

ΦΒΣ

1914

THE UNIVERSITY OF ALABAMA

Theta Delta Chapter of Phi Beta Sigma Fraternity, Inc.

Theta Delta Chapter Constitution

THE UNIVERSITY OF ALABAMA

Theta Delta Chapter of Phi Beta Sigma Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.
Theta Delta Chapter
P. O. Box 861444
Tuscaloosa, AL 35486

TABLE OF CONTENTS--- CONSTITUTION

PREAMBLE 1

THE CONSTITUTION..... 1

ARTICLE I-NAME 1

ARTICLE II-OBJECTIVES..... 1

ARTICLE III-MEMBERSHIP 1

ARTICLE IV-MEETINGS 3

ARTICLE V-OFFICERS, ELECTIONS, AND QUALIFICATIONS..... 4

ARTICLE VI-COMMITTEES..... 11

ARTICLE VII-PROGRAMS AND PROJECTS..... 11

ARTICLE VIII-FINANCIAL CONSIDERATIONS..... 12

ARTICLE IX-AFFILIATES AND ADVISORS..... 13

ARTICLE X-AMENDMENTS AND BY-LAWS..... 14

ARTICLE XI-RATIFICATION 15

Preamble

Whereas, We, the members of the Theta Delta Chapter of Phi Beta Sigma Fraternity, Inc., in order to exemplify the high ideals of Brotherhood, Scholarship, and Service; in order to manifest the spirit of the Fraternity’s motto, “Culture for Service; Service for Humanity;” in order to perform the fraternal duties and responsibilities of membership and to promote the general welfare of all involved;

Therefore, do We hereby unite as Brothers of the said Chapter and sincerely vow to accomplish these purposes derived from the ideals and cause of this fraternity, and agree to abide by the following Constitution.

The Constitution

ARTICLE I-NAME

The name of this organization shall be the Theta Delta Chapter of Phi Beta Sigma Fraternity, Inc.; hereinafter referred to as “the Chapter.” The Chapter shall be based at The University of Alabama, Tuscaloosa, Alabama, hereinafter referred to as “The University.”

ARTICLE II-OBJECTIVES

The objectives of the Chapter shall be to advance the ideals of Brotherhood and Service; promote Education and Scholarship; develop an appreciation of our Culture and to foster such programs as may be indicated by these objects.

ARTICLE III-MEMBERSHIP

Section 1. Eligibility for Membership

- Part 1. All duly qualified men may be eligible for membership in this Chapter who are enrolled in good standing at The University of Alabama, and who satisfy all requirements that The University and Fraternity may take.
- Part 2. Membership or non-membership in a particular race, religion, or national origin shall not be a requirement for membership in the Chapter.
- Part 3. No person who is, or has been a member of another intercollegiate fraternity other than an honorary or professional fraternity, shall be eligible for membership.

Section 2. General Chapter Membership

- Part 1. Membership in the Chapter includes individuals who have been voted into and inducted in the Chapter as official Fraternity members, or who have been reinstated or transferred into the Chapter.
- Part 2. Membership in the Chapter includes individuals who have agreed to abide by the Chapter Constitution and By-Laws. All members including new members to the Chapter shall be provided with a copy of the Chapter Constitution and By-Laws.

Section 3. Active Membership

Part 1. Active membership shall consist of Chapter members who:

- a. are currently enrolled at The University of Alabama,
- b. has an overall GPA of 2.0 or higher,
- c. have submitted current Fraternity and Chapter dues,
- d. has sufficiently participated in Chapter meetings and activities.

Part 2. The active roster as maintained by the Chapter's President and Secretary shall include all Chapter members that have met the standards stated above according to the determination of the Executive Board and Advisors, and shall designate the official active membership of the Chapter.

Section 4. Transferred Membership

An individual with proof of membership in the Phi Beta Sigma Fraternity, who has been initiated into a different chapter and has transferred to The University of Alabama, and who possesses the aforementioned qualifications may become an active member of the Chapter upon submission of a transfer application (PBS-7 form) and agreeing to abide by this Constitution and Bylaws.

Section 5. New Members Intake

The process for intake of new members shall follow the Fraternity's current official New Membership Intake Process, and its MIP Committee shall include certified members representing more than one chapter. The Chapter shall be supportive of all intake policies, rules, and regulations that the Fraternity, University, and the Government of the State of Alabama make.

Section 6. Academic Standing

Part 1. Academic Probation

All members shall submit an unofficial transcript every semester to the primary chapter advisor. Any member below a 2.0 GPA on a 4.0 scale shall be placed on academic probation until the next academic period. While on academic probation the member is still required to attend all meetings and community service projects, but is prohibited from participating in any social events or voting.

Part 2. Midterm Reports

The Chapter will have mandatory midterm reports filled out by every member and turned into the primary chapter advisor at the first regular meeting after midterm have been posted. If a member does not have a 2.5 GPA by midterm, they must seek tutoring or some other form of documented assistance.

Section 7. Suspension of Members

The Chapter may recommend to the Regional Board or Conclave, if approved by a two-thirds vote at a regular Chapter meeting, to permanently expel or to suspend a member for a period not to exceed beyond the next Conclave or Regional Conference (whichever occurs first), provided that written charges shall have been served upon the member by the Chapter, and the member shall have been

given at least thirty days to answer such charges in a full hearing with the Chapter.

Section 8. Removal of Suspension

The Chapter shall have the authority to withdraw a recommendation for suspension or expulsion before its delivery to the Regional Board or Conclave, or request a withdrawal of its recommendation to the Regional Board or Conclave after being issued.

ARTICLE IV-MEETINGS

Section 1. Regular Meetings

Part 1. The Chapter shall hold a regular meeting at least biweekly during the fall and spring semesters unless it has been decided by a majority Chapter vote that a regular meeting be suspended or postponed.

Part 2. Regular meetings shall be held at such frequency, day, time, and place as the Chapter designates and updates in the Chapter Bylaws.

Part 3. Regular meetings during the summer semester shall take place at least monthly, and managed by the Executive Board members.

Part 4. It is expected that all members attend regular meetings, and unexcused failure to attend a set minimum of regular meetings is possible grounds for a fine to be assessed if the Executive Board mandates it.

Part 5. Meetings shall follow the parliamentary procedure provided by the *National Reference Guide for Chapters of Phi Beta Sigma Fraternity, Inc.*, and Robert’s Rules of Order, except when the Chapter votes to suspend them by two-thirds vote for the purpose of efficient discussions.

Part 6. Only members listed on the active membership roster may be permitted to vote, and each member has one vote. The presiding officer may only vote in case there is a tie.

Part 7. Regular voting is performed according to the following priority: by acclamation by voice, by hand counting or standing, by individual roll call, by ballot. One single Brother may call for a vote to be performed at the next detailed level immediately after the vote has taken place, for confirming its outcome. Voting during officer elections shall be done by secret ballot.

Part 8. Voting by proxy is permissible only if arranged before the meeting with the President, Vice President, or Secretary, and can be performed by signed ballot or by phone call during the meeting and confirmed by a chosen designee of the voter.

Section 2. Special Meetings

Part 1. Special meetings may be called by the President, a majority of the Executive Board, or by 50% of the active membership. The results of the special meeting are binding if a petition of the signatures of at least 50% of the active membership list is obtained at the meeting, and submitted to the Secretary, or by approval of the Executive Board.

Part 2. Special meetings may be officially held if at least 75% of the members of the active membership list are successfully informed at least 12 hours in advance of the special meeting.

Part 3. The quorum for a special meeting shall consist of 50% of the Chapter's active membership list.

Section 3. Meeting Attire

Shall be business/casual attire consisting of slacks, collared shirts, and no jeans/sweats. This attire is also expected for interest meeting, forums, etc.

ARTICLE V-OFFICERS, ELECTIONS, AND QUALIFICATIONS

Section 1. Qualifications

No member shall be nominated for, or elected to any office unless at the time of his nomination and election he is a full time student at The University of Alabama pursuing a baccalaureate or other undergraduate level degree. At the time of his election, he shall have a 2.5 GPA or its equivalent on a 4.0 GPA scale or its equivalent. In the event that any officer shall graduate or otherwise discontinue his full-time attendance at The University of Alabama during a current school term, and fails to continue his full-time attendance at The University of Alabama at the next following school term, his term of office shall terminate upon notice to him by the President or Chapter Advisor. The President shall immediately thereafter appoint a member to fill the office for the unexpired portion of such term that being with the advice and consent of the Executive Board.

Section 2. Elected Officers

Part 1. The elected officers of this Chapter shall be a President, Vice-President, Recording Secretary, Correspondence Secretary, Treasurer, and Parliamentarian.

Part 2. The forenamed officers of Part 1 shall form the Chapter's Executive Board, in addition to any past-Presidents, if still on the official Active Membership Roster and enrolled at The University of Alabama.

Part 3. In the event of an inadequate number of eligible members for these six positions, then members of the Chapter can serve in more than one office in the following manner and priority:

- a) Combination of the Vice-President and Treasurer Positions
- b) Combination of the Correspondence and Recording Secretary Positions

Section 3. Appointed Officers

Part 1. The appointed officers of this Chapter by the President, with the advice and consent of the Executive Board shall be a Social Chairman, Community Service Chairman, Chaplain, NPHC Delegate, Historian, Step-master, Webmaster, and Graduate Chapter Liaison.

Part 2. All offices must be filled with the exception of Webmaster, no matter how many active members are available. Members in the Chapter can be

appointed to more than one office when necessary, due to the lack of eligible members.

Section 4. Conference Delegates

The President and an enlist representative to serve as a voting delegate shall attend all official state, regional, and national conferences at which representation is required. A Full written report of the meeting or conference must be submitted within two weeks at a Chapter Meeting to the Recording Secretary for inclusion in the Chapter's records, and to be presented to the Chapter members at the meeting.

Section 5. Terms of Office

Part 1. The term of elected and appointed offices shall be for one year, beginning with the installation of such officers, and ending with the installation of the successors, which are to occur in January of every year.

Part 2. No elected officer may serve more than three consecutive terms in the same office. There is no limit as to the number of successive terms for appointed offices.

Part 3. Nominations for elected officers must be collected in November, annual elections for elected officers must occur in December, and the winning officers shall take office in January. All appointed offices must be filled by January 31 of each year.

Section 6. Vacancies and Absences

Part 1. A vacancy in the presidency shall require a succession of office from the Vice-President to President. If the President and Vice-President are both absent or vacated, then the chain of command for conducting meetings or succession shall follow this said order: Correspondence Secretary, Recording Secretary, and then Treasurer. If an officer is unwilling to assume a new office, he must resign from his current office.

Part 2. Vacancies in elected and appointed offices other than the presidency shall immediately thereafter be filled by a member appointed by the President for the unexpired portion of such term. This appointment can only take place after a scheduled Executive Board meeting nominating a qualified member. Moreover, a confirmation by majority vote of the Active Membership is required.

Section 7. Removal of Officers

Part 1. The officer should feel it his duty to resign graciously from an office when he realizes that he is not faithful in serving to the best of his ability in desire, accuracy, punctuality, or attendance.

Part 2. The Executive Board may remove an appointed officer of the Chapter for malfeasance, misfeasance, or nonfeasance in office.

Part 3. An elected officer who is not complying with assigned responsibilities, not executing voted Chapter orders/mandates, or perpetrating non-fraternal conduct in or out of Fraternity settings, may be relieved of office by the passage of a written motion given to the President or Recording Secretary, describing in

detail the infraction, and passed by two-thirds vote at a regular Chapter Meeting at least two weeks following notification to the charged elected officer in question. The officer shall be given the opportunity to respond to such charges prior to any vote for removal.

Part 4. Refer to Article V, Section 6, Vacancies and Absences to confirm how to fill this vacancy.

Section 8. Duties of Elected Offices.

Part 1. The President shall be the chief executive officer of the Chapter and be responsible for the following duties:

- a. Preside at regular Chapter meetings within a semester.
- b. Preside at all meetings of the Executive Board.
- c. Follow and uphold the Chapter and Fraternity Constitution and Bylaws.
- d. Offer consideration of all motions consistent with Robert's Rules of Order.
- e. Declare the results of Chapter voting, stating passing, failed, or tie.
- f. Execute the resolutions & passed motions and mandates of the Chapter.
- g. Call special/emergency meetings.
- h. Appoint all persons and committees not otherwise provided for in this Constitution and Bylaws; furthermore providing opportunities for involvement for every member.
- i. Serve as an ex-officio member of all committees.
- j. Serve as Spokesman for the Chapter, or appoint such for a particular occasion.
- k. Serve as Co-delegate along with an enlist representative at State and Regional Conferences, Conclaves, University, and NPHC Meetings or appoint such to represent the Chapter.
- l. Represent the Chapter at civic and social functions, or when the Chapter is called upon by other organization for representation.
- m. Delegate administrative duties to Executive officers and call for reports from them, as well as committee chairpersons at each meeting.
- n. Ensure that all required paperwork necessary to maintain the Chapter in good standing with the Fraternity and University is punctually submitted.
- o. Sign official documents, as needed, including contracts, membership certificates, certificates of merit, and Fraternity and University forms/paperwork.

Part 2. The Vice-President shall have the following duties:

- a. Assume the office of President in the event of the death, resignation, absence, disablement, or removal of the President.
- b. Provide assistance to the President in achieving Chapter goals & desires.
- c. Coordinate the functioning of Committees of the Chapter and keep the President up-to-date on their progress.
- d. Prepare the meeting room before the Chapter is scheduled to meet in it.
- e. Maintain a list during Chapter Meetings of individuals wanting the floor.
- f. Serve as the official Timekeeper during Chapter meetings,
- g. Assist the President in vote counting.
- h. Pass out materials or papers to the members at Chapter meetings.
- i. Assist the Recording Secretary with information related to the meeting minutes.

- j. Proofread the writings, forms, and paperwork of the Correspondence Secretary, Recording Secretary, President, and NPHC Delegate.
 - k. Audit the monthly financial reports of the Treasurer.
 - l. Assist members and the President in offering well-worded motions during meetings.
 - m. Chair at least one standing committee.
- Part 3. The Recording Secretary shall have the following duties:
- a. Record the minutes of Chapter meetings and Executive Board meetings.
 - b. Maintain all minutes in a permanent hard-back binder.
 - c. Keep minutes with the following information:
 - 1. Every motion
 - 2. Name of member who introduced the motion
 - 3. Name of member who second the motion
 - 4. The action taken on the motion
 - 5. Final disposition of the motion by assembly
 - 6. Detail of all business of the meeting
 - c. Produce a complete set of minutes before the next subsequent meeting.
 - d. Present copies of minutes to Chapter officers and active members.
 - e. Collect and store committee meeting minutes submitted by Committee Chairperson.
 - f. Maintain the official Active Membership Roster of the Chapter.
 - g. Sign official documents as needed.
 - h. Maintain and distribute address/phone contact information of Chapter Members.
 - i. Determine and declare whether a quorum is present for Chapter meetings.
 - j. Maintain membership lists of all Chapter committees.
 - k. Ensure that the following materials are present at all Chapter Meetings: Book of Minutes, List of unfinished business items from previous meeting, Chapter Constitution and Bylaws, Calendar, Active Membership List of the Chapter, and Rules of Procedure.
 - l. Collect all written excused absences and keep a file.
- Part 4. The Correspondence Secretary shall have the following duties.
- a. Maintain a log/file of all communications received by the Chapter.
 - b. Share responsibility of maintaining and checking the Chapter postal box with Vice-President.
 - c. Inform the President of crucial communications as soon as they are received.
 - d. Prepare a correspondence report at meetings of important mail received.
 - e. Present the correspondence received for all Members to view at meetings.
 - f. Issue calls, emails, notifications of meetings and other pertinent news to Members.
 - g. Prepare communications on behalf of the Chapter and President with the President's approval and signature.
 - h. Maintain a file that preserves copies of correspondence sent by the Chapter.
 - i. Assist in the writing of annual reports and other written projects.
- Part 5. The Treasurer shall have the following duties:
- a. Serve as the custodian of all funds of the Chapter, and manage a log for the account.

- b. Maintain a Chapter Receipt Book, and issue receipts for any money received.
 - c. Maintain a complete record for all funds, fees, dues, assessments, donations, fines collected or received; in case of dues, show a breakdown of national, regional, state, and local funds received for each member.
 - d. Maintain a separate financial file for each member of the Chapter, which records the receipt, date, amount of monies received, and the date of deposit.
 - e. announces the amount of dues and deadlines at Chapter Meetings.
 - f. Keep member aware of the need to submit dues, and assist member with developing individualized savings/payment goals and plans.
 - g. Provide accurate and detailed Financial Reports at every Chapter Meeting, which itemizes and summarizes the expenditures and the income.
 - h. Disburse funds and pay for expenses and bills, using Chapter Checks.
 - i. Seek the signatures of other Officers designated to sign Chapter Checks.
 - j. Submit dues & fees to the National Headquarters Office with money orders before the deadlines, to avoid Late Fees.
 - k. Obtain monthly account statements from the Correspondence Secretary or Vice-President.
 - l. Prepare a list of expected expenditures before the beginning of each semester in addition, propose a budget in a Budget Report presented in the first month of each semester, along with a suggestion of the total income needed and the amount for local Chapter dues, if any.
- Part 6. The Parliamentarian shall be responsible for the following duties:
- a. be familiar with Robert's Rules of Order.
 - b. have Parliamentary Procedure reference materials available at Chapter meetings.
 - c. Follow and uphold the Chapter and Fraternity Constitution and Bylaws.
 - d. Give answers and make just decision regarding parliamentary procedure when called upon, or when a situation during a meeting is in need of his ruling.
 - e. Serve as mediator whenever conflicts need to be resolved between members.
 - f. Serves as doorkeeper when Chapter is engaged in private proceeding.
 - g. Assist President in keeping order in all meetings.
 - h. Remove any member or representative from any meeting at the request of the President or the body.
- Part 7. The Executive Board shall collectively have the following duties:
- a. Prepare for quality Chapter Meetings and prepare the Meeting Agenda.
 - b. Make appointments for special appointed offices, and make approvals or rejections of the President's selections in appointed officers, according to Article V, Section 3, Part 1.
 - c. Schedule nominations for electing officers in November, schedule elections for officer positions in December, and prepare the election ballots needed for elections.
 - d. Meet at the call of the President for the transaction of emergency business between regular meetings of the Chapter.

- e. Act, on behalf of the Chapter in situations of emergency, provided that a full and complete record is made to the Chapter of such actions at the next regularly scheduled meeting, and provided that no action taken by the Executive Board in contrary to any expressed policy of the Chapter.
- f. Engage in consultative discussions with Advisors during planning meetings about improvement of chapter functioning, officer duties, chapter goals, and other chapter issues.

Section 9. Duties of Appointed Officers

Part 1. The Social Chairman shall be responsible for the following duties:

- a. Develop programs and projects to further the development of the Chapter.
- b. Plan and prepare social events.
- c. Propose and discuss joint events and involvement with other organizations.
- d. Book all venues, meeting rooms, entertainment, etc.
- e. Create and send press releases involving accomplishment of the Chapter and Chapter members.
- f. Assist other program committees in advertising Chapter activities via the media.
- g. Design tasteful and dignified fliers.
- h. Disseminate the flyers through an appointed task force.
- i. Ascertain the Chapter is included in The University's annual Yearbook and The Crescent Magazine whenever possible.

Part 2. The Community Service Chairman shall be responsible for the following duties:

- a. Establish a working relationship with appropriate campus and citywide social action organizations.
- b. Propose and discuss joint service events and involvement with other organizations.
- c. Develop service projects to further the development of the Chapter.
- d. Plan and prepare service activities.
- e. Log all service projects into the University's community involvement website.

Part 3. The Chaplain shall be responsible for the following duties:

- a. Provide encouragement of the Chapter's morale, inspiration and spirituality.
- b. Determine religious needs and affiliation of Chapter members
- c. Lead non-sectarian prayers that are unbiased against any particular religion, so that no member is excluded or alienated.
- d. Research and make available words of wisdom, sayings, quotations, verses, proverbs, etc. from diverse sources.

Part 4. The NPHC Delegate shall be responsible for the following duties:

- a. Serve as liaison with the University's chapter of NPHC.
- b. Attend all NPHC meetings along with the Chapter President
- c. Keep minutes at NPHC meeting with the following information:
 - 1. Every motion
 - 2. Name of member who introduced the motion
 - 3. Name of member who second the motion

4. The action taken on the motion
 5. Final disposition of the motion by assembly
 6. Detail of all business of the meeting
 - d. Report minutes and details of meeting back to chapter.
- Part 5. The Historian shall be responsible for the following duties:
- a. Maintain Chapter records, annual scrapbooks, photographs, trophies, certificates, plaques, and other items that require special care and preservation.
 - b. Provide a written narrative record of the Chapter each April, which when adopted by Chapter members, shall become the official written history of the Chapter.
 - c. Take photographs, collect newspaper articles, and solicit letters or certificate of acknowledgement or appreciation that the Chapter deserves or earns.
- Part 6. The Stepmaster shall be responsible for the following duties:
- a. Plan, organize, and/or register step performances through consultation with the Chapter.
 - b. Schedule practices and appoint members who will best represent the chapter in public performances.
 - c. Ensure that a step show performance is dignified, clean, non-offensive, and worthy.
- Part 7. The Webmaster shall be responsible for the following duties:
- a. Maintain an official Chapter website and email account.
 - b. Work along with the social chairman in advertising Chapter activities via the media and designing tasteful and dignified fliers.
 - c. Work along with the historian by posting photographs and featured news articles the website.
- Part 8. The Graduate Chapter Liaison shall be responsible for the following duties:
- a. Serve as liaison of the Chapter as it relates the Beta Pi Sigma Chapter of Phi Beta Sigma Fraternity, Inc.
 - b. Attend all graduate chapter meetings
 - c. Keep minutes at meeting as it relates to the Chapter, undergraduates, community involvement, etc. with the following information:
 1. Motion being made
 2. Name of member who introduced the motion
 3. Name of member who second the motion
 4. The action taken on the motion
 5. Final disposition of the motion by assembly
 6. Detail of related business
 - d. Report minutes and details of meeting back to chapter.
 - e. Convey ideas and concerns of the Chapter with the graduate chapter.

ARTICLE VI-COMMITTEES

Section 1. Selection and Number

The President, acting on behalf of the chapter, may appoint committees from active member, as one deems necessary, or as mandated by the Chapter, to achieve Chapter goals. All committees must have a minimum of three members and a maximum of ten members.

Section 2. Placement

Every Chapter member shall serve on at least one committee each semester. If a member does not volunteer for a committee during the first month of the semester, the Executive Board shall choose his placement. Committee placements for all members shall be conducted during the first month of each semester or the month before the semester starts.

Section 3. Termination

Once an ad hoc committee has served its purpose, the Executive Board reserves the right to disband it, unless a majority at a regular chapter meeting supports its reformation.

Section 4. Meetings

The Committee Chairman must schedule committee meetings, and notification of it must be made to the President or Vice-President. These meetings must be scheduled on days that regular Chapter meetings are not being held. There are no closed meetings of committees, and any active member of the Chapter may attend, and observe, but not vote. However, active member may be asked to leave by the committee chairperson for disorderly behavior.

Section 5. Powers

The committees' purpose is to make recommendations and suggestions to the Chapter and to carry out the goals and will of the Chapter. The Committee must seek Chapter approval and endorsement of any major action or decision. The Executive Board and general membership's majority both shall have the power to veto or annul any plan or decision by the committee.

ARTICLE VII-PROGRAMS AND PROJECTS

Section 1. National Programs

The programs that the Chapter shall participate in are Education, Social Action, and Bigger and Better Business. The Chapter shall conduct at least one activity annually designed to accomplish each of the national programs of the Fraternity.

Section 2. Reports

The Chapter shall utilize the Program Calendar of Phi Beta Sigma Fraternity, Inc., consult with State and Regional Officers for each of the National Program, and prepare annual reports that summarize the efforts related to each Program.

- Section 3. **Special Programs**
 The establishment of the specific programs set forth above shall not preclude the establishment by the Chapter of other specific or local programs deemed desirable to be implemented.
- Section 4. **Special Fraternity Days**
 The Chapter shall perform an observance of Founders' Day (January 9, 1914) and Theta Delta Charter Day (March 23, 1976).

ARTICLE VIII-FINANCIAL CONSIDERATIONS

- Section 1. **Budgets**
 The President, Vice-President, and Treasurer, or the Treasurer and an Executive Board appointed personnel, must convene within the first month of each semester to prepare a Budget to be proposed for approval by the Chapter. It must base itself on the records from the previous semester, the Chapter's capabilities and goals, and the projected income and expenses of the semester at hand.
- Section 2. **Dues**
 Local Chapter Dues for the semester, if necessary, shall be determined in the first month of each semester from the Budget to be proposed by the Treasurer and approved by the Chapter.
- Section 3. **Collection and Deposit**
 Dues and assessments for each member shall be received by the Treasurer and deposited into the Chapter's bank account within five days of receiving the monies.
- Section 4. **Authorization**
 The Chapter and the Executive Board both have authority to provide for budgeted expenditures to be made from the Chapter's Treasury for the operation of the Chapter.
- Section 5. **All expenditures shall be to accomplish the Chapter's purposes within the established budget, and should be reasonable, logical, necessary, and proper. Purchases of alcohol shall not come from the Chapter's Treasury.**
- Section 6. **Reimbursements**
 Part 1. Regular expenses should be planned for in the semester budget.
 Part 2. Expenses must be paid directly from the Treasurer of the Chapter, being documented and receipted, or through reimbursement when receipt of a pre-approved purchase is submitted to the Treasurer.
 Part 3. Irregular expenses for which reimbursement is requested must have been pre-approved by the Chapter or Executive Board and supported by a sales receipt or a copy of the sales receipt. The Chapter has the right to refuse a reimbursement that was not pre-approved by the Chapter.

ARTICLE IX-AFFILIATES AND ADVISORS

- Section 1. Zeta Phi Beta Sorority, Inc.
 The Chapter shall assist and support the activities and endeavors of our sisters of Zeta Phi Sorority, Inc. being that the Founders of Phi Beta Sigma Fraternity, Inc. having assisted in the organization and founding of the said sorority. Its members shall be given moral support, respect, and a spirit of cooperation, fostered at all levels and times.
- Section 2. Sigma Beta Club
 The Chapter shall assist and support the Sigma Beta Club, if in existence locally, which purpose is to give young men in high school the opportunity to find role models attending college or advancing professionally, so that they may aspire to become educated leaders.
- Section 3. Beta Pi Sigma Chapter of Phi Beta Sigma Fraternity, Inc.
 The Chapter shall regularly collaborate and confer with the local Alumni/Graduate chapter of Phi Beta Sigma Fraternity, Inc., and send delegates to attend its meetings and functions, share calendar and contact information with them, and to maintain strong ties of unity with its chapter members.
- Section 4. Advisors
- Part 1. The Chapter may select a Faculty Advisor from among the faculty and staff member of The University of Alabama for renewable one-year terms. Priority shall be given to active member of Phi Beta Sigma Fraternity, Inc., inactive members of Phi Beta Sigma Fraternity, Inc., and then other interested faculty and staff members. Responsibilities include those assigned by The University.
- Part 2. The Chapter shall collaborate with the Primary Alumni/Graduate Chapter Advisor, who is selected by the Regional Director and local Alumni Chapter, and fulfills the responsible outlined in the Fraternity’s Advisor Manual. Moreover, the Primary Alumni/Graduate Chapter Advisor shall also be responsible for the following duties:
- a. Receive necessary training and certification in the New Membership Intake and Development Process as authorized by the National body of the General Board.
 - b. Be present at all Collegiate and Alumni chapter meetings.
 - c. Advise, assist, consult, and guide the Chapter on all fraternity issues, governing the activities, programs, and projects, the Chapter engages in, such that they are implemented in accordance with the standards and policies of the Fraternity and The University.
 - d. Assist the Chapter in preparing a tentative schedule for the purposes of carrying out the Membership Intake and Development Process, ensuring the schedule is submitted to the Regional Membership Intake Team, in accordance with

the requirements of the Guide to New Membership Intake and Development Process.

- e. Assist the Chapter with programs, activities, membership intake, National programs, and knowledge/implementation of by-laws, policies, and procedures.
- f. Aid the Chapter in planning and negotiating financial matters, including necessary banking procedures.
- g. Keep both Alumni and undergraduate chapter informed of each other activities and encourage participation in each other activities, programs, and projects.
- h. Routinely submit reports upon request to the Alumni Chapter, State Director, Regional Director, and National Headquarters keeping them apprised of the activities of the Chapter.

Section 5. National Affiliates

In following the example of the National Fraternity, the Chapter shall seek as much as possible to maintain ties and pursue common interests with the following organizations: The American Cancer Society, National Foundation of the March of Dimes, Center for Disease Control and Prevention, Boy Scouts of America, Thurgood Marshall College Fund, NAACP, and Boys & Girls' Clubs of America.

ARTICLE X-AMENDMENTS AND BY-LAWS

Section 1. Written Notice of Amendments

Copies of a proposed amendment to this Constitution shall be given to the Executive Board at least one week before the regular meeting of the first scheduled motion to amend the Constitution and the vote on it. The Executive Board may make a recommendation at this regular meeting.

Section 2. Adoption

This Constitution may be amended by a two-thirds vote of the members on the Active Membership List at any regular Chapter meeting.

Section 3. Application

The amendment becomes effective immediately after the affirmative vote, and is to be attached at the end of this Constitution along with the date of adoption, and be entitled according to the number of amendments.

Section 4. Notification

The President, acting as agent for the Chapter, shall provide written notice of any changes in the body of this Constitution or nay amendments to the National and Regional Office of the Fraternity, both Advisors, and the Director of Greek Life at The University.

Section 5. By-Laws

Part 1. A set of By-laws shall be incorporated with the Constitution so that the means by which the Chapter functions is efficient and detailed.

Part 2. By-laws must be reviewed, re-approved, and up-dated every August.

Part 3. No measure adopted into the By-Laws shall contradict, or annul any component of this Chapter Constitution or the Fraternity's Constitution.

ARTICLE XI-RATIFICATION

The Ratification of this Constitution of the Theta Delta Chapter of Phi Beta Sigma Fraternity, Inc. shall require a three-fourths affirmation vote of those present who are financial, active members at two consecutive regular meetings, and shall become effective immediately upon the second consecutive vote.

Done on this 21 th Day of September in the Year 2008.

Ratifying Members:

Ellis Dyer

Gene T. Banks

Brad Wilby

Ken [unclear]

James [unclear]

Chas M. [unclear]

Max W. [unclear]

[unclear]

[unclear]

Donte L. [unclear]

Dorothy [unclear]

[unclear]

[unclear]

[unclear]

[Signature]