

PHI BETA SIGMA
HONORARY SERVICE FRATERNITY
SETON HALL UNIVERSITY

CONSTITUTION AND BY-LAWS

PHI BETA SIGMA
SETON HALL UNIVERSITY
SOUTH ORANGE, N. J.

THE PHI BETA SIGMA HONORARY SERVICE FRATERNITY

CONSTITUTION

Article I

Name

Section 1. The name of this organization shall be "The Phi Beta Sigma Honorary Service Fraternity."

Article II

Aims and Purposes

Section 1. The aims of the fraternity shall be:

- (a) to promote friendship and brotherhood among its members and to inculcate in them a high sense of loyalty to each other and to the fraternity;
- (b) to stimulate the scholarship and extracurricular activities of its members;
- (c) To set examples of honor, leadership, and good college spirit;
- (d) to further the welfare of its members.

Section 2. The purposes of the fraternity shall be:

- (a) to perform acts which are of aid and service to Seton Hall University, its administration, faculty, student body, and campus organizations and activities.
- (b) to work in close cooperation with the President of the Student Council in the performance of his duties and functions;
- (c) to hold meetings and social gatherings for the better realization of its aims and purposes.

Article III

Membership

Section 1. The membership of the fraternity shall be chosen from second term freshmen, and all sophomores, juniors, and seniors of Seton Hall University.

Section 2. The members of the fraternity shall be referred to as brothers.

Section 3. The membership of the fraternity shall not at any time exceed a total of fifty--not counting the Moderator, honorary brothers and alumni brothers, but including both active and inactive brothers.

Section 4. For a two weeks period commencing with the beginning of the fall and spring semesters, respectively, the brothers of the fraternity shall submit the names of proposed candidates for membership in the fraternity to the Pledge Committee. The names so submitted shall be screened by the Pledge Committee, and those names approved by this Committee shall be referred to the Board of Review. The Board of Review shall thereupon pass upon the names so referred to it and shall prepare therefrom a list of candidates, who shall thereafter be referred to as Pledges. A proposed Pledge whose quality point average is less than 2.0 points shall be automatically disqualified from pledging.

Section 5. The Board of Review shall refer the list of such Pledges to the Pledge Master, who shall then notify the Pledges of the time and place of a regular meeting of the fraternity, at which the Pledges shall be required to be present. The attendance of the Pledges at this meeting shall be solely for the purpose of being sworn in as Pledges by the President of the fraternity, in the presence of the brothers who are at the meeting.

Section 6. The Pledge Master shall be directly responsible for the training of the Pledges throughout the pledge period.

Section 7. At the first regular meeting of the fraternity following the conclusion of the pledge period, the Pledges shall be voted upon, and the unanimous vote of the brothers present at such meeting shall be required for the election of a Pledge to membership in the fraternity.

Voting shall be by secret ballot. There shall be no withdrawal nor change of any ballot once cast. There shall be no voting of any brother by proxy.

One negative vote on the first ballot shall refer the Pledge in question to a second and final ballot, to be cast at the same meeting. More than one negative vote on the first ballot shall result in the exclusion of the Pledge in question from membership. However, the name of such a Pledge may be submitted again to the Pledge Committee as a candidate for pledging in a subsequent pledge period, in accordance with the procedure outlined in Section 4 of this Article III.

Section 8. Membership in the fraternity shall be for

life.

Article IV

Inactive Membership

Section 1. Any brother shall automatically be placed upon an inactive membership list, on any one or more of the following grounds:

- (a) failure to attend two consecutive meetings of the fraternity;
- (b) failure to pay the annual dues of the fraternity at or before the time payable;
- (c) conduct and actions considered to be improper and reprehensible and tending to reflect discredit upon the fraternity, and/or any written or oral statement of disloyalty to the fraternity, to whomsoever made--the applicable procedure in connection with this ground for inactive membership being more specifically outlined in Section 2 of this Article.

Section 2. The charge of a brother's alleged misconduct and/or statement of disloyalty, within Section 1(c) of this Article, may be made by any brother or brothers, orally or in writing, to the Executive Committee of the fraternity, and may not be withdrawn. It shall then be the duty of the Committee to bring up such charge for action by the fraternity, at a regular meeting or at a special meeting called for the purpose. The Committee shall notify the brother in question of such charge, either orally or in writing, at least one week before such meeting. At the meeting, the President shall state the charge, any brother may speak in support of it or against it, and the brother in question shall be given the opportunity of speaking in his own defense. A vote shall thereupon be taken, by secret ballot, on whether the brother in question shall be placed on the inactive membership list. An affirmative vote of two-thirds of the brothers present at the meeting shall be required.

Section 3. A brother who is on the inactive membership list shall be denied all rights and privileges of the fraternity, throughout the period of his inactive membership, and more particularly, as follows:

- (a) the right to vote;
- (b) the right to attend any meeting of the fraternity, except for the purpose of making application for reinstatement to active membership, as provided for in Section 4 of this Article;
- (c) the privilege of making use of the fraternity rooms or

- quarters;
- (d) the privilege of attending any social function or gathering of the fraternity;
 - (e) the right to hold any office or to be a member of any Committee during the period of inactive membership;
 - (f) the right to submit the name of any proposed candidate for membership, to participate in any pledging activity, and to vote on the election of Pledges for membership;
 - (g) any and all other rights and privileges that are possessed by active brothers, in good standing.

Section 4. In order for a brother who is on the inactive membership list to be reinstated to active membership, he must attend a meeting of the fraternity, at which he shall offer explanation of or excuse for his excessive absences, and/or pay all dues in which he is in default, and/or make amends for any misconduct or disloyalty for which he may have been placed on the inactive list. The brothers present at such meeting shall thereupon vote upon his reinstatement, by secret ballot, and an affirmative vote of two-thirds of those present shall be required.

Article V

Honorary Membership

Section 1. The fraternity may elect not more than two honorary members each college year.

Section 2. Any brother may submit the name of one or more proposed candidates for honorary membership, orally or in writing, to the Executive Committee. Such candidate may be a member of the administration or of the faculty of Seton Hall University, or he may have no association or affiliation with the University. No undergraduate student of Seton Hall University is eligible for honorary membership.

Section 3. Written notice of such candidate's name shall be communicated by the Executive Committee to all active brothers of the fraternity at least one week in advance of the meeting at which the candidate shall be voted upon. The procedure of voting shall be the same as prescribed in Article III, Section 7 of this Constitution, in the voting on Pledges for membership in the fraternity, and the unanimous vote of those present at such meeting shall be required.

Section 4. An honorary member shall have all the rights and privileges of active brothers, and shall not be required to attend meetings or to pay dues.

Article VI

The Moderator

Section 1. There shall be a Moderator of the fraternity, who shall be a member of the faculty of Seton Hall University.

Section 2. The procedure for submitting the name of a proposed candidate for Moderator and for voting upon such candidate shall be the same as prescribed in Article V, Sections 2 and 3 of this Constitution, in voting on candidates for honorary membership in the fraternity, and the unanimous vote of those present at the meeting at which the candidate shall be voted upon shall be required.

Section 3. The Moderator shall be a brother of the fraternity, with all of the rights and privileges of a brother. He shall be a member, ex officio, of the Executive Committee and of all other Committees. He shall not be required to pay dues.

Section 4. The term of office of the Moderator is not prescribed, and a new Moderator may be elected at any time, and shall be elected to replace a present Moderator, in the event of the latter's death, resignation, permanent incapacity, or separation from Seton Hall University.

Article VII

Alumni Brothers

Section 1. Alumni brothers shall be privileged to attend all meetings and social functions and gatherings of the fraternity.

Section 2. An alumnus brother present at any meeting of the fraternity shall be entitled to vote on any matter that is being voted upon at such meeting, including election to membership, the placement of a brother on the inactive membership list, the reinstatement of a brother to active membership, and the impeachment of an officer.

Section 3. All alumni brothers shall be kept informed at least once a semester, of happenings in the fraternity, through an Alumni Newsletter, or otherwise.

Article VIII

Impeachment

Section 1. Any officer of the fraternity may be brought up on charges for impeachment, upon grounds of neglect of official duties, and/or improper and unbecoming act or conduct, not befitting an officer of the fraternity. Mere absence from three consecutive meetings of the fraternity shall not automatically constitute a ground for impeachment, but may constitute such a ground.

Section 2. The charge may be made by any brother or brothers, orally or in writing, to the Executive Committee of the fraternity. It shall then be the duty of the Committee to bring up such charge for action by the fraternity, at a special meeting called for the purpose. The Committee shall notify the officer in question of such charge, either orally or in writing, at least one week in advance of such meeting. At the meeting, the President shall state the charge, any brother may speak in support of it or against it, and the officer in question shall be given the opportunity of speaking in his own behalf. In the event that it is the President whose impeachment is being sought, the Vice President shall state the charge and shall act as Chairman of the meeting. A vote shall thereupon be taken, by secret ballot, on whether the officer in question shall be impeached. An affirmative vote of two-thirds of the brothers present at such meeting shall be required.

Section 3. Upon being voted impeached, the term of office of the officer impeached shall immediately be terminated, and he shall be placed on the inactive membership list.

Section 4. The fact that an officer has been placed on the inactive membership list, pursuant to Article IV, Sections 1 and 2 of this Constitution, shall not only deprive him of the right to hold office, but shall automatically call for an impeachment proceeding, under Section 2 of this Article VIII of this Constitution.

ARTICLE IX

Dues and Assessments

Section 1. The dues payable by each brother shall be in the sum of Twenty Dollars (\$20.00) in each and every college year.

Section 2. The dues shall be payable in two installments of Ten Dollars (\$10.00) each, one, on or before the first

meeting of the fraternity in the fall semester, and one, on or before the first meeting of the fraternity in the spring semester--with the following modification: a newly elected brother of the fall pledge class may have until the first meeting of the spring semester to make his first payment of dues, and his next payment shall not be due until on or before the first meeting in the following fall semester; and a newly elected brother of the spring pledge class may have until the first meeting in the following fall semester to make his first payment of dues, and his next payment shall be due on or before the first meeting in the spring semester immediately following.

Section 3. There may be assessments from time to time to defray the cost of social functions, but these assessments shall be compulsory only upon those brothers who participate in the particular function for which the assessment is made.

Article X

Constitutional Amendments

Section 1. This Constitution may be amended by the affirmative vote of two-thirds of the active membership of the fraternity at any meeting at which a proposed amendment is voted upon, the required number being present at such meeting. The voting shall be viva voce.

Section 2. Any brother may propose an amendment to the Constitution by submitting such proposal in writing to the Executive Committee. The Committee shall give written notice thereof to all of the active brothers, at least one week in advance of the meeting at which the same will be voted upon, with further notification of the date of the meeting at which the proposed amendment will be voted upon.

BY-LAWS

Article I

Officers

Section 1. The fraternity shall elect from its membership: a President, a Vice President, a Treasurer, a Secretary, and a Student Council Representative, who shall be elected for one year and shall hold office until their successors are elec-

ted and qualified.

Section 2. The foregoing officers, together with the Moderator, shall constitute the Executive Committee.

Section 3. The election of officers shall be held annually, at the first regular meeting of the spring semester. Voting shall be by secret ballot, and a majority vote of those present at the meeting shall be sufficient for the election of any candidate.

Section 4. The succession to the office of President, in the event of the latter's death, incapacity, resignation, impeachment, disqualification, or separation from Seton Hall University, shall devolve upon the Vice President, Treasurer, Secretary, and Student Council Representative, in that stated order. In case of such a succession, each of the officers designated shall assume the office next above him, and a new Student Council Representative shall then be elected. This procedure shall apply likewise to any vacancy arising in any office below that of President.

Article II

Duties of Officers

Section 1. The duties of the President shall be as follows:

- (a) to preside and act as Chairman at all meetings of the fraternity;
- (b) to act as representative of the fraternity to outside persons and to other organizations;
- (c) to designate all projects for performance by the fraternity and the brothers, in connection with the rendition of aid and services by the fraternity;
- (d) to use his best efforts for the carrying out of the aims and purposes of the fraternity, as set forth in the Constitution of the fraternity.

Section 2. The duties of the Vice President shall be as follows:

- (a) to assist the President in the performance of his duties;
- (b) to preside and act as Chairman at any meeting during the absence of the President and to take his place whenever it is necessary for the latter to leave the chair;
- (c) to assume all of the duties of the President in case of the absence or incapacity of the President;

- (d) to be a member ex officio of all Committees.

Section 3. The duties of the Treasurer shall be as follows:

- (a) to act as official custodian of the funds of the fraternity and as disbursing officer;
- (b) to place such funds in a bank and keep an accurate bank book record of all deposits and withdrawals;
- (c) to keep a record of monies paid out and to preserve receipts or vouchers to cover each expenditure;
- (d) to collect all dues and assessments;
- (e) to submit a summary of the finances of the fraternity at each meeting and a complete report annually;
- (f) to prepare and submit a proposed budget to the Department of Student Affairs.

Section 4. The duties of the Secretary shall be as follows:

- (a) to keep an accurate record of the proceedings at all meetings of the fraternity, in a suitable book for preservation;
- (b) to give written notice to all of the active brothers of all meetings to be held, at least one week in advance of each meeting;
- (c) to be custodian of the official records and documents of the fraternity;
- (d) to carry on the official correspondence of the fraternity;
- (e) to keep a register, or roll, of all of the members of the fraternity, and to call the roll at every meeting;
- (f) to provide the Chairman at the beginning of each meeting with a detailed order of business, including a list of unfinished business, of committees which are to report, and of announcements;
- (g) to bring to each meeting a copy of the Constitution and By-Laws, together with a list of the members of all standing and special committees.

Section 5. The duties of the Student Council Representative shall be as follows:

- (a) to represent the fraternity at all meetings of the Student Council;
- (b) to report on such meetings of the Student Council, at all meetings of the fraternity.

Article III

Functionaries

Section 1. The President, with the approval of the Executive Committee, shall appoint the following functionaries, whose respective duties shall be as indicated:

- (a) a Chaplain, whose duty it shall be to conduct all prayers at fraternity meetings;
- (b) a Sergeant-at-Arms, whose duty it shall be to maintain order at all meetings and gatherings of the fraternity;
- (c) a Pledge Master, whose duty it shall be to take charge of the training of all Pledges and to direct all Pledge classes;
- (d) a Master-of-the-Ritual, whose duty it shall be to conduct all ceremonies of the fraternity, and in particular, the initiation of new brothers;
- (e) a Social Director, whose duty it shall be to propose, plan, and be responsible for the arrangement of all social functions;
- (f) a Parliamentarian, whose duty it shall be to serve as the President's adviser and consultant on procedural matters, and to rule on questions of parliamentary procedure at meetings when necessary;
- (g) a Publicity Director, whose duty it shall be to assume the responsibility for all public announcements relating to the fraternity, in campus publications, or otherwise;
- (h) an Historian, whose duty it shall be to maintain an historical record of all events of interest and importance in the fraternity, and to keep the same up-to-date, in a suitable book or books for preservation.

Article IV

Committees

Section 1. The President, with the approval of the Executive Committee, shall appoint the following Committees, whose respective duties shall be as indicated:

- (a) Pledge Committee, whose duty it shall be to receive and screen the names of candidates for membership and to assist the Pledge Master in the performance of his duties;
- (b) Board of Review, whose duty it shall be to review the names of the proposed candidates for membership in the fraternity, and to select and eliminate therefrom, prior to the commencement of the pledge period;

- (c) Social Committee, whose duty it shall be to assist the Social Director in the performance of his duties;
- (d) Alumni Committee, whose duty it shall be to keep an up-to-date file of the names and addresses of all alumni brothers of the fraternity, and to maintain contact and communication with them from time to time.

Section 2. The President shall designate all Committee Chairmen.

Article V

Meetings

Section 1. The first regular meeting of the fraternity of the academic year shall be held on the first Sunday following the beginning of the fall semester, and regular meetings shall be held every two weeks thereafter.

Section 2. Special meetings of the fraternity may be called by the President, the Moderator, the Executive Committee, or upon a written request addressed to the Executive Committee and signed by at least one-third of the active brothers. The notice by the Secretary that calls a special meeting shall state the purpose for which the meeting is being called.

Section 3. A quorum at a regular or special meeting shall consist of one-third of the active brothers.

Section 4. Motions shall require for their adoption a two-thirds vote of those present at a meeting, a quorum being present, unless a unanimous, or other vote is required under any other provision of the Constitution or of the By-Laws.

Section 5. At no time and under no circumstances shall any absent brother be entitled to vote by proxy.

Section 6. Voting may always be viva voce, unless voting by secret ballot shall be required under any other provision of the Constitution or of the By-Laws.

Section 7. Whenever a motion is made by a brother at a meeting, the exact wording of the motion shall be in writing and a copy thereof shall be handed to the Secretary at the time of the making of the motion.

Article VI

Bank Account

Section 1. The fraternity shall open and maintain a bank account in a bank which shall be selected by the Treasurer, with the approval of the Moderator.

Section 2. Such bank shall be the depository of all funds of the fraternity, and which funds may be withdrawn by checks signed jointly by the Moderator and the Treasurer.

Article VII

By-Laws Amendments

Section 1. The requirements and procedure for amending the By-Laws shall be the same as those provided for amending the Constitution, as set forth in Article X, Sections 1 and 2 of the Constitution.