gamma Nu" to describe a meeting or event
- (d) any continued usage of the Phi Gamma Nu brand or meeting under the Phi Gamma Nu title will prompt legal action
- (e) all current Brother names of the collegiate chapter, as of the date of deactivation, are erased from the official Phi Gamma Nu Membership Roll and the Phi Gamma Nu Alumni Portal
- (f) no current Brother of the collegiate chapter can list in any way, shape, or form Phi Gamma Nu on his/her resume, LinkedIn profile, professional profile, and any other medium or platform that represents the professional credentials of a person

The National Council can also declare a collegiate chapter that is in Bad Standing inactive. The National Council shall give the collegiate chapter in Bad Standing seven (7) days notice before a vote will be taken to deem the chapter inactive. If the National Council by majority vote deems the chapter inactive, the National President shall send an email to the Chapter President specifying all of the consequences above as going into effect immediately. The Chapter President must reply to this email within 24 hours and carbon copy all the members of the collegiate chapter, a university administrator, and the chapter advisor on his/her email confirming acknowledgement and acceptance of all the terms.

ARTICLE XI. Alumni Chapters

Section 11.1 Eligibility of New Alumni Chapters. Alumni members in good standing may petition the National Council to establish an alumni chapter. The petition shall be approved by a majority vote of the National Council.

Section 11.2 Candidates Eligible for Alumni Membership of a Petitioning Group. Candidates eligible for alumni membership of the petitioning group shall be initiated into such membership provided their applications are filed with National Headquarters and all initiation fees required of collegiate members are paid by the day of installation. The chapter may initiate candidates who do not qualify within a limited time after installation and payment of all initiation fees required of collegiate members within one year after date of installation.

Section 11.3 Charter. (a) Possession. Each alumni chapter must possess a duly issued charter authorizing it to operate as a chapter of this fraternity. This charter is the property of the fraternity and is loaned to the chapter so long as it may remain in good standing.

Section 11.4 Installation of New Alumni Chapters. The date of installation shall be decided by the National Council from the list of dates submitted by the prospective chapter.

The installation expenses shall be paid from the General Fund of the National Treasury.

Section 11.5 Designation of Alumni Chapters. The alumni chapters shall be named after the geographic area in which they are located.

Section 11.6 Bylaws of Alumni Chapters. Each alumni chapter shall enact Bylaws for local government consistent with the Laws of the fraternity. They shall be typewritten and presented to the National Headquarters for review.

Section 11.7 Alumni Chapter Officers. (a) Titles. The officers of an alumni chapter shall be: President, Vice President of External Operations, Vice President of Internal Operations, Secretary, and Treasurer.

(b) Elections. Each chapter shall have the power to regulate the time and manner of choosing its officers, but must report within 48 hours the names and addresses of all officers to National Headquarters as designated in these Bylaws.

Section 11.8 Qualifications of Alumni Chapter Officers. The officers of each alumni chapter shall be members of that chapter in good standing.

Section 11.9 Alumni Chapter President. The Alumni Chapter President shall be the Chief Executive Officer of the chapter and preside at all chapter and Executive Committee meetings; appoint all chairmen and members of standing and special chapter committees; call regular and special meetings when considered necessary; approve all expenditures of the chapter treasury and countersign checks for the chapter; enforce observance of the laws of the fraternity; provide incentives for member involvement; conduct the Ritual of Phi Gamma Nu; distribute communications from National Headquarters as necessary; ensure that outgoing officers train their successors; submit a statement of chapter goals, an annual proposed calendar, submit a statement of chapter goals, an annual proposed calendar of activities and a proposed annual budget at the beginning of each fiscal year. The Chapter President shall be an ex-officio member of all chapter committees except the chapter nominating committee that he/she be excluded from. As an ex-officio member of a chapter committee, the Chapter President has the same rights as the other chapter committee members, but is not obligated to attend meetings of the chapter committee, nor is he/she counted in determining if a quorum is present. The Chapter President shall submit an annual

report to National Headquarters, and send copies of the same directly to the National President, National Vice President, and Regional Director for the chapter. The annual report shall be in the form and format as required by the National Council.

Section 11.10 Alumni Chapter Vice President of Internal Operations. The Alumni Chapter Vice President of Internal Operations shall perform the duties of the President in the absence or inability of the President to act and should the office of the President be vacated, the Vice President of Internal Operations shall assume all powers and duties of the President until such time as the President can be replaced by nomination and election. The Chapter Vice President of Internal Operations shall be in charge of all professional and social activities of the chapter including the arrangements for the celebration of Founders' Day. The Chapter Vice President of Internal Operations shall be a member of the Executive Committee of the chapter.

Section 11.11 Alumni Chapter Vice President of External Operations. The Alumni Chapter Vice President of External Operations shall write all notices and articles intended for publicity and supply National Headquarters with information regarding the activities of the chapter. The Alumni Chapter Vice President of External Operations shall keep all members informed of alumni chapter activities and about the professional endeavors of all alumni chapter members through a semiannually published electronic newsletter. The Chapter Vice President of External Operations shall be a member of the Executive Committee of the chapter.

Section 11.12 Alumni Chapter Secretary. In the absence of the Chapter President and Vice President, the Chapter Secretary may call a meeting to order and preside at the election of a temporary chairman. It shall be the duty of the Chapter Secretary to: keep a record of all proceedings (minutes); keep on file all committee reports; provide the Chapter President in advance of a meeting with a copy of the minutes of the preceding meeting together with a statement of unfinished business; prepare the order of business for presiding officer; read the minutes; have available at each meeting the minutes of previous meetings of the current and preceding year; call roll when directed or required; keep a record of the attendance and absences of each member at all meetings and fraternity events; have available the records, copy of the Bylaws, lists of committees, membership and other documents likely to be needed at chapter meetings; send out notices of all chapter meetings and activities to members; accurately maintain the chapter's official membership files which include name, address, city, state, zip code, email, and telephone numbers for each member; compile history of chapter and/or keep it up to date. The Chapter Secretary shall notify National Headquarters of names, addresses, email and phone numbers of chapter officers within 48 hours of changes.

The Secretary shall be a member of the Executive Committee of the chapter.

Section 11.13. Alumni Chapter Treasurer. The Chapter Treasurer shall have custody of all finances of the chapter. It shall be the duty of the Chapter Treasurer to: keep an accurate account of all chapter income and expense items; must use a standard accounting system approved by the National Council; provide the bank with new signature cards showing the current Chapter President and Treasurer; promptly deposit all funds in a bank account in the name of Phi Gamma Nu and the chapter; sign all checks for the chapter and have them countersigned by the Chapter President unless contrary to the rules of the university; pay all bills promptly; prepare monthly report of the chapter's financial status; remit to National Headquarters the national initiation fee and personnel record for each Professional Member to be initiated; remit to National Headquarters by February 15 the national membership dues of each member of the chapter who is not a Life Member with the name, email and address

of each member who has paid such dues and of each Life Member in the chapter; provide the Vice President with a check for the amount of birthday pennies collected at the Founders' Day Celebration; prepare an annual financial report to be submitted to National Headquarters by July 31 of each year; have the books audited annually with the assistance of the Finance Committee; prepare the chapter's annual budget; release records promptly for auditing and presentation to the incoming Chapter Treasurer; make reimbursement for authorized chapter expenses upon presentation of receipt(s).

The Chapter Treasurer is a member of the Executive Committee.

Section 11.14. Chapter Meetings of Alumni Chapters.

- (a) Regular Meetings. Each alumni chapter shall schedule business meetings on an as-needed basis to transact chapter business.
- (b) Professional Meetings. Each alumni chapter shall hold at least one professional meeting during the fiscal year.
- (c) Special Meetings. Special meetings of each alumni chapter may be called by the President, or by five (5) members in good standing petitioning the President, on notice to all members in good standing.

Section 11.15 Good Standing of Alumni Chapters. A chapter is in good standing when all financial obligations have been met, administration reports and forms have been submitted as required, and all other obligations to the National Fraternity have been satisfied.

Chapters indebted to the fraternity, or on probation, under suspension, or revocation of charter, are not in good standing and shall not be entitled to representation, voice or vote in the National Chapter.

Section 11.16 Books and Records of an Alumni Chapter. Each chapter shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its regular and special meetings.

Section 11.17 Accounting System of an Alumni Chapter. Each chapter shall use a standard accounting system approved by the National Council and shall require that the books of the chapter be audited annually, with one copy of this audit being filed with each copy of the Chapter Treasurer's annual report.

Section 11.18. Fiscal Year of Alumni Chapters. The fiscal year of each alumni chapter shall commence on the first day of July and expire on the thirtieth of June.

Section 11.19. Inactive Status of Alumni Chapters. In the event an alumni chapter desires to become inactive, a written official notice must be submitted to the National President, and the National Vice Presidents, and the Executive Director. Upon offering such notice, the chapter shall return the charter and all other property of this fraternity which shall include: all money in the treasury, the standard accounting system, minute book, files, records, ritual equipment, etc. to National Headquarters or to someone designated by National Headquarters to receive same. All property of an inactive chapter shall pass into custody of the National Council to be held in trust for two (2) years for the benefit of the chapter should it be reactivated.

ARTICLE XII.

Finances

Section 12.1 Source. The financing of the National Fraternity of Phi Gamma Nu shall be the responsibility of each chapter as prescribed in the Bylaws.

Section 12.2 Local Collegiate Pledge Fees. The local Pledge Fee to be paid by each pledge of the chapter shall be determined by the Bylaws of the chapter.

Section 12.3 Initiation Fees.

- (a) National. The National Council shall exercise prudent judgment in the leveling of the national initiation fees to be paid by each collegiate member within the range decided upon at the National Convention. The collegiate chapter treasurer shall remit such initiation fee to the National Headquarters, two weeks prior to the initiation. Each chapter shall be responsible for the collection and prompt payment of the national initiation fees of its members. Failure to remit such initiation fees promptly shall cause the chapter to be placed on probation by the National Council and subject to such disciplinary action as the National Council deems advisable. Payment of the national initiation fee entitles the member to receive an initiation badge, membership card, and certificate.
- (b) Local. The local initiation fees to be paid by each member of the chapter shall be determined by the Bylaws of the chapter. Any collegiate chapter shall initiate no pledge until they have paid the entire initiation fee.
- (c) Honorary Member. The local chapter shall be responsible for payment of the Honorary Member's initiation fee. Payment of the national fee entitles the members to receive an initiation badge, membership certificate, and card.

Section 12.4. Dues.

(a) National. (i) Collegiate. The National Council shall exercise prudent judgment in the leveling of the national collegiate dues within the range decided upon at the National Convention. The national collegiate dues will be the liability of the chapter for each collegiate member in attendance at college. The National Council may establish such discount for prompt payment as deemed advisable. Dues shall be payable semi-annually on or before October 15th and on or before February 15th.

(b) Local. (i) Collegiate. Each chapter shall have the power to fix its own local dues.

Section 12.5. Remission of Dues. A collegiate chapter may waive the local dues of any of its members for good cause, but all members are responsible for National Dues except in extenuating circumstances determined by the National Council

Section 12.6 Checking Accounts. Each chapter shall maintain a checking account in a federally insured financial institution, some other bank that has been approved by the National Council, or with the business office of the university or college where the chapter is located. All collegiate chapter checks shall be signed by the treasurer of the chapter and countersigned by the President, unless contrary to the rules of the university. One check should be sent to cover each remittance. Chapters must be identified on all checks. Personal checks can be accepted only for resale items. Checks must be identified with the fraternity name and chapter name.

Section 12.7. Fiscal Year. The fiscal year of the National Treasury shall end on the thirty-first of July.

Section 12.8. The General Fund. The General Fund of this fraternity shall be comprised of all the monies received not otherwise designated for other funds.

Section 12.9. The National Convention Fund. The National Convention Fund represents monies allocated by the National Council for the purpose of underwriting the lodging expenses of the collegiate delegates and all convention expenses of the National Officers.

In the event of a deficit in the Convention Fund, it may be absorbed by the General Fund of the National Treasury with the approval of the National Council. The National Council shall have the power to levy an assessment from each collegiate chapter in an amount sufficient to substantially defray the transportation expenses of official delegates to the convention.

ARTICLE XIII

Discipline of Members

Section 13.1. Offenses. The offenses are the violation of the Laws of this fraternity and/or for willfully bringing disgrace upon the fraternity or any of its members.

Section 13.2. Penalties. Penalties for offenses to the fraternity or any of its members shall be a fine, reprimand, suspension, or expulsion.

Section 13.3. Vote Required to Suspend or Expel. In a collegiate or alumni chapter, a two-thirds vote of all members excepting the member under discussion, shall be required to suspend or expel a member or pledge.

Section 13.4. Report of Discipline. Within twenty-four hours after disciplining of a collegiate or alumni member by a chapter, a report of same shall be sent to National Headquarters, who shall present such report to the National Vice President of Internal Operations and the Executive Director.

Section 13.5. Appeals. Any member of this fraternity who has been fined, reprimanded, suspended, or expelled by their chapter may appeal such judgment to the National Vice President of Internal Operations and Executive Director, through National Headquarters, within ten days after such judgment is rendered. If on reviewing the appeal the National Vice President of Internal Operations and Executive Director affirm the judgment of the local chapter, the collegiate or alumni member shall be notified by the National Vice Presidents with a copy of such notification being sent to the National Headquarters and local Chapter President. If, on reviewing the appeal, the National Vice Presidents reverses the judgment of the local chapter, the collegiate or alumni member shall be notified by the National Vice Presidents with a copy of such notification being sent to the National Headquarters and local Chapter President.

ARTICLE XIV.
Discipline of Chapters

Section 14.1 Offenses. The offenses are as follows: for willful neglect in adhering to the Laws of the fraternity that results in disgrace to the fraternity, the violation of any of the Laws of this fraternity, or for non-payment of obligations due to the National Treasury.

Section 14.2 Penalties. Penalties that can be imposed on a chapter for any offenses to the fraternity shall be either probation, suspension, or revocation of charter.

Section 14.3 Vote Required to Impose Penalties on Chapters. A two-thirds vote of the National Council shall be required to impose such penalties. The National Vice President of Chapter Presidents shall send notice of the decision made by the National Council to place a chapter on probation, suspend, or revoke its charter to the President of the chapter within twenty-four (24) hours after the decision with a carbon copy to the Chapter Advisor.

Section 14.4 Fines. Failure to file required reports and make financial payments within the prescribed time period shall make the chapter subject to such fine or penalty as the National Council may deem appropriate.

Section 14.5 After Suspension or Revocation of Charter. A chapter whose charter has been either suspended or revoked shall return the charter and all other property of this fraternity. Maximum dollar amount any member can receive back from Chapter is last semester's collegiate dues subtracted from national dues; the left over monies will be remitted to Nationals.

Section 14.6 Appeals. Appeals from the decision made by the National Council shall be filed with the National Vice President of Internal Operations through National Headquarters and presented to the National Council.

Section 14.7 Reactivation. A chapter whose charter has been revoked or which was suspended may be recognized after petitioning and being granted a renewal of its charter or a new charter in accordance with the decision of the National Council.

ARTICLE XV.
Official Insignia, Emblems, and Awards

Section 15.1 Badge. (a) Membership Badge. The chapter must obtain the membership badge for every initiate at the time of initiation. The badge may be of such kind and design as may be approved by the National Council.

(b) Official Badge. The official badge of this fraternity shall consist of the Greek letters of Phi, Gamma, and Nu, encircled by pearls and having one ruby in the corner of the Gamma. The signification of the emblems, the ruby and the pearls shall be exemplified in the Ritual.

Section 15.2 Pledge Pin. The official pledge pin shall be a true shield of cardinal red and gold.

Section 15.3. Coat of Arms. The official coat of arms of this fraternity shall be as designated in the Ritual.



Section 15.4 Colors. The official colors of this fraternity shall be cardinal red and gold.

Section 15.5 Flower. The official flower of this fraternity shall be the red rose.

Section 15.6 Jewel. The official jewel of this fraternity shall be the ruby.

Section 15.7 Official Seal. The Official Seal of this fraternity shall be of the following design:



Section 15.8 Banner. The official banner of this fraternity shall be a reproduction of the official coat of arms in colors on a field of red. The National Council shall determine the size of the banner.

Section 15.9 Other Official Insignia. Other official insignia of this fraternity shall be the Past President's Crest (for chapters), Past President's Crest (for National Chapter), Recognition Pin, and Membership Certificates.

Section 15.10. Ownership of Insignia. All official insignia and symbols shall remain under the control of the fraternity.

ARTICLE XVI. Ritual

Section 16.1 Ritual. Any performance or presentation of all or any portion of the Ritual excluding Installation of Officers shall be conducted only in the presence or view of the members of the Fraternity, except candidates present for the purpose of their immediate initiation. Members responsible for the conduct of such ceremony shall insure that adequate security measures are carried out, to insure complete privacy, and to maintain the secrecy of the Ritual.

ARTICLE XVII. Founders' Day

Section 17.1 Designation. That the spirit and traditions of this fraternity shall be more effectively carried out, there shall be set aside a day to be known as Founders' Day.

Section 17.2 Date. The seventeenth day of February shall be known as Founders' Day in commemoration of the founding of this fraternity on that date in 1924 at Northwestern University.

Section 17.3 Observance. Each chapter shall observe Founders' Day each year with appropriate ceremony that includes the renewal of the oath of initiation and the collection of birthday pennies. One penny for each year Phi Gamma Nu has been in existence will be collected from each member as birthday pennies. This celebration may be held on Founders' Day or whatever other day in the month of February is convenient for the chapter. A report of the required ceremony shall be submitted to National Headquarters within three (3) days after the celebration.

Section 17.4 Attendance. Compulsory attendance shall be required of all collegiate members at Founders' Day ceremonies. Any special excused absences must be reported to the Chapter President and Chapter Advisor.

ARTICLE XVIII.

Publications

Section 18.1 Social Media. The official magazine/publication of this fraternity shall be The Phi Gamma Nu website. The website shall be distributed to dues paying, Life, Honorary, and Faculty members of this Fraternity. The National Council may deem members of petitioning groups, to other fraternities who exchange publications with the fraternity and to such other non-members as copies may also be distributed to university officials, advisable.

Section 18.2 Other Publications. The Executive Director shall edit and publish a Chapter Officers' Manual, Pledge Education, and Pledge Educator Manuals and such other publications as may be necessary. All chapters shall use it and follow the instructions contained therein.

Section 18.3 Identification of Printed Matter. There shall be chapter identification on all printed matter, using the following: "_____ Chapter of Phi Gamma Nu."

Section 18.4 Chapter Publications. Each chapter may issue publications consistent with the policies of this fraternity.

Section 18.5. Official Communications. All official communications from the National President or Executive Director shall be read in full by every chapter at its regular meeting, shall be recorded in the chapter minutes and shall be acted in accordance with as necessary.

ARTICLE XIX.

Parliamentary Authority

Section 19.1 Parliamentary Authority. Robert's Rules of Order shall govern all meetings of the fraternity.

ARTICLE XX.
Amendments

Section 20.1 Proposed Changes. The intent of proposed amendments plus the rationale behind each proposed amendment must be submitted in writing to the National Headquarters to be distributed to each collegiate and alumni chapter and each member of the National Council at least thirty days before the National Convention.

Section 20.2 Voting. These Bylaws may be amended by a majority vote at the National Convention

Section 20.3. Voting by Electronic Ballot. In the interim between meetings of the National Convention, the National Council or any chapter through the Executive Director may submit the intent of the proposed amendments by email to the presidents of each chapter. The vote of each chapter shall be returned to the Executive Director within sixty days and after the vote is counted by a National Officer with two witnesses present, the result of the voting shall be announced by the Executive Director within thirty days to each collegiate and alumni chapter and National Council. A majority vote of the chapters and the National Council is necessary for adoption of any amendment submitted.

*For 2013 and 2014 National Convention meetings, all votes must be in Person

Section 20.4. Ritual. The Ritual of this fraternity may be amended by a majority vote at the National Convention or by a majority email vote as provided for in the Bylaws.