Phi Chi Theta Bylaws

Epsilon Phi Chapter

Last Date of Approval: July 2nd, 2026

Article I. Object

Section 1.01 Purpose of Phi Chi Theta

A. Promote the cause of higher business education and training for all individuals
B. Foster high ideals for everyone pursuing a career in business
C. Encourage fraternity and cooperation among people preparing for such careers
D. Stimulate the spirit of sacrifice and unselfish devotion to the attainment of such ends.

Article II. Members

Section 2.01 Classes of Membership

01. The Epsilon Phi Chapter of Phi Chi Theta has three classes of members: Active, Inactive, and Pledge. All pledge member information will be discussed in Article VII.
02. The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and members.

Section 2.02 Eligibility of Membership

01. Active Membership
    a. A person who successfully completes all stages of the pledge process is eligible for active.
02. Inactive Membership
    a. An active member may deactivate from the fraternity for a semester to void active membership requirements.
    b. For information regarding deactivation, see Section 2.05.

Section 2.03 Membership Requirements

01. Dues
  a. All actives are required to pay dues. Dues will be $225.00 per semester for all non- graduating active members and $105.00 for members graduating at the end of the semester.
  b. Dues can be paid in either one or two installments. The first installment will be due at a date determined by the Treasurer. This due date will not be earlier than three weeks after the semester begins.
  c. Any member who becomes inactive will not receive dues back.
  d. The Executive Board will evaluate dues every two years and submit a bylaw amendment proposal if the level of dues is inadequate.

02. General Meetings
  a. Active members are required to attend each weekly active meeting but are allowed two excused absences.
  b. Any member arriving after 15 minutes from the start of the meeting is considered absent, and any member arriving within 15 minutes from the start of the meeting is considered tardy.
  c. Members are allowed two tardies per semester.
  d. If a member is unable to attend a meeting, the member must notify the Director of Operations at least 24 hours before the start of the meeting for the absence to be counted as excused.
    i. Failure to notify the Director of Operations 24 hours before the start of the meeting will result in an unexcused absence.

03. Special Meetings
  a. All active members are required to attend one Rush Information Night (with the exception of the Executive Board and Committee Chairs who are required to attend two Information Nights) and each of the subsequent Rush Events, the Pledge-In Ceremony, the Midcourt Ceremony including deliberations, the Honor Court Ceremony, and all other rituals.
  b. A member that is unable to attend a special meeting must contact the Director of Operations and the event coordinator.
    i. A member will be granted an excused absence in the following cases: illnesses, family matters, emergencies, interviews, exams, and other similar circumstances.

04. Events
  a. All non-senior active members are required to participate in three Professional Events, three Fundraising Events, one Marketing Event, two Service Events, and one Diversity, Equity and Inclusion event per semester.
  b. Senior active members are required to participate in three Professional Events, three Fundraising Events, one Marketing Event, two Service Events, and one Diversity, Equity and Inclusion event over the course of their senior year.

05. Dress Code

a. General Meetings
    i. For all General Meetings, business casual dress is required.
    ii. The following articles are considered acceptable dress for General Meetings: khakis, dress slacks, golf-type shirts, and anything listed in the above category.

b. Special Meetings and Professional Events
    i. For all Special Meetings and Professional Events, professional dress is required.
    ii. The following articles are considered acceptable dress for Special Meetings and Professional Events: suits, blazers, dress shirts, blouses, business dresses, knee length skirts, slacks (no khaki), ties, nylons for women, black socks for men, dress shoes (closed toed). Women should wear nylons with skirts, suits, and dresses.

c. Unacceptable Dress
    i. The following articles are considered unacceptable dress at any time: denim, leggings, hats, tennis shoes, shorts, khaki cargo pants, sweatshirts, and T-shirts.

Section 2.04 Disciplinary Procedures

01. Failure to Pay Dues
    a. If dues are not paid by the due date set by the Treasurer, then the active will be unable to attend any Phi Chi Theta sanctioned event until dues are paid.

02. Failure to Attend Meetings
    a. Tardiness
        i. Any tardies past two will incur a $3.00 fine.
        ii. For information about tardies, see Section 2.03.
    b. Absences
        i. An unexcused absence will result in a $10.00 fine. Any absence after two absences will result in a $10.00 fine.

03. Failure to Attend Special Meetings
    a. Rush
        i. If a member of the Executive Board or a Committee Chair misses any day of rush, a $20.00 fine will be imposed for each day missed.
    b. Pledge-In
        i. An active member that does not attend Pledge-In will receive a $20.00 fine.
    c. Midcourt
        i. An active member that does not attend Midcourt will receive a $20.00 fine and the requirement of attending two pledge meetings. The active may substitute an additional $20.00 fine in place of the two pledge meetings.
    d. Honor Court
        i. An active member that does not attend Honor Court will receive a

$40.00 fine.

04. Failure to Meet Event Requirements
    a. Any member missing a scheduled event must contact the event coordinator at least 24 hours before the event begins for the absence to be excused.
    b. Failure to meet the required number of Professional, Fundraising, Marketing, Service, and Diversity, Equity and Inclusion events will result in a $10.00 fine for each event missed.
    c. For events that require invoices, if the invoice is not paid by due date, members are subject to fines administered by the Treasurer.
05. Failure to Adhere to Dress Code
    a. Failure to comply with the dress code will result in a $5.00 fine.
06. Failure to Pay Fines
    a. An active that has one or more fines outstanding will not be allowed to take part in any official Phi Chi Theta function with the exception of the weekly hour meetings.
    b. An active that has one or more fines outstanding will not be allowed to receive cords or a senior gift or attend the Alumni Banquet.
07. Fine Alternative
    a. Active members may reduce total outstanding fines by $10.00 if they attend 1 additional event. This reduction can be repeated up to four times per semester.
    b. Anyone with a fine (excluding dress code or interview fines) may appeal to the Member Wellness Committee within one week of the fine's issue date. The Member Wellness Committee may dismiss the fine at its discretion.
08. Failure to Behave in a Professional Manner
    a. Failure to comply with a level of professional behavior (as determined by the Executive Board) will result in a mandatory meeting with the Member Wellness Committee, the President, and the Vice Presidents, which may lead to fines and/or deactivation.

Section 2.05 Resignation

01. Any active member may deactivate from the fraternity for a semester by notifying the Director of Operations of deactivation within the first four weeks of the semester.
02. Any person who deactivates from the fraternity for two or more consecutive semesters is no longer eligible for membership.

Article III. Meetings

Section 3.01 Meeting Days

01. Regular meetings will be held every Tuesday at 6:30pm unless otherwise decided by the Executive Board.

Section 3.02 Emergency Meetings

01. Emergency meetings will be called at the discretion of the President, who must give 24 hours notice.

Section 3.03 Agenda

01. Roberts Rules of Order should be used at weekly meetings in order to be aware of dates, times, and places of all events

Section 3.04 Quorum

01. The quorum of meetings is set at two-thirds of the active class.

Section 3.05 Special Meetings

01. Midcourt
    a. Midcourt is held near the halfway mark in the semester at a date determined by the Executive Board and will be not be held before the second pledge test.
    b. Pledges should not be informed of any ceremonies, activities, etc. that take place during Midcourt. Failure to comply with this may result in Executive Action or fines.
    c. Procedures at Midcourt are to be determined by the Executive Board with the general theme of professional development.
    d. Failure to attend Midcourt deliberations will result in a $10 fine.
02. Honor Court
    a. Honor Court is held during the last meeting of the semester. Procedures at Honor Court are to be determined by the Executive Board but will always include at least the transfer of titles (if applicable), the induction of pledges into the fraternity, and the deliverance of cords to graduating seniors.
03. Rush
    a. Rush is held near the beginning of each semester at a date determined by the Executive Board.
    b. Rush events are to be determined by the Rush Committee Chair in coordination with the Executive Board but will include at least one Rush Information Night and at least two other Rush Events.

Article IV. Executive Board

Section 4.01 Board Composition

01. The Executive Board is composed of the following positions: President, Internal Vice President, External Vice President, Treasurer, Director of Operations, Director of Membership, and the Director of Member Wellness.

Section 4.02 Duties

01. The duties of the President include (but are not limited to) the following: oversee general operations of the fraternity; facilitate Executive Board meetings; sign

contracts on behalf of the fraternity; monitor fraternity finances; and provide previous notice to members in writing each week.

02. The duties of the Internal Vice President include (but are not limited to) the following: oversee and assist the Fundraising, Service, Social, Technology, Internal Relations, Member Wellness, and Diversity, Equity and Inclusion Committees; and sign contracts on behalf of the fraternity.
03. The duties of the External Vice President include (but are not limited to) the following: oversee and assist the Alumni, Chapter Liaison, Marketing & PR, and Professional Committees; sign contracts on behalf of the fraternity; and coordinate corporate sponsorship packages.
04. The duties of the Treasurer include (but are not limited to) the following: determine the date of both first and final installment of dues; sign contracts on behalf of the fraternity; monitor the fraternity finances; and determine the appropriate level of dues.
05. The duties of the Director of Operations include (but are not limited to) the following: serve as the liaison between the fraternity and the national chapter of Phi Chi Theta; collect active attendance data; coordinate with the Treasurer to levy and communicate fines; distribute meeting minutes to the fraternity; and monitor the fraternity calendar.
06. The duties of the Director of Membership include (but are not limited to) the following: keep records of attendance and requirement completion; facilitate pledge nominations, elections, and meetings; mentor the pledge class and provide professional and social assistance during the semester; serve as the leader of the Pledge and Rush Committee; and authorize the depledging of members of the pledge process.
07. The duties of the Director of Member Wellness include (but are not limited to) the following: review impeachment requests, Member Wellness, or other complaints, keep an accurate record of all Member Wellness and impeachment requests to use as precedent, facilitate meetings with the Member Wellness Committee to determine validity of complaints, coordinate meetings with the Member Wellness Committee Chair, maintain a standard of high confidentiality, fairness, consistency, and reasonableness.

Section 4.03 Elections

01. All Executive Board positions will be elected in the fall semester at a date decided by the Executive Board and in the order in which they are listed in Section 4.02.
02. Eligible active members may be nominated by an active member until 5pm on the Sunday before elections.
03. Nominated active members must accept their nomination before 11:59pm on the Sunday before elections.
04. Candidates may give a speech of 2 minutes in length on election day to advocate for the fraternity vote.
05. A candidate must receive over 50% of the votes to be elected. If no active member receives over 50% of the vote, a revote will occur with the two candidates

receiving the highest number of votes.

a. In regards to any positions concerning two position holders, such as with Professional Chair and Social Chair, the two highest scoring candidates will be given the positions regardless of the 50% quota.

Section 4.04 Eligibility

01. All Executive Board positions can be held by any active member of Phi Chi Theta who has served one semester as an active member.
02. Active members may run for more than one Executive Board position but may not hold more than one Executive Board position in the same term or hold both an Executive Board and Committee Chair position in the same term.

Section 4.05 Term of Office

01. All Executive Board members assume the responsibilities of their roles at the Honor Court ceremony in the spring semester and relinquish those responsibilities at the Honor Court ceremony in the following spring semester.

Section 4.06 Vacancies

01. If the President is not present, resigns, or is removed from office, the Internal Vice President will fulfill the duties of the President, and if the position is to be filled permanently, a new Internal Vice President will be nominated and elected.
02. If there is a permanent vacancy in any other office, members will elect an eligible active member to fill the vacancy at a date determined by the Executive Board.

Section 4.07 Removal from Office

01. Requesting for Impeachment
    a. A formal request may be brought against any member of the Executive Board or any Committee Chair.
    b. This request must be submitted in writing to the Director of Member Wellness.
02. Reviewing the Request
    a. The Member Wellness Committee will review the complaint and determine if it is valid and relative.
    b. If the Member Wellness Committee deems it valid by 100% vote, the complaint shall be brought before the full active membership class.
    c. If the member in question is of either the Executive Board or the Member Wellness Committee, he/she is not allowed to help in review of the validity of the complaint.
    d. If the request is valid, the member of the Executive Board or the Committee Chair in question will be notified one week before the next weekly meeting and will have the opportunity to present a defense to the entire fraternity. After this defense, the member in question will leave the meeting.
    e. The active class will then discuss the complaint and defense and vote on the complaint. Impeachment requires a two-thirds vote.

03. Appeals Procedure
    a. If the defendant in an impeachment request feels that the final decision is unfair, they will have the option to file an appeal.
    b. To file an appeal, the unsatisfied party will notify the Director of Member Wellness, who will then gather all information regarding the case (including original Member Wellness form, any defense in writing, the written decision from the Member Wellness Committee, and any past cases that may have set a precedence).
    c. The defendant will then be screened by all active members available, facilitated by the Director of Member Wellness. The case will first be reviewed with the fraternity, then the defendant will be questioned.
    d. At the conclusion of the screening, all members in attendance may deliberate and vote on the defendant's results. A two-thirds majority is required for a decision to be finalized.

Article V. Committees

Section 5.01 Active Committees

01. The permanent active committees are as follows: Professional, Service, Fundraising, Social, Chapter Liaison, Internal Relations, Alumni, Marketing & PR, Technology, Member Wellness, Pledge & Rush, and Diversity, Equity & Inclusion.
02. The temporary active committees are as follows: Golf Outing Committee
03. Active members that do not hold positions on the Executive Board or as a Committee Chair will choose to be a part of a committee at the end of each semester.

Section 5.02 Duties

01. All committee chairs are responsible for the following tasks: provide a typed attendance sheet to the Director of Operations (for actives) and the Director of Membership (for pledges); create assignments for each of the committee members; submit weekly committee reports to their Vice Presidents; attend all events organized by their committee; hold separate meetings to plan, organize, and discuss future events.
02. The duties of the two Professional Committee Chairs include (but are not limited to) the following: plan and facilitate at least three professional events each semester and report progress to the External Vice President.
03. The duties of the Service Committee Chair include (but are not limited to) the following: plan and facilitate at least three service events each semester and report progress to the Internal Vice President.
04. The duties of the Fundraising Committee Chair include (but are not limited to) the following: plan and facilitate at least three fundraising events each semester and

report progress to the Internal Vice President.

05. The duties of the two Social Committee Chairs include (but are not limited to) the following: plan and facilitate each social event and report progress to the Internal Vice President.
06. The duties of the Chapter Liaison Committee Chair include (but are not limited to) the following: plan and facilitate each event involving other student organizations or chapters of Phi Chi Theta, serve as the main source of communication for external student organizations, and report progress to the External Vice President.
07. The duties of the Marketing & PR Committee Chair include (but are not limited to) the following: plan and facilitate publicity events to aid in recruitment; monitor Phi Chi Theta social media accounts; and report progress to the External Vice President.
08. The duties of the Internal Relations Committee Chair include (but are not limited to) the following: plan and facilitate each event which encourages internal comradery and fraternity of members and report progress to the Internal Vice President.
09. The duties of the Alumni Committee Chair include (but are not limited to) the following: serve as the main source of communication between the Epsilon Phi Chapter of Phi Chi Theta, its alumni, and the national fraternity alumni; plan and facilitate an alumni banquet; collect visual documentation of events; publish a semiannual newsletter; and report progress to the External Vice President.
10. The duties of the Technology Committee Chair include (but are not limited to) the following: maintain and update the fraternity website and report progress to the Internal Vice President.
11. The duties of the Rush Committee Chair include (but are not limited to) the following: plan and facilitate the rush events each semester; report progress to the Internal Vice President; and transition to an ex facto member of the Pledge and Rush Committee after Pledge-In.
12. The duties of the Member Wellness Committee Chair include (but are not limited to) the following: coordinate with the Director of Member Wellness, Member Wellness Committee.
13. The duties of the Golf Outing Committee Chair include (but are not limited to) the following: coordinate the annual golf outing.
14. The duties of the Diversity, Equity and Inclusion Committee Chair include (but are not limited to) creating events dedicated to the betterment of the fraternity through education, immersion, and fundraising. The committee chair will present weekly presentations to present current social injustice issues and ways we can combat it.

Section 5.03 Member Wellness Committee

01. The Member Wellness Committee is composed of the Director of Member Wellness and Member Wellness Chair and the Executive Board.

Section 5.04 Pledge and Rush Committee

01. The Pledge and Rush Committee is overseen by the Director of Membership.
02. The Pledge and Rush Committee responsibilities include (but are not limited to) the following: collect pledges' attendance data; check pledges' binders and requirements; attend all pledge meetings; and assist the Director of Membership with responsibilities.

Section 5.05 Golf Outing Committee

01. The Golf Outing Committee Chair is nominated on an annual basis by the Internal Vice President.
02. The Golf Outing Committee is a committee that any member can join in addition to their permanent committee.

Section 5.06 Elections

01. All permanent Committee Chair positions will be elected in the fall semester at a date decided by the Executive Board and in the order in which they are listed in Section 5.02.
02. Eligible active members may be nominated by an active member until 5pm on the Sunday before elections.
03. Nominated active members must accept their nomination before 11:59pm on the Sunday before elections.
04. Candidates may give a speech of 2 minutes in length on election day to advocate for the fraternity vote.
05. A candidate must receive over 50% of the votes to be elected. If no active member receives over 50% of the vote, a revote will occur with the two candidates receiving the highest number of votes.

Section 5.07 Eligibility

01. All Committee Chair positions can be held by any active member of the fraternity, with the exception of the Member Wellness Chair position, which requires its holder to have served one semester as an active member." to the end of the sentence.
02. Active members may run for more than one position but not hold more than one Committee Chair position in the same term.

Section 5.08 Term of Office

01. All Committee Chairs assume the responsibilities of their roles at the first meeting of the spring semester and relinquish those responsibilities at Honor Court in the fall semester.

Section 5.09 Vacancies

01. If there is a permanent vacancy in any Committee Chair position, members will elect an eligible active member to fill the vacancy at a date determined by the Executive Board.

Article VI. Member Wellness

Section 6.01 Filing a Member Wellness Complaint

01. A formal complaint may be brought against any active member or pledge for violation of fraternity rules, neglect in carrying out job duties and responsibilities, harassment, or discrimination in any form.
02. This complaint must be submitted in writing to the Director of Member Wellness and Member Wellness Chair.

Section 6.02 Reviewing the Member Wellness Complaint

01. The Director of Member Wellness will review the complaint and set up a closed meeting with the complainant, the defendant, and the rest of the Member Wellness Committee.
02. After the meeting, the defendant will be able to respond to the complaint, and the Member Wellness Committee will have the opportunity to ask further questions from either party.
03. The Member Wellness Committee will deliberate on the complaint and make a decision regarding the complaint validity and any sanctions.
04. Any decision by the Member Wellness Committee requires over 50% vote.
05. Appropriate actions include a fine of $25, written reprimand, or any other consequence as voted on by the Member Wellness Committee.

Section 6.03 Appeals Procedure

01. If either party in a Member Wellness Complaint feels that the final decision is unfair, they will have the option to file an appeal.
02. To file an appeal, the unsatisfied party will notify the Director of Member Wellness, who will then gather all information regarding the case (including original Member Wellness form, any defense in writing, the written decision from the Member Wellness Committee, and any past cases that may have set a precedence).
03. The defendant will then be screened by all active members available, facilitated by the Director of Member Wellness. The case will first be reviewed with the fraternity, then the defendant will be questioned.
04. At the conclusion of the screening, all members in attendance may deliberate and vote on the defendant's results. A two-thirds majority is required for a decision to be finalized.

Section 6.04 Confidentiality

01. If a member of the Member Wellness Committee is found to have discussed any specifics of a case with a non-member of the Member Wellness Committee, they

will be deactivated immediately.

Article VII. Pledge Membership

Section 7.01 Eligibility of Membership

01. Any full-time student at Michigan State University in pursuit of a degree is eligible to become a pledge of the fraternity.

Section 7.02 Membership Requirements

01. Rush
    a. Each potential member must attend the required rush events at the discretion of the Rush Committee Chair and the Executive Board.
02. Dues
    a. All pledges are required to pay dues of $337.00 for their pledge semester.
    b. Dues can be paid in either one or two installments. The first payment will be due at a date determined by the Treasurer. The due date will not be earlier than three weeks after the semester begins.
    c. Any member who is depledged will not receive dues back. Any member who is depledged and chooses to repledge will still pay dues of $337.00.
03. Attendance
    a. Pledge Meetings will be held every Tuesday evening immediately following the active meeting unless otherwise decided by the Director of Membership.
    b. If a pledge is unable to attend a pledge meeting, the pledge must notify the Director of Membership at least 24 hours before the start of the meeting for the absence to be counted as excused. Failure to notify the Director of Membership 24 hours before the start of the meeting will result in an unexcused absence.
    c. Any pledge arriving after 10 minutes from the start of the pledge meeting is considered absent, and any pledge arriving within 10 minutes from the start of the pledge meeting is considered tardy.
    d. All pledge members are required to attend the Pledge-In Ceremony, the Midcourt Ceremony, the Honor Court Ceremony, and all other rituals.
    e. Pledges are required to attend at least two active meetings throughout the pledge semester. Pledges must participate in a pledge panel at one of these meetings, whereby a selection of pledges introduce themselves to the active class.
04. Interviews
    a. Pledges are required to complete at least five interviews with active members per week.
    b. Pledges must request an interview over the phone; however, if an active requests an interview with a pledge, the exchange may take place in person.

c. Interviews must contain 10 questions, three of which must be professional in nature. All questions must be appropriate and respectful.
d. Interviews may not be conducted at a social event or before an active meeting.

05. Tests
- a. Pledges are required to pass four tests throughout the semester that cover both fraternity operations and pledge and active names.
- b. Pledges must receive at least 90% on the fraternity operations in order to pass the test. If a pledge does not receive a 90%, they retake the test but must get 100% on the retake or else they will be depledged.
- c. Pledges must receive a 100% on the names portion of the tests in order to pass. If a pledge does not receive a 100%, they will be depledged.

06. Events
- a. All pledges are required to participate in two Active Professional Events, one Career Fair; two Active Fundraising Events, two Pledge Fundraising Events, two Active Service Events, one Mock Interview, three Pledge Development Program sessions, one Active Intern Panel, and one Active Diversity, Equity and Inclusion event per semester.

07. Dress Code
- a. General Meetings
  - i. For all General Meetings, business casual dress is required.
  - ii. The following articles are considered acceptable dress for General Meetings: khakis, dress slacks, golf-type shirts, and anything listed in the above category.
  - iii. Pledge pins must be worn at all general meetings.
- b. Special Meetings
  - i. For all Special Meetings and Professional Events, professional dress is required.
  - ii. The following articles are considered acceptable dress for Special Meetings: suits, blazers, dress shirts, blouses, business dresses, knee length skirts, slacks (no khaki), ties, nylons for women, black socks for men, dress shoes (closed toed). Women should wear nylons with skirts, suits, and dresses.
  - iii. Pledge pins must be worn at all special meetings and Professional Events.
- c. Unacceptable Dress
  - i. The following articles are considered unacceptable dress at any time: denim, leggings, hats, tennis shoes, shorts, khaki cargo pants, sweatshirts, and T-shirts.
  - ii. Pledges may not wear the Phi Chi Theta Greek letters in any form or display the Phi Chi Theta Greek letters on social media until after Honor Court.

Section 7.03 Disciplinary Procedures

01. Point Accumulation
   a. Pledges accumulate five points if they do not wear (or lose) their pledge pin, do not complete five interviews in a week, or are found requesting active interviews in person.
   b. Pledges accumulate 10 points if they do not have their binder with them on campus, fail one of the pledge tests, commit a dress code violation, incur more than two tardies, or miss a scheduled interview with an active.
   c. Pledges accumulate 15 points for incurring an unexcused absence at a pledge meeting.
   d. Pledges accumulate 20 points for signing up for an event and not attending the event.
   e. The consequence for occurrences not explicitly defined above will be at the discretion of the Director of Membership.

02. Depledging
   a. Pledges will be depledged if they accumulate 40 points or commit the same offense three times.
   b. Regardless of point accumulation, pledges will be automatically depledged for not attending Midcourt, receiving less than 100% on a test retake, cheating on an exam, missing any of the above requirements, or blatantly disrespecting an active or fellow pledge member.
   c. Pledges may be depledged after a Pledge Screening (see Section 7.03) or Midcourt (see Section 7.03).

03. Pledge Screenings
   a. Any pledge accumulating 25 points, or as deemed fit by the Director of Membership, will be screened by the Executive Board, pledge team, and any other active members to determine the pledge's professional and social fit within the fraternity.
   b. The Executive Board will first ask the pledge questions to determine his/her dedication to the fraternity before asking the other actives in the room to ask follow-up questions and then closing the screening.
   c. At the conclusion of the screening, all members in attendance may deliberate and vote on the pledge's status in the organization. A two-thirds majority is required to depledge a pledge.

Section 7.04 Pledge Executive Board

01. Board Composition
   a. The Pledge Executive Board is comprised of the following positions: President, Vice President, Director of Operations, and Treasurer.

02. Duties
   a. Duties of the President include (but are not limited to) the following: lead the Pledge Executive Board and pledge class; attend every active meeting; encourage positive pledge class morale; and report pledge misconduct to the Active Executive Board.
   b. Duties of the Vice President include (but are not limited to) the following:

attend every active meeting; inform the pledge class about upcoming events; monitor the progress of the Pledge and Rush Committee Chairs; and assume the President's role if he/she is unable or unwilling to fulfill his/her duties.

c. Duties of the Director of Operations include (but are not limited to) the following: record minutes during pledge meetings and email them to the pledge class; take attendance at the beginning of the meeting and monitor tardies; and report attendance concerns to the Director of Membership.
d. Duties of the Treasurer include communicating due dates for dues and other invoices and sending Pledge Auction invoices to the active class (in coordination with the Active Treasurer).

03. Eligibility
    a. All members of the pledge class are eligible to become members of the Pledge Executive Board.
    b. Eligible members must notify the Director of Membership of their intentions to run at least 24 hours before the time of the pledge meeting.
    c. Pledges may run for more than one position but are not eligible to hold more than one position.

04. Elections
    a. Pledge Executive Board elections are held during the first meeting following Pledge-In and in the order in which they are listed in 7.04.
    b. Candidates may give a speech of 2 minutes in length on election day to advocate for the fraternity vote.
    c. A candidate must receive over 50% of the votes to be elected. If no pledge receives over 50% of the vote, a revote will occur with the two candidates receiving the highest number of votes.
    d. Members of the active class are not allowed to comment during the deliberation period.

Section 7.05 Committees

01. The Pledge and Rush Committees are as follows: Professional, Fundraising, Social, and Paddle.
02. Duties
    a. The duties of the Pledge Professional Committee Chair include (but are not limited to) the following: record attendance of pledges at all professional events and communicate attendance with Pledge Team, attend all professional events, organize and executive the Active Intern Panel, and report active professional events to the pledge class.
    b. The duties of the Pledge Fundraising Committee Chair include (but are not limited to) the following: organizing two fundraising events (one being a pledge auction), report active fundraising events to the pledge class, and coordinate with the Pledge Paddle Chair to determine the amount of funds available for the paddle gift.
    c. The duties of the Pledge Social Committee Chair include (but are not limited to) the following: organize two social events (one being a Pledge

Party) for the pledge class.
 d. The duties of the Pledge Paddle Committee Chair include (but are not limited to) the following: design the paddle gift that the pledge class will give to the active class, coordinate with the Pledge Fundraising Chair to determine the amount of funds available for the paddle gift, and coordinate with the Treasurer to use funds to order the gift.

03. Eligibility
 a. All members of the pledge class are eligible to become Pledge and Rush Committee Chairs.
 b. Eligible members must notify the Director of Membership of their intentions to run at least 24 hours before the time of the pledge meeting.
 c. Pledges may run for more than one position but are not eligible to hold more than one position.

04. Elections
 a. Pledge Executive Board elections are held during the first meeting following Pledge-In and in the order in which they are listed in 7.04.
 b. Candidates may give a speech of 2 minutes in length on election day to advocate for the fraternity vote.
 c. A candidate must receive over 50% of the votes to be elected. If no pledge receives over 50% of the vote, a revote will occur with the two candidates receiving the highest number of votes.
 d. Members of the active class are not allowed to comment during the deliberation period.

Article VIII. Amending the Bylaws

Section 8.01 Bylaw Amendments

01. To propose a bylaw change, an active member must submit a proposal to the Executive Board which includes the proposed amendment, the current bylaw, and the bylaw as it will read if the amendment is adopted.
02. The active class will vote on bylaws at the first active meeting after verbal and written previous notice were given by the Executive Board.
03. A bylaw amendment proposal must receive two-thirds approval from the active class to be adopted and must be within scope of the notice of the original amendment proposal.

Article IX. Interpreting the Bylaws

Section 9.01 Eligibility of Interpretation

01. The Executive Board and the Member Wellness Committee reserve the right to interpret the above policies, procedures, and guidelines as deemed necessary.

Section 9.02 Guidelines for Interpretation

01. No interpretation of an ambiguous bylaw may conflict with another bylaw.
02. A more specific bylaw takes control when in conflict with a more general bylaw.
03. When a bylaw offers specific privileges, no privilege greater than the one authorized is permitted.
04. If a punishment is stated in the bylaws, then the punishment cannot be increased or decreased without amending the bylaws.
05. If a bylaw prohibits something, then anything beyond that something is also prohibited, and anything not expressly prohibited or not as far-reaching as the prohibition are still permitted.

Article X. Disbandment

Section 10.01 Eligibility for Disbandment

01. The Epsilon Phi Chapter of Phi Chi Theta may be disbanded upon a two-thirds (2/3) majority vote of the active members in good standing.
02. The vote to disband must take place at a regularly scheduled or specially called chapter meeting.
03. Notice of the proposed disbandment must be provided to all active members at least seven (7) days prior to the vote.

Section 10.02 Distribution of Remaining Assets

01. Upon disbandment, the chapter shall satisfy all outstanding financial obligations.
02. Any remaining funds or assets shall be distributed in accordance with the policies of Phi Chi Theta National and the requirements of Michigan State University.
03. If no governing policy exists, any remaining funds or assets shall be donated to a nonprofit organization or transferred to another recognized student organization, as approved by a majority vote of the active members in good standing.