**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Phi Sigma Rho-Tau Chapter, of National Phi Sigma Rho Engineering Sorority and will utilize the acronym ΦΣΡ when needed

**ARTICLE II.   ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Phi Sigma Rho is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

Our Objectives:

* To foster and provide the broadening experience of sorority living with its social and moral challenges and responsibilities for the individual and the chapter.
* To develop the highest standard of personal integrity and character.
* To promote academic excellence and support personal achievement, while providing a social balance.
* To aid the individual in the transition from academic to the professional community.
* To maintain sorority involvement with the alma mater and the community through responsible participation.
* To maintain the bond of sisterhood with the alumnae members through communication, consultation, and participation in Sorority functions.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

 Upon approval by the Department of Student Activities and Involvement, Phi Sigma Rho shall be a registered student organization at the University of Florida. Phi Sigma Rho 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.

Section A. Non-Discrimination

Phi Sigma Rho 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. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Phi Sigma Rho 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 and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Phi Sigma Rho 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. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Phi Sigma Rho becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Phi Sigma Rho understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**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. BYLAWS FOR PHI SIGMA RHO**

Phi Sigma Rho may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). [Name of organization] agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

* The selection method involved communications with faculty that shared similar goals and interests of our organization. Margin of selection was faculty members our members felt would be a crucial asset
* Term is one year with the opportunity to be reappointed
* If the faculty advisor is terminated then a new faculty advisor will be chosen by Executive Board within one week of termination.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy. The elected officers of Phi Sigma Rho shall be President, Vice President of Standards (Vice President), Vice President of Communications and Records, Vice President of Finance (Treasurer), Vice President of Social Activities, and Vice President of Service Activities. All officer nominees must be active members in good standing with the sorority, as outlined in section 7.3. All officers will serve for a one year term.

*6.1 President*

The President shall be responsible for:

* Overseeing all activities of the Sorority.
* Conducting voting and counting the votes.
* Counting the votes acquired by each potential candidate during rush voting.
* Presiding over chapter meetings and conducting them by parliamentary procedure.
* Calling and conducting the order of Executive Board Meetings.
* Approving all disbursements made by the VP of Finance.
* Notifying the University of current membership.
* Appointing special committees as deemed necessary.
* Calling special meetings as deemed necessary.
* Serving as a point of contact for University relations.
* Setting Sorority goals for the semester and year.
* Updating the Five Year Plan.
* Acting as the official representative of the Sorority to the public.
* Overseeing the activities of the External Affairs Committee.
* Compiling and distributing the weekly meeting agenda.

*6.2 Vice President of Standards*

The Vice President of Standards shall be responsible for:

* Presiding in the absence of the President.
* Aiding the President in any way deemed necessary.
* Entering the President's proxy vote.
* Enforcing the rules, precedents, and Bylaws of the chapter.
* Heading the activities of the Standards Board.
* Taking minutes if the VP of Communication and Records is absent.
* Documenting all activities of the Standards Board.
* Administering the positive point system.
* Ensuring all potential members have the appropriate credentials to rush the Sorority.
* Enforcing the National Drug and Alcohol Policy.
* Giving notice of fines to Members.
* Planning and organizing the end of semester banquet.
* Reporting the action of approval of Inactive Status or the request for Deactivation by a sister to the chapter at the first chapter meeting following the action.

*6.3 Vice President of Communication and Records*

The VP of Communication and Records shall be responsible for:

* Compiling a mailing list and roster each semester.
* Recording attendance at official Sorority meetings.
* Ensuring paperwork is submitted to National Council on time.
* Recording and distributing approved minutes to sisters, as well as keeping a hardcopy on file to reference at later times.
* Assuming the position of President, if the President and Vice President of Standards are unable to serve, or until new elections can be held.
* Keeping a permanent file of all membership records, addresses, telephone numbers, and birthdays, and updating them each semester to submit to the National Vice President of Communications.
* Providing information to the Vice President of Collegiate Affairs, as stated in Phi Sigma Rho National Policy.
* Submitting the monthly office hour logs to the Center for Student Involvement.
* Creating and maintaining the chapter web page.
* Maintain a current list of UFIDs in order to provide access to the Phi Sigma Rho section within Sakai.

*6.4 Vice President of Finance*

The VP of Finance shall be responsible for:

* Maintaining the Sorority's bank accounts and CDs (if applicable).
* Filing federal and state taxes for the Sorority and its alumnae association.
* Maintaining the Sorority's tax-exempt status.
* Making purchases and payments.
* Keeping an updated record of receipts and expenditures.
* Preparing term and annual budgets.
* Receiving dues and fines.
* Overseeing the fundraising committee.
* Overseeing all other financial affairs.
* Presenting the budget to be approved after Recruitment to include the updated number of members.
* Insuring the sorority adheres to the approved budget.
* Appointing a Fundraising Chair to oversee all fundraising matters and activities.
* Giving notice of due payments to Members.
* Presenting previous equivalent budget( ie. Fall to Fall, Spring to Spring), what was spent for the previous equivalent budget and proposed budget for the new semester

*6.5 Vice President of Social Activities*

The VP of Social Activities shall be responsible for:

* Being informed of the University's drug, alcohol, and hazing policies, the local drug and alcohol policies, as well as the Phi Sigma Rho National Risk Management Policy.
* Managing alcohol policy logistics for events such as notification of any forms that may need to be filled out.
* Overseeing all matters of insurance.
* Heading the activities of the Social Committee.
* Attending all required Risk Management meetings and training offered by IFC/Panhellenic or the Greek/University Community.
* Maintaining relations with the University Community in accordance with Greek Community standards.
* Approving any social events planned that need a reservation, at least 2 weeks prior the date it will occur.

*6.6 Vice President of Service Activities*

The VP of Service Activities shall be responsible for

* Organizing and overseeing all service events.
* If necessary, the Service Chair may form a Service Committee to help in planning of a large service event.
* Informing all sisters of, and encouraging participation in, philanthropies and community service events on campus.
* Keeping record of all sisters who participate in service events.
* Attending all Greek Philanthropy Chair meetings.
* Ensuring that the Sorority initiates and implements at least two community service project each year, in accordance with Greek Community standards.
* Overseeing the Service Committee

*6.7 Resignations and Impeachments*

 Impeachment must be recommended by an active member and conducted by the Standards Board.

Impeachment is defined as the review of an officer. After review, removal from office shall be approved by a 3/4 vote of all active members if necessary.

If an officer chooses to resign, she must notify the Executive Board in writing and give a two week notice and will be willing to address the sorority in person or in writing. The resignation will be announced at the next chapter meeting by the president.

If an officer resigns or is removed from office nominations will be held immediately with elections held one week after nominations. All other election regulations apply.

All voluntary resignations will be subject to a $25 fine. (Extenuating circumstances may be taken to Standards Board for petition.)

**ARTICLE IX. ELECTIONS**

*7.1 Voting Procedures*

The rules of voting are as follows:

1. The President does not vote unless there is a tie. In the event of a tie, the President is to announce to the general body that there was a tie and a revote is to be done. If a tie takes place again (after 2 votes) then the decision is up to the discretion of the President.
2. No one may leave during the voting process.
3. When abstaining, the vote goes to the majority vote.
4. The votes shall be counted by the President.
5. Voting will be conducted via quorum, where fifty percent of active membership (50%) plus one member must be present in order to have a vote take place.
6. If the vote ends in a majority of abstentions, the President will announce that the vote is a majority of abstentions and a revote will be conducted.
7. In officer elections, each nominated person shall make a speech, no longer than five minutes, followed by a three-minute question-and-answer period. A maximum of five minutes of discussion on the candidate shall take place after she leaves the room. Other candidates are not to hear each other's speeches, with the exception of Standards Board nominees. The order of speeches shall be decided by pulling the nominated members' names out of a hat.
8. If the sitting president is running for an office, she shall not count the votes for that office. The task of counting the votes will fall to the following officers in order until the conflict of interest is resolved: Vice President of Standards, Vice President of Finance, Vice President of Communication and Records, Vice President of Social Activities.
9. Members with a valid absence can vote by a sealed secret ballot given to the President prior to voting.

*7.2 Officer Election Process*

1. Nominations for new officers will be held two weeks before the last chapter of March of each spring semester.
2. The nominees must verbally accept or decline their nomination during the period. Each nominee has the option to decliner her nomination before voting occurs.
3. The nominees will then shadow the current officer in the office they are nominated for until elections in order to obtain an understanding of the position.
4. New officers will be elected on the last chapter of March in the spring semester.
5. All initiated members are eligible to vote for officer elections.
6. The nominees must make a speech at the last chapter of March in the spring semester.
7. Officers must be elected by simple majority through secret ballot. Members with a valid absence can vote by a sealed secret ballot given to the President prior to voting. Officer elections are mandatory events.
8. Fall Membership Educators and fall sister at large will be nominated the fourth to last meeting of the fall semester before they take office. Speeches and Elections of Membership Educators and Sister at Large will take place at the last meeting of the fall semester before they take office.
9. One of the elected Membership Educator must be from a class prior to the one initiated in the previous semester. To make this possible, during elections, there will be two groups to choose from, one from which you must choose at least one person.

The turn-over period will be from the last chapter of March through the last day of finals of the spring semester. In this period, the officers from the previous year will assist the newly elected officers in the transition to office. The previous officer will still be responsible for all duties her office entails during the transition period. Newly elected officers will conduct the last chapter of the spring semester and become solely responsible for their office’s duties on the last day of finals. The new officers will be sworn in at the End of the Semester Banquet.

*7.3 Officer Nomination Requirements*

1. Must be in good standing with the Sorority
2. Must be an Inducted member of the Sorority, except for Membership Educators. The nominee must be approved for initiation and will be initiated before taking office. Membership Educators must be an Initiated member of the Sorority.
3. Must have been a member for at least a year OR must have been on the committee relevant to that position for a semester, except for Membership Recruitment Chair. A nominee must have been a member for at least a year to run for Membership Recruitment Chair.
4. Must have a previous semester GPA of at least 2.3/4.0.
5. Vice President of Standards nominees must have served previously on the Standards Board, for one year, or have special permission from the Executive Board.
6. President nominees must have served previously on the Executive Board, for one year, or have special permission from the Executive Board.

In the absence of clear direction on election, amendment, and /or voting procedures, Phi Sigma Rho agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, Phi Sigma Rho does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by membership dues, which will cover all sorority related cost as discussed by the chapter.

**Section 1 Dues**

*1.1 Active Dues*

Active dues shall be set by the Vice President of Finance and approved by the Executive Board at the beginning of each semester. Active Dues will be voted at the first meeting of every school semester. The due date and monthly installment amounts will be decided at this time.

*1.2 Inactive Dues*

Inactive dues shall include components in which the Inactive's name appears on the roster. Some examples are national dues, Sorority insurance costs, and composite fees. The Inactive will also be responsible for a percentage of the current active dues as set by the Executive Board at the time of budget approval (typically thirty percent).

*1.3 Co-op Dues*

Co-op dues shall include components in which the Co-op's name appears on the roster. Some examples include national dues, Sorority insurance costs, and composite fees. The Co-op will also be responsible for a percentage of the current active dues as set by the Executive Board at the time of budget approval (typically ten percent).

*1.4 Associate Dues*

Associate dues shall be decided by the Executive Board. These dues are traditionally higher than active dues to cover more initial fees that are incurred. Associate Dues will include the amount that an active member pays as well as the costs for items such as member manual, association pin, active pin, and chapter t-shirts.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Phi Sigma Rho will leave any assets and outstanding funds to The Leukemia and Lymphoma Society

**ARTICLE XII. AMENDMENTS**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

**Section 1 Amendments**

The Chapter Bylaws may be amended by a three-quarters vote at any meeting of the Sorority where at least three-quarters of all members are present. There shall be annual review of the bylaws by the Standards Board to discuss the process and responsibilities of each member.

All amended constitutions must be submitted directly to Student Engagement for review and approval.