Pi Sigma Epsilon

Eta Prospective Chapter

University of Florida

**CONSTITUTION OF PI SIGMA EPSILON – ETA CHAPTER**

CHAPTER BYLAWS

**ARTICLE I**

**NAME OF ORGANIZATION**

The name of this chapter shall be the Eta Chapter of Pi Sigma Epsilon, the National and Professional Fraternity in Marketing, Sales Management and Selling. This chapter shall also go by the acronym ‘PSE.’

**ARTICLE II**

**PURPOSE STATEMENT**

**Section 2.01 PURPOSE**

The purpose of this non-profit fraternal organization is to prepare its members for professional careers in any field by developing their professional skills and executive presence.

**ARTICLE III**

**COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, Pi Sigma Epsilon shall be a registered student organization at the University of Florida. Pi Sigma Epsilon shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV**

**UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

Pi Sigma Epsilon agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

Pi Sigma Epsilon agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.  Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing

Pi Sigma Epsilon agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, Pi Sigma Epsilon will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

**ARTICLE V**

**MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI**

**STUDENT ORGANIZATION ADVISOR**

Pi Sigma Epsilon’s advisor shall attend Chapter meetings when available, offer guidance when requested, review all University documents and sign when necessary, and follow necessary guidelines.

Advisors of this organization can hold unlimited terms. Every year, the new executive board will hold a conversation to decide if the current advisor is still acceptable.

If the advisor can no longer complete his/her duties or the executive board decides that the advisor is no longer acceptable, then another advisor shall be appointed by the executive board based on relations to the organization, area of expertise, and suggestions by current members of the organization. We suggest that the new advisor teach in the sales or marketing department. If a new advisor needs to be selected, the current members of the organization will place a vote on those that have accepted their appointment, where at least ¾ of members need to approve of the new advisor.

**ARTICLE VII**

**OFFICERS**

Section A. Officer Titles and Duties

All officers are to be elected to office in December of every year. Available positions include:

* President: The President shall preside at all meetings of the organization; shall coordinate the work of the officers and directors; shall call special meetings when considered necessary; shall enforce strict observance of the Constitution, Bylaws, and policies of the fraternity; and shall be the authority in the interpretation of the Constitution and Bylaws unless that interpretation is vetoed by the general membership.
* Vice President of Administration: The Vice President of Administration shall act as the first Vice President; shall serve as an aide to the President; shall perform the duties of the President in her/his absence or inability to serve; shall organize and plan general body meetings; shall keep track of meeting attendance; and shall submit reports and the Chapter Operations Guide (COG) to the national office.
* Vice President of Finance: The Vice President of Finance shall act as treasurer; keep an accurate record of all receipts and expenditures; shall manage and collect all membership dues; shall manage and collect all competition and convention fees; shall work alongside PSE Nationals, the President, and the Advisor to ensure the chapter remains in good financial standings; and shall manage money from corporate sponsors.
* Vice President of Marketing: The Vice President of Marketing shall manage all chapter social media accounts; shall produce all sharable chapter content; shall manage the chapter’s image; shall work alongside the Vice President of Human Resources to create media for recruitment; and shall manage the Director of Marketing and the Director of Sales for the Marketing and Sales Projects.
* Vice President of Human Resources: The Vice President of Human Resources shall ensure each member is in good standing by coming to enough meetings and working with the Vice President of Finance to ensure dues are paid; shall manage the alumni newsletters; and shall lead all recruitment activities with the Director of Recruitment.
* Vice President of Professional Development: The Vice President of Professional Development shall plan all general meeting professional development activities; shall work alongside the President and Advisor to plan the semesterly Mixers; and shall be the point of contact for all professional sponsors and partners.

Section B. Director Titles and Duties

Officers can appoint directors every January (unless otherwise specified) that the president and academic advisor must approve of. The director positions include:

* Director of Marketing: The Director of Marketing shall help the Vice President of Marketing with any social media efforts; and shall lead the chapter’s marketing project.
* Director of Sales: The Director of Sales shall lead any chapter apparel sales; and shall lead the chapter’s sales project.
* Director of Competition: The Director of Competition shall lead all preparations for Pi Sigma Epsilon’s Regional Pro-Am Sell-A-Thon and National Pro-Am Sell-A-Thon.
* Director of Philanthropy: The Director of Philanthropy shall plan and execute all chapter philanthropy events; and shall maintain the chapter’s relationship with partnered nonprofits.
* Director of Social Events: The Director of Social Events shall plan any non-academic social events and ensure they align with the chapter’s and the university’s guidelines.
* Director of Recruitment: A new Director of Recruitment shall be selected by the Vice President of Human Resources at the end of each semester (April and December). The Director of Recruitment shall plan all recruitment events; shall manage all applicants; shall run the potential new member interviews; and shall help plan and execute Bid Day.

Section C. Term of Office

Each officer and director (except for the Director of Recruitment) officially takes office on the first day of the Spring semester and no longer holds office once new officers are elected in December (about 1 academic calendar year). The Director of Recruitment takes office right after December elections to prepare for Spring Recruitment; and the Fall Director of Recruitment takes office right after elections in April. During the interim period between new officers taking office, the previous officers must train and prepare the new officers. Officers will hold office the entire period stated above unless resignation is received, or the officer is impeached. A member may be an officer for one semester if and only if there is no other candidate for the position that can serve for one full year.

Section D. Impeachment Procedure

The Executive Board and Advisor reserves the right to review each member holding a position at any time to evaluate whether the officer is fulfilling the chapter’s expectations. If an officer is not acting with the best interests of the chapter in mind, the officer will be asked to resign, and/or impeachment procedures will be taken.

Any officer, director, or other position of the Eta Chapter can be impeached from office if he/she is unable to fulfill his/her duties and responsibilities and/or is not acting in the best interest of the chapter. A member in good standing must make a motion for impeachment of an officer at which time the reason for the motion must be heard. The officer(s) involved will have the opportunity to plead their case(s) to the general membership and a vote will be called. A three-fourths (3/4) vote of the members in good standing is required for impeachment.

If a resignation or impeachment takes place in the spring semester, then a new election or appointment will be held to fill the vacancy. If a resignation or impeachment takes place in the fall semester, all executive board members will equally work together to take on the duties.

**ARTICLE VIII**

**ELECTIONS**

Section A. Criteria for Officer Eligibility

To apply for any officer or director position, the person must be a member of good financial standing, attends at least 2/3 of meetings, and has been a member for at least one semester. To apply for president, the member must have previously held an officer or director position for at least one semester. Officers and directors must finish their entire term of office before they can run for president.

Section B. Nomination Procedures

For all officer and director positions (except for Director of Recruitment who is nominated twice per year: once in December and once in April), a meeting will be held where members are to be nominated as a director or officer. To nominate someone to office, a member must be present at the nomination meeting and must be of good standing. If the nominated member is of good standing and is present to accept her/his nomination, then she/he may run for that position. If multiple members are nominated for a single position, then speeches will be held during the next meeting. If a member is the only person that has been nominated, then she/he can choose to accept the position.

Section C. Election Timelines

Elections will take place during two (2) meetings in the December of every year. During the first meeting of the month, the current officers will end the meeting with officer nominations. The second meeting of the month will be to hear speeches and to vote on the candidates.

Section D. Balloting Procedures

If multiple members have been nominated for a singular position, then they will all provide speeches that are a maximum of two (2) minutes long about why they would be the best person for the position. Once members hear the speeches, all candidates must exit the room and members of good standing will be handed pieces of paper to anonymously vote on. The current president will tally up the votes to determine the winning candidate. Even if one member wins by one vote, they have still won. In the case of a tie, the candidates will serve the position together.

If there is only one candidate running for a position, then the candidate must exit the room and the members of good standing will anonymously vote on pieces of paper whether they would like to accept the candidate or not. The president will tally up the results. Two-thirds (2/3) of members must support the candidate for she/he to be selected.

**ARTICLE IX**

**FINANCE**

Per the National Policy, Pi Sigma Epsilon requires that members pay membership dues. The initiation fee of every member is $135. Yearly membership dues of $95 are due every year by October 1st. These dues go to PSE Nationals to pay for member’s benefits (like webinars, trainings, etc.) and ability to attend meetings. Members also have the option to pay a one-time $445 Life Membership, which gives access to all PSE benefits forever and entitles members to $75 off their National Convention registrations.

Pi Sigma Epsilon Nationals allows members with financial need to apply for help with membership dues. Pi Sigma Epsilon Nationals also allows members to apply for scholarships provided by the organization.

If member choose to attend national conventions and/or sales competitions, the chapter will try to raise funds by reaching out to corporate sponsors. Members can also help raise funds by reaching out to PSE alumni and local businesses for donations.

**ARTICLE X**

**DISSOLUTION OF ORGANIZATION**

Section A. Action of Dissolution

Dissolution of the Eta Chapter of Pi Sigma Epsilon must be submitted in writing at a regular or special meeting of the organization. Dissolution must be voted on at the subsequent meeting. Dissolution requires a ¾ vote of the active members or by a 2/3 vote of the active members and a majority vote of the Chapter Executive Board.

Section B. Property in the Case of Dissolution

In the event that the Eta Chapter on the University of Florida campus becomes inactive, all property belonging to the chapter, including the chapter initiation kit, shall be returned to the Pi Sigma Epsilon headquarters office. Further, all chapter money from any bank account will be returned to the Pi Sigma Epsilon National Education Foundation and will be held in a trust for two (2) years

Section C. Chapter Reinstatement

If the Eta Chapter at University of Florida reactivates within two (2) years of going dormant, all property will be returned to the chapter from the Pi Sigma Epsilon headquarters office and the Pi Sigma Epsilon National Education Foundation.

**ARTICLE XI**

**ORGANIZATION-SPECIFIC MEMBERSHIP**

Section A. Eligibility

Membership in this fraternity shall be open to individuals regardless of gender, faith, race, creed or handicap, who show an interest in developing themselves professionally, and who are initiated under the Chapter Bylaws. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

Section B. Founders

Members of the original group who participated in the preliminary organization and who accepted the Charter of the Corporation shall be deemed the Founders of this Fraternity. The Founders of this Fraternity are to be determined at the time of charter.

Section C. Collegiate Members

A Collegiate member shall be defined as a student that is properly registered and attending the University of Florida. Students shall maintain the minimum academic standing required at the University of Florida. Students shall show leadership qualities through participation in college activities and other interests that will help prepare them for professional careers.

Section D. Charter Members

Members who are initiated at the time the new chapter charter is granted by the National Council shall be deemed Charter Members of that chapter. These members are to be determined at the time of charter.

Section E. Alumni Members

Upon leaving school, a collegiate member shall be eligible for continued membership with his/her chapter as an alumni member. The member must be in good standing with the National Fraternity. We ask that members leave updated contact information with the Vice President of Human Resources.

Section F. Faculty Members

Any educator directly or indirectly related to or interested in any phase of education that will contribute to the development and dissemination of knowledge and concepts, which will in turn better qualify students for professional careers, shall be eligible for associate membership.

Section G. Life Member

Any member who has procured a Life Membership through the National Organization by following the rules and regulations set from time to time by the National Council shall be a Life Member. Life Membership exempts the member from payment of any further National Dues. However, nothing in this section shall be construed as exempting any member from payment of Initiation Fees or local chapter dues.

Section H. Standing

A member in good standing is one who has currently paid National Dues, Local Dues and has no outstanding debt to the Fraternity. Members who are not in good standing shall be either: those who have not paid their National or Local Dues, have been suspended or expelled by their local chapter, alumni association, or professional affiliate, and have missed meetings due to an unexcused absence. Members not in good standing shall lose their rights to use the Pi Sigma Epsilon trademarks, name, and ability to use benefits affiliated with membership in the Fraternity.

Section I. Member Suspension and Expulsion

An active member may, with just cause, be suspended or expelled from the chapter by a three-fourths (3/4) vote of a quorum of the active members of the chapter. The suspended or expelled members may appeal such action by the chapter to the National Council. The Chapter shall have full control of its individual affairs, subject to the Constitution and Chapter Bylaws.

**ARTICLE XII**

**PROSPECTIVE MEMBERS**

Section A. Minimum Chapter Requirements

Prospective Member recruitment shall be held once per semester, no later than the third week of each academic semester. Members must miss no more than 3 meetings per semester without previous notice and must actively participate.

Section B. Recruiting and University Regulations

The Eta Chapter shall adhere strictly to the rules and regulations with respect to recruiting and accepting candidates as decreed by the University of Florida.

Section C. Enrollment Requirement

In no case may a candidate be recruited or accepted as a collegiate member before she/he has been enrolled in the University of Florida

Section D.

The Eta Chapter shall have a Prospective Member Training Program on the history, organization, and administration and ideals of the Fraternity. This program will teach Prospective Members about the Eta Chapter and its requirements and ideals. The Prospective Member period will be 8 weeks in duration.

Section E. Hazing Prohibited

All hazing activities in any form are strictly forbidden and considered inconsistent with the mission and purposes of the Fraternity. Hazing is defined as any activity designed to coerce, humiliate, ridicule or harass a current or prospective member of the organization and may include forced alcohol consumption, extended calisthenics, kidnapping and/or blindfolding members, sequestering members, and forced participation in dangerous, humiliating, or illegal activities.

Section D. Application, Interview Process, and Selection

All prospective members will be required to attend a minimum of one (1) recruiting event during the recruiting period, unless otherwise approved by the Vice President of Human Resources. Each potential member will be required to fill out a simple application and sign up for an individual interview. All prospective members are required to be interviewed on a non-bias basis prior to initiation by at least two (2) Executive Board Members. Prospective Members will be selected based on a three-fourths (3/4) quorum of all present active members in good standing.

Selection to membership shall be by procedures determined by the local Chapter, in accordance with the provisions of this Constitution. We will not haze according to Florida State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

**ARTICLE XIII**

**INITIATION**

Section A. Records and Membership Payment for Prospective Members

A completed Membership Data Form and Prospective Member Fee for each candidate shall be forwarded to PSE National Headquarters at least three (3) weeks prior to initiation.

Section B. Initiation Required for Membership

Prospective Members can become members only by induction through the entire Initiation Ceremony. The Prospective Member Fee must be paid and remitted to PSE National Headquarters three (3) weeks prior to the Initiation Ceremony.

Section C. Initiation Fee and Dues

Each member shall pay such initiation fees and annual and local dues as may be prescribed by the local chapter, which includes any national fees applying at that time.

Section D. Financial Disclosure

The chapter shall be responsible for sending a letter to each prospective member prior to her/his initiation highlighting the financial obligations, along with the minimum requirements for initiation as documented in this Constitution.

Section E. Voting

Prospective members shall have no voting rights during general business meetings, unless otherwise stated by the officiating member of the Executive Board requesting the vote.

**ARTICLE XIV**

**Penalties**

Section A. Penalties Imposed by The PSE National Council

The PSE National Council shall have the authority to reprimand and suspend any chapter or individual from the Fraternity who violates any provision of the National Constitution or who is guilty of conduct detrimental to the national Fraternity as a whole.

Section B. Penalties Imposed by the Chapter

The Eta Chapter shall have the authority to reprimand, suspend, or expel members for violation of the laws laid out in the Eta Chapter Bylaws.

**ARTICLE XV**

**CHAPTER RESPONSIBILITIES**

Section A. Bylaws

The chapter shall submit a copy of its updated chapter bylaws to the National Headquarters Office each year according to the deadlines set forth in the Chapter Efficiency Index.

Section B. Membership Roster Review

The chapter shall submit a Membership Roster Review using the list sent from PSE National Headquarters after submission of National Dues and Prospective Member Processing. This updated roster shall be sent to PSE National Headquarters on or before December 15 and May 1 of each year.

Section C. Officer Report

An Officer Report shall be submitted to PSE National Headquarters within ten (10) days of each election.

Section D. Prospective Member Processing

The chapter will make recruiting efforts and submit Prospective Member Processing (Membership Data Forms and Prospective Member Fees). Chapters will instruct their Prospective Members to register on pse.org and will turn in all dues money and processing paperwork.

Section E. Initiation Ceremony

It shall be required that the chapter will hold a minimum of two (2) Initiation Ceremonies per year.

Section F. Chapter Efficiency Index Reports

The chapter shall submit Chapter Efficiency Index (CEI) Reports in order to facilitate communication with PSE National Headquarters.

Section G. Professionalism

We ask that when wearing PSE branded attire, members behave in an ethical and professional manner. As a representative of the organization, we expect members to be dressed appropriately while wearing the PSE letters and behave in a respectable fashion.

Section H. Terminology

In that Pi Sigma Epsilon is a professional fraternity, chapters are encouraged in all cases to use terminology reflecting our personal attitude, character, and purposes. In this regard, terms such as recruitment, orientation, Prospective Member, Prospective Member training, or member education, Prospective Member trainer or coordinator should be used in lieu of the terms rush, rushee, bids, pledge, pledge pin, pledge book, pledge class, or pledgemaster in any verbal or written communication involving participation or membership in Pi Sigma Epsilon.

**ARTICLE XVI**

**MEETINGS**

Section A. General Business Meetings

General Business Meetings will be held a minimum of four (4) times per month with the exception of campus breaks. General meetings shall be held at a prescribed day and hour as decided upon the Chapter in its first meeting. Events may be held in the place of or in addition to a meeting. The President presides over all General Business Meetings.

We ask that all members arrive to meetings at the prescribes hour unless cleared in advance with the Executive Board due to an approved reason.

Section B. Executive Meetings

A minimum of two (2) Executive Board Meetings will be held each month and is presided over by the President. Attendance by all Executive members is required at every Executive Board Meeting. If an Executive Board member has more than 2 unexcused absences, the she/he will be put under review.

Section C. Meeting Attendance

Attendance by all collegiate members for all scheduled business meetings is advised. A maximum of two (2) unexcused absences will be tolerated. If a member has an excused absence, please send an email to the Executive Board a minimum of 24 hours prior to the meeting. After two such absences, notification will be sent to the member. If the absences continue, the member will be reviewed by the Executive Board for possible suspension.

Section D. Probation

Members in bad standing will need to attend every scheduled general meeting for the remaining semester. If need be, the two (2) unexcused absences will be evaluated by the Executive Board.

Section E. Quorum

In order to vote on any issue, a quorum must be present. Three-fourths (3/4) of the good standing collegiate members of the chapter shall constitute a quorum. A quorum is necessary before any official vote can be conducted by the Eta chapter.

Section F. Parliamentary Procedure

Robert’s Rules of Order will be used at each meeting to ensure proper parliamentary procedure: Call to Order, Roll Call, Minutes of the last meeting, Old Business, New Business, Programs, etc., Adjournment.

**ARTICLE XVII**

**Addressing the Executive Board**

Section A. Attendance

All general members are welcome to attend the meetings of the Executive Board. It is through the input of general membership that the organization operates, and all ideas and concerns are important. Before addressing any new items to the Executive Board, it is asked that a member of the Executive Board be notified to allow business to be included in the meeting agenda.

Section B. Grievances

Any grievances shall be addressed first to a Vice President of the chapter. It is the duties of these Vice Presidents to resolve any problems that occur.

**ARTICLE XVIII**

**CONSTITUTIONAL AMENDMENTS**

Amendments to this constitution must be submitted in writing at a regular or special meeting of the organization. Said amendments will be voted on at the subsequent meeting.

Amendments may be proposed by any member in good standing and must be submitted in writing to the Executive Board. Alternatively, Executive Board members may propose amendments verbally in official Executive Board Meetings

To amend the Constitution, a proposed amendment must be made. This proposed amendment must be assigned to a committee that will research it to ensure its proper form and that it is consistent with existing policies and laws of the organization. Seven (7) days of time is required from the day when an amendment is proposed to the final vote.

Prior notice during the regular meeting must be given before vote on the amendment can be taken. Amendments may be adopted by a ¾ vote of the active members or by a 2/3 vote of the active members and a majority of the Chapter Executive Board.

All amendments, additions, or deletions to this document must be filed with the University of Florida’s Department of Student Activities and Involvement for review and approval.