

## Chapter Bylaws

### PI SIGMA EPSILON **GAMMA CHAPTER** BYLAWS

#### Article I - Name

Section 1.01 The name of this chapter shall be the **Gamma Chapter** of Pi Sigma Epsilon, the National, Professional Fraternity in Marketing, Sales Management and Selling.

#### Article II - Purposes

Section 2.01 The purposes of this non-profit fraternal organization shall be:

- a) To create a collegiate organization of students who are interested in the advancement of marketing, selling, sales management and related fields as both a career and a profession.
- b) To promote the study of marketing, selling, sales management and related fields in colleges and universities.
- c) To bring together academically qualified students who express a desire to enter the fields of marketing, selling, and sales management.
- d) To encourage in colleges and universities the establishing of courses preparing students for careers in marketing, selling and sales management.
- e) To stimulate improved methods and techniques in the fields of marketing, professional selling and sales management.
- f) To instill in its members and the profession the highest possible ethical standards.

#### Article III - Membership

Section 3.01 Eligibility Membership in this fraternity shall be open to individuals regardless of gender, faith, race, creed or handicap, who show an interest in professional marketing, sales and management, and who are initiated under the Chapter Bylaws.

Section 3.02 Collegiate Members A Collegiate member shall be defined as a student that is properly registered and attending The **University of Georgia**.

- a) Students shall maintain the minimum academic standing required at The **University of Georgia**.
- b) Students shall show leadership qualities through participation in college activities and other interests that will help prepare them for careers in professional marketing and selling.

Section 3.03 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.

Section 3.04 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.

Section 3.05 Professional Members Any persons with at least five (5) years of experience in marketing, selling and/or management shall be eligible for membership, provided their activities indicate an interest in furthering the field of marketing and selling as a career and profession.

Section 3.06 Educator 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 careers in marketing, sales management and selling, shall be eligible for membership.

Section 3.07 Associate Members Any person who does not fall into the classification of collegiate, alumni, professional or educator and who demonstrates any expressed interest in marketing, selling, and/or sales management shall be eligible for membership. Associate members shall enjoy all of the rights and privileges of a member of PSE. Associate members who are not geographically convenient for membership in a local chapter may affiliate with the national organization.

Section 3.08 Life Members Any member shall have the privilege of procuring a Life Membership in PSE by following the rules and regulations set forth. Such 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 3.09 Honorary Life Members Honorary Life Members shall consist of individuals to whom such membership shall be granted as an honor and distinction by the National Council. Candidates for Honorary Life Membership shall be selected at the national level on the basis of outstanding contribution to the professions of marketing, sales management and selling and to the welfare of the community and/or nation as a whole. A chapter may nominate a candidate for such membership, however the selection shall be conducted by the National Council.

Section 3.10 Good Standing Members A member in good standing is one who has currently paid National Dues and has no outstanding debt to the Fraternity.

Section 3.11 New Members A student participating in the New Member Training Program shall be designated as a new member.

Section 3.12 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.

#### Article IV - Chapter Responsibilities

Section 4.01 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 Operations Guide.

Section 4.02 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 New Member Processing. This updated roster shall be sent to PSE National Headquarters on or before December 15 and May 1 of each year.

Section 4.03 Officer Report An Officer Report shall be submitted to PSE National Headquarters within 14(14) days of each election and once more at the start of the Fall Semester.

Section 4.04 New Member Processing The chapter will make recruiting efforts and submit New Member Processing (Membership Data Forms and New Member Fees) by **November 1** and **March 1**.

Chapters will instruct their new members to register on pse.org and will turn in all dues money and processing paperwork no later than three weeks prior to the scheduled member initiation ceremony.

Section 4.05 Initiation Ceremony It shall be required that the chapter will hold a minimum of two (2) Initiation Ceremonies per year.

Section 4.06 Chapter Operations Guide Reports The chapter shall submit Chapter Operations Guide (COG) Reports in order to facilitate communication with PSE National Headquarters.

Section 4.07 Terminology In that Pi Sigma Epsilon is a professional fraternity, the chapter shall in all cases use terminology reflecting our professional attitude, character and purposes. The chapter shall use terms such as recruiting, orientation, new member or prospective member, new member training or member education, new member trainer or coordinator. The **Gamma chapter** shall not use the terms rush, rushee, bids, pledge, pledge pin, pledge book, pledge class, or pledge master in any verbal or written communication involving participation or membership in Pi Sigma Epsilon.

#### Article V - Chapter Officers

Section 5.01 Positions There shall be an Executive Board consisting of a President, Vice President of Administration, Vice President of Marketing, Vice President of Human Resources, Vice President of Public Relations, Vice President of Professional Development, and Vice President of Finance. Each vice president will have one (1) vote. In case of a tie, the president will cast the deciding vote.

Section 5.02 Election and Terms of Office Officers shall be nominated and voted on by the collegiate membership: the candidate receiving the most votes for each office shall be the winner. The term of each office will run for a year. No person shall hold more than one (1) office at any one time. If any officer should resign or otherwise pass from office before his/her term of office has expired, the successor shall be determined by nomination and a vote from collegiate members of the chapter. Within seven (7) days after each election, the Vice President of Administration shall notify PSE National Headquarters using the appropriate Officer Report Form.

Section 5.03 Impeachment Any officer of the **Gamma 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.

a. In the event an office is vacant due to impeachment, the collegiate membership shall hold elections to fill the office.

b. The new officer will complete the term of office already in progress.

#### Article VI - Duties of Officers

Section 6.01 General Duties Chapter officers shall perform such duties as may be prescribed in the National Constitution, the Officer's Training Guides, or as may be lawfully required of them by the chapter or the National Organization.

Section 6.02 President The President of the chapter captains the team by delegating responsibilities to the officers and seeing that these responsibilities are carried out. He/she calls and presides over all General Business Meetings and Executive Board Meetings and is the official chapter contact for PSE National Headquarters. The President ensures that each officer understands the Chapter Operations Guide and uses it as a tool to effectively balance the chapter's programming. He/she oversees the development of the Chapter Annual Strategic Plan and is in charge of all necessary preparations for PSE Chapter Administration Reviews. If applicable, he/she oversees the work of the National Convention Coordinator and the Fall Conference Coordinator.

Ad Hoc National Convention Coordinator Coordinates and promotes attendance at the National Sales and Marketing Convention to the membership. He/she communicates with

the National Headquarters to ensure accurate information is relayed to the chapter and that preparation for participation takes place. This position reports directly to the President.

Ad Hoc Fall Conference Coordinator Coordinates and promotes attendance at the Fall Conference to the membership. He/she communicates with the host chapter and other chapters in the region to ensure accurate information is communicated and that preparation for participation takes place. This position reports directly to the President.

**Section 6.03 Vice President of Human Resources** The Vice President of Human Resources is directly responsible for all membership and recruiting activity. He/she should plan and maintain a year-round recruiting program, coordinate the Recruiting Campaign at the beginning of each semester and oversee the New Member Training Program. He/she should maintain accurate membership records and report changes at least twice per year to PSE National Headquarters. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. The Vice President of Human Resources assists the President in the performance of duties and, in the absence of the President, succeeds to his/her authority and duties. He/she oversees the work of both the General Member Retention Director and the Prospective Member Training.

Recruiting Promotions Director -Works directly with the Vice President of Human Resources to plan, coordinate and implement the Recruiting Campaign, encouraging 100% participation of the membership to ensure chapter stability.

Director of New Member Training The Director of New Member Training works directly with Vice President of Human Resources to plan, coordinate and implement the New Member Training Program, working with the Executive Board to bring educated and prepared individuals into the general membership.

General Member Retention Director Plan, coordinate and implement programs that will help to involve the current chapter members in being active, engaged members. If the chapter chooses to have

various activities in which members participate, then the Director also helps administer and track this Index. Points are given for such activities as attending member meetings, participation in projects, and attending professional development events, with a minimum number of points that is required locally to maintain active membership, coordinate Social activities and Chapter Athletics.

**Section 6.04 Vice President of Marketing** The Vice President of Marketing has direct responsibility for all marketing and selling activities from the initial idea through follow-up. Though each project may have its own Project Manager, the Vice President of Marketing must ensure the project is being carried out properly. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication

with PSE National Headquarters. He/she should be aware of any National Project opportunities available to the chapter. He/she also oversees the work of the Marketing Director, Sales Director, Community Service Director.

**Marketing Director** The Marketing Director works directly with the Vice President of Marketing to generate new ideas and present viable marketing/ promotional projects to the chapter for approval. The Marketing Director can implement the approved project, or in larger chapters, a Project Manager can be selected to execute the plan.

**Sales Director** The Sales Director works directly with the Vice President of Marketing to generate new ideas and present viable sales projects to the chapter for approval. The Sales Director can implement the sales project, or in larger chapters, a Project Manager can be selected to execute the plan.

**Service Director** The Service Director works directly with the Vice President of Marketing to generate new ideas and present viable service projects to the chapter for approval. The Service Director can implement the project, or in larger chapters, a Project Manager can be selected to execute the plan.

**Section 6.05 Vice President of Finance** The Vice President of Finance keeps accurate records of the chapter's income and expenditures. He/she is responsible for collecting all debts to the chapter, collection and payment of Annual National Dues, and assisting in the collection of Initiation Fees for New Members. The Vice President of Finance prepares the chapter budget and financial statements and communicates the information to each member. He/she remits National Dues, Initiation Fees, National Sales and Marketing Convention registration fees, yearly budget and financial statements to National Headquarters. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. The Vice President of Finance oversees the work of the Human Resources Controller, Marketing Controller, and Professional Development Controller.

**Human Resources Controller** - Works to assess budget requirements within the human resources vertical. Assisting in the collection of Initiation Fees and Annual Dues for new members. Remits National Dues & Initiation Fees and PSE National Convention registration fees

**Marketing Controller** - Works to assess budget requirements within the marketing vertical. Works with Project Manager to maintain proper project budgets.

**Professional Development Controller** - Works to assess budget requirements within the professional development vertical. Works with Project Manager to maintain proper project budgets.

**Section 6.06 Vice President of Administration** The Vice President of Administration is directly responsible for the professional programming and administrative functions

(securing meeting rooms, developing a chapter calendar of events, holding elections, etc.). He/She maintains professionalism in the General Business Meetings and Executive Board Meetings via Robert's Rules of Order. He/she is responsible for roll call and attendance records. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. He/she oversees the work of the Recording Secretary and COG Director.

**Recording Secretary** The Recording Secretary records minutes of General Business and Executive Board Meetings and distributes them to the membership. He/she also notifies members of meetings and activities and maintains the chapter files.

**COG Director** The COG Director is responsible for familiarity with the Chapter Operations Guide and submitting all Chapter Operations Guide reports to National Headquarters (refer to the current Chapter Operations Guide). Chapter Operations Guide reports should be written by the appropriate officer and/or project manager and given to the COG Director to check against the criteria and sent to National Headquarters.

**Section 6.07 Vice President of Public Relations** The Vice President of Public Relations handles publicity for chapter activities and accomplishments of members. He/she works closely with the Executive Board, Directors and Project Managers to promote projects and programs in an efficient and timely fashion. He/she writes and distributes news releases to college, community and hometown newspapers, radio stations and television stations. The Vice President of Public Relations may also be the editor of the chapter newsletter. He/she should work closely with the college of business and university's Public Relations Department to build the fraternity's image and credibility. He/she should use the Chapter Operations Guide as a planning tool to coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. He/she oversees the work of the Social Media Director, College of Business/ Advisory Board Director, and the Interchapter Communications Director.

**Social Media Director** – Twitter, Facebook, Chapter Website management responsibilities belong to the Social Media Director.

**College of Business/ Advisory Board Director** - Distribution of chapter news and communication should look to include: College of Business, Dean, Faculty Advisors, Marketing Faculty, and all Business Faculty. Work closely with the college of business and university's Public Relations Department to build the Fraternity's image and credibility.

**Interchapter Communications Director** - Creator & Editor of the chapter newsletter, Alumni Communications by Representing the chapter and communicates with the local Professional Affiliate, Alumni Association and Alumni Advisor, taking an active role in developing consistent and effective interaction.

Section 6.08 Vice President of Professional Development The Vice President of Professional Development is responsible for coordinating all activities the chapter does with corporate sponsors or partners. He/she develops a relationship with the local Sales and Marketing Executives affiliate, Chamber of Commerce and business leaders to provide speakers, company tours and other professional development opportunities for the chapter. He/She should work with other chapter officers to schedule speakers at chapter meetings or coordinate functions in which area professionals will work with the chapter. Generate workshop topic lists for approval from the chapter. They will organize and maintain any local Sales & Marketing Executives International meeting attendance. Search the internet or on-campus activities that assist in the development of the membership skill sets.

For Chapters that are able to have additional leaders to work with this Officer position, the Vice President of Professional Development may divest the work to the following Director positions:

Corporate Workshops Director – This position will be responsible for generating and developing interactive, experiential learning activities the general membership can participate in.

Company Tours Director – Coordination of and facilitating attendance to corporate tours and presentations will be the responsibility of this director.

Chapter Presentations Director – Chapter presentations that are developed for internal or external use along with the training of the membership on public speaking through utilization of the University, Faculty Advisors, University experts, or corporate connections.

## Article VII - Chapter Meetings

Section 7.01 Minimum Requirement The chapter shall hold a minimum of six (6) General Business Meetings during each academic semester. The Executive Board will hold a minimum of six (6) meetings during each academic semester.

Section 7.02 Meeting Attendance Attendance by all collegiate members for all scheduled business meetings is advised. A maximum of two (2) unexcused absences will be tolerated. After

two such absences, notification will be sent to the member. If the absences continue, the member will be reviewed by the chapter evaluation committee for possible suspension.

Section 7.03 Quorum In order to vote on any issue, a quorum must be present. A simple majority (51%) of the good standing collegiate members of the chapter shall constitute a quorum. A quorum is necessary before an official vote can be conducted by the « 1 » chapter.

Section 7.04 Parliamentary Procedure Robert's Rules of Order will be used at each meeting to ensure proper parliamentary procedure.

#### Article VIII - New Members

Section 8.01 Recruiting and University Regulations The **Gamma chapter** shall adhere strictly to the rules and regulations with respect to recruiting and accepting candidates as decreed by the **University of Georgia**.

Section 8.02 Enrollment Requirement In no case may a candidate be recruited or accepted as a collegiate member before he/she has been enrolled in **University of Georgia**.

Section 8.03 New Member Training The **Gamma chapter** shall have a New Member Training program of study on the history, organization, administration and ideals of the Fraternity. This program will also teach new members about the **Gamma chapter** and encourage each new member class to design and implement a project.

Section 8.04 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.

#### Article IX - Initiation

Section 9.01 Records and Membership Payment for New Members A completed Membership Data Form and New Member Fee for each candidate shall be forwarded to PSE National Headquarters at least three (3) weeks prior to Initiation.

Section 9.02 Initiation Required for Membership New Members can become members only by induction through the entire Initiation Ceremony. The New Member Fee must be paid and remitted to PSE National Headquarters three (3) weeks prior to the Initiation Ceremony.

#### Section X - Finance

Section 10.01 Fiscal Year The fiscal year of the **Gamma chapter** shall commence on the first day of July and expire on the last day of June.

Section 10.02 Fee Structure The National Dues, New Member Fee and Life Membership fees shall be set by the PSE National Council and paid by the « 1 » chapter in accordance with all national deadlines.

Section 10.03 Members in Arrears The **Gamma chapter** shall have the authority to automatically suspend a member who fails to pay a financial obligation within thirty (30) days after the due date. During the period of suspension, the member shall be denied all rights and privileges of membership at the discretion of the chapter. In the event it is not paid, it shall be the duty of the chapter President to report it to PSE National Headquarters for further action.

Section 10.04 Reimbursements All expenses shall be reimbursed to « 1» chapter members only if a request form was completed and approved prior to spending and a receipt was presented after spending.

Section 10.05 Dual Signature Dual signature is required on each check. The two (2) signatures required will be that of the President and the Vice President of Finance.

Section 10.06 Monthly Statements. Monthly financial statements shall be maintained.

Section 10.07 Auditing Committee. An Auditing Committee elected by the chapter shall annually audit the books of the **Gamma chapter** immediately after the close of the fiscal year.

#### Section XI - Penalties

Section 11.01 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 11.02 Penalties Imposed by the Chapter The **Gamma chapter** shall have authority to reprimand, suspend or expel members for violation of the PSE National Constitution.

#### Article XII - Chapter Operations Guide

Section 12.01 Chapter Operations Guide The Chapter Operations Guide shall serve as the policy manual for governing the operations of the « 1» chapter of Pi Sigma Epsilon with any additional means of guidance used as necessary.

#### Article XIII - Founders Day

Section 13.01 Date of Observance On the fourteenth of May of each year, or as close to that date as possible, the **Gamma chapter** will hold festivities to celebrate the founding of Pi Sigma Epsilon with appropriate activities. This day shall be referred to as Founder's Day.

#### Article XIV - Drug/Alcohol Policy

Section 14.01 Drug/Alcohol Policy The **Gamma chapter** of Pi Sigma Epsilon must abide by federal, state, local and **University of Georgia** laws regarding the purchase and consumption of alcohol as well as controlled and illegal substances.

#### Article XV - Amendments

Section 15.01 Amending the Chapter Bylaws To amend a bylaw, 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. Prior notice must be given before vote on the amendment can be taken. A three-fourths (3/4) vote of collegiate members present and voting is required for passage. Proposed changes to the roles and responsibilities of the chapter's leadership positions and the determined titles are excluded from chapter approved changes. Such requests must be approved by National Headquarters.

#### Article XVI – Chapter Dissolution

Section 16.01 Chapter dissolution In the event that the Gamma on **University of Georgia** 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 Educational Foundation and will be held in trust for two years.

Section 16.02 Chapter reinstatement If the **Gamma chapter** on **University of Georgia** reactivates within two 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 Educational Foundation.

#### Article XVII – Discrimination

Section 17.01 Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.