

National Operating Policies

Amended January 26, 2024

The National Operating Policies (“NOP”) contains the official policies of Phi Sigma Pi National Honor Fraternity established and amended only by majority vote of the Phi Sigma Pi National Council. No Chapter or Association shall establish policy, procedures or guidelines that are not consistent with the policies contained within this document, the National Constitution, or any other published National Policy. The National Council will serve as the only authority to interpret the National Operating Policies.

The National Office welcomes your comments concerning all policies of Phi Sigma Pi. Please contact us at pspoffice@phisigmapi.org or (717) 299-4710.

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Table of Contents

COLLEGIATE CHAPTER OPERATIONS	3
Initiate Risk Management Membership Agreement	3
Chapter Finances	3
Chapter Violations	3
CHAPTER HOUSING POLICIES	4
Insurance	4
Reporting	4
GRAND CHAPTER POLICIES	4
Failure to Attend Grand Chapter	4
NATIONAL OFFICE POLICIES	5
National Council Standards	5
Shared Responsibilities and Oversight	5
Mileage Reimbursement	5
Personnel Process	5
NATIONAL AWARDS & SCHOLARSHIPS	6
National Award Eligibility	6
National Scholarships Eligibility	6
SANCTIONS	6
Complaint and Fact Finding Proceedings	6
Sanction Proceedings	7
Sanction Appeal	7
Sanction Appeal Process	7
COMMUNICATION AND BRANDING POLICY	7
Responsibilities	8
Emergency Communications	8
Electronic Media Communication	8
Account Ownerships	8
Account Management	8
Delinquency and Disciplinary Communications	9
National Policy Documents	9

Storage and Authority of Documents	9
Document Audit	9
Marks	9
Expectations	10

COLLEGIATE CHAPTER OPERATIONS

Initiate Risk Management Membership Agreement

- A. All Initiates shall be required to sign the Risk Management Membership Agreement by the established due date. In the event an Initiate fails to sign the Risk Management Membership Agreement by the established due date, the National Staff will provide outreach in an effort to get the form signed.
- B. If the Initiate has not signed the Risk Management Membership Agreement within two weeks following the due date, the Initiate will be considered to have resigned from the Chapter's Initiation Program. Any Initiate who resigns from the Initiation Program under this provision shall not be eligible to restart the Initiation Program until the following academic term semester/quarter.

Chapter Finances

National Dues

- ***Collegiate National Dues:*** Semester Schools: \$78/semester (paid twice a year) Quarter Schools: \$52/quarter (paid three times a year)
- ***Induction Fees:*** All New Collegiate Members: \$105 (paid only once)
- ***Charter Fees:*** All Members who join a Collegiate Chapter during the charter semester/quarter: \$102 charter fee (paid only once, non-refundable)
- ***Insurance Fees:*** Semester Schools: \$6 per Member per semester (paid twice a year) Quarter Schools: \$4 per Member per quarter (paid three times a year)

CERTIFICATE OF INSURANCE REQUESTS

Official requests for a certificate of insurance with additional insured(s) must be received by the National Office at least 45 days in advance of the due date.

- Cost to process- \$250.00

Official requests for a general certificate of insurance must be received by the National Office at least 15 days in advance of the due date.

- Cost to process- None

*If you are unsure of the type of certificate of insurance required, please contact riskmanagement@phisigmapi.org for more information.

Chapter Violations

Chapter Delinquencies

If the appropriate materials required of a Chapter are not postmarked or electronically marked **on** or before the designated due dates, the items will be considered late. When a Chapter is late with dues, fees, or forms, the National Staff shall contact the Chapter.

If the delinquency is not resolved within *two (2) weeks* following the due date, the National Staff shall send a notice of delinquency to the Chapter President and the Officer(s) pertinent to the violation (i.e., for forms, the Secretary; for monies, the Treasurer). This notice will be accompanied by a fine of \$20.00 per outstanding form and for any outstanding monies.

A second notice of delinquency and warning of probation will be issued *four weeks* after the due date. This will carry a fine of \$30.00 per outstanding form and \$50.00 for any outstanding amount of monies.

If the violation and subsequent fines are not resolved within six (6) weeks after the original due date, the National Council shall review the situation for consideration of additional disciplinary action against the Chapter.

Fines

The total monetary value of all fines due to the National Office shall not exceed \$500 per academic year for any Chapter.

CHAPTER HOUSING POLICIES

Insurance

Insurance coverage premiums will be assessed to the house corporation through the Phi Sigma Pi Insurance Coverage and the premium shall be paid to the National Office within that current coverage fiscal year.

If a house corporation wishes to seek outside insurance, all owned real estate property must maintain at least the following insurance on that property:

- General Liability
- Directors and Officers Liability
- Property

Specific additional housing rules and risk management policies may enable a reduction in the cost of insurance premiums. Interested Chapters should seek recommendations from the Insurance Provider with the assistance of the National Office

Reporting

Any Chapter that leases through a house corporation or any house corporation that owns property must submit the following documents to the National Office at the time the property is leased or purchased and each following academic term:

- Lease agreement between the Landlord and house corporation
- Proof of Landlord's liability coverage on the property
- Lease agreement(s) between the house corporation and Member(s) living on the Property
- Housing agreement between the house corporation and each Member of the Chapter
- Proof/Certificate of Insurance and Summary of Coverage
- Chapter Properties List
- Proof/Certificate of Renters Insurance as held by each Member living on the property or a declarations page from the renter's parent's homeowner's policy if covered under there
- House and Event Risk Management Policy

GRAND CHAPTER POLICIES

Failure to Attend Grand Chapter

Any Chapter that does not send an Official Delegate to Grand Chapter shall be fined \$350 plus the cost of one full National Convention registration. Additionally, the Chapter will be placed on probation until the Chapter has met the requirements set forth by the National Council.

The National Convention registration fee is exclusive of yearly fine totals. This is a result of the constitutional requirement of all Chapters being responsible for Grand Chapter registration and other fees for the Official Delegate.

NATIONAL OFFICE POLICIES

National Council Standards

All National Officer candidates shall be provided with a copy of the National Council Standards and, if elected, shall adhere to all National Council Standards during their term of office.

Shared Responsibilities and Oversight

National Events

Planning of National Events, including locations, budgeting, costs, contracts, programming and any additional needs shall be managed by the National Staff. National Council has the authority to set strategy to provide National Staff further guidance on any issues pertaining to event planning.

Expansion

The National Staff shall be responsible for expansion to and provision of on-going support of Collegiate Chapters to foster long-term sustainability. This shall include selecting prospective expansion locations, conducting the colonization process and providing additional support for newly-chartered Chapters.

The National Council has the authority to set additional strategies to provide National Staff further guidance on expansion.

Forms

The National Staff may modify, combine, and eliminate any forms deemed unnecessary or redundant.

Technology

The National Staff shall be responsible for maintaining any technology needs used by the National Office. The National Council shall have the authority to make budgetary decisions related to technology needs. Product selection, purchases, and upkeep shall be at the discretion of the National Staff.

Mileage Reimbursement

When conducting Fraternity business, the National Council and official representatives of Phi Sigma Pi are eligible for mileage reimbursement based on the IRS Standard Mileage Rates schedule. Tolls will also be reimbursed if receipts are provided. Prior authorization of travel by the National Office is required before reimbursement will be considered.

Personnel Process

Phi Sigma Pi employs a professional staff managed by the Executive Director. National Staff, through the Executive Director, work at the direction of the National Council. As a result, Members, Chapters and Associations are discouraged from publicly criticizing National Staff for policy or operational decisions.

Comments/concerns regarding the operations of the National Staff should be forwarded to the Executive Director. Those relating to personnel shall be forwarded in writing. If the concern pertains to the Executive Director, documentation should be sent to the Personnel Committee of the National Council via the National President or Vice President of Finance.

All comments/concerns will be addressed. However, those concerns relating to personnel are confidential under the statutes of the Commonwealth of Pennsylvania and therefore, the manner in which they are addressed may not be shared.

If after contact with the Executive Director the concern still exists, the Member, Association or Chapter may directly contact the Personnel Committee of the National Council.

NATIONAL AWARDS & SCHOLARSHIPS

National Award Eligibility

- A. To be eligible to receive a National Award, Chapters must have all National Forms, Dues, Induction Fees, outstanding debts, and other requirements as specified by the National Office reconciled before May 15 for semester schools, June 15 for quarter schools, and June 1 for Alumni Chapters.
- B. Chapters on probation or suspension for any portion of the academic year are ineligible to receive any National Awards for that academic year.

National Scholarships Eligibility

- A. Scholarship applicants may apply multiple times, but may only receive each scholarship once.
- B. Applicants for Scholarships must submit the required materials by the following deadlines:
 - a. The Richard Cecil Todd and Claudia Pennock Todd Scholarship for Excellence in Scholarship, Leadership, and Fellowship — April 15
 - b. The Rolla F. Wood Postgraduate Scholarship for Improving Humanity with Honor - April 15
- C. Completed applications shall be submitted to the National Council for review within 10 business days after the deadline.
- D. All applicants will be informed of receipt of their application.
- E. The scholarship recipients will be notified of their selection and will be publicly announced at the following National Convention Awards banquet.
- F. In addition to the eligibility requirements listed on each Scholarship application, each applicant shall be a Member of Phi Sigma Pi National Honor Fraternity in good standing with the Chapter and National Office.

SANCTIONS

The Standards Committee may authorize an investigation of any Member and/or Chapter of Phi Sigma Pi National Honor Fraternity after being notified of any inappropriate behavior and/or acts. All issues between two (2) or more Chapters or questions of discipline that cannot be resolved on a Chapter level shall be reviewed and decided by the Standards Committee. Action may proceed regardless of possible or pending administrative, civil, or criminal proceedings arising out of the same or other events.

Complaint and Fact-Finding Proceedings

The Standards Committee shall have thirty (30) days from the receipt of the complaint and appropriate materials to authorize, by a majority vote, a fact-finding investigation. If the Standards Committee does not authorize an investigation, the Standards Committee will submit a statement of the process to the petitioning body.

Once an investigation has been authorized, each Member and/or Chapter under investigation shall be notified of the investigation procedures and the purpose behind the investigation. The National Staff shall have sixty (60) days to file a report with the Standards Committee, or request an extension from the Standards Committee. The National Staff shall provide bi-weekly updates to the Standards Committee and to the Chapter/Member being investigated. These bi-weekly updates shall continue until a decision is rendered and communicated by the Standards Committee.

Sanction Proceedings

After the Official Investigation Report has been filed with the Standards Committee, the Standards Committee will determine if further action is necessary. If no further action is required, the Member or Chapter will be notified.

If the Standards Committee determines that further disciplinary action may be necessary, the alleged Member or Chapter shall have an opportunity to represent themselves against the allegations via a written statement. In the event of a Chapter being investigated, the Chapter will appoint one of its Active Members to represent the Chapter. These proceedings will have a time limit set by the National President or next highest ranking National Officer not the subject of the complaint.

Disciplinary action that can be taken by the Standards Committee is listed in the National Constitution. Phi Sigma Pi reserves the right to notify the proper sheltering institution authorities of the Standards Committee's decision regarding the charge(s) against a Member and/or Chapter and of the sanctions deemed appropriate for that Member and/or Chapter.

Within fourteen (14) days of the Standards Committee's rendered decision, the Senior Vice President shall send written notification to the party(s) charged. All notices shall be sent by email. Additional methods of communication will be used if there is no response from the party(s) via email communication.

Sanction Appeal

If a Member or Chapter appeals a sanction, the terms of the rendered decision shall continue to be enforced. The Senior Vice President, or next highest ranking National Officer not sanctioned, shall serve as the representative of the National Council and National Office.

Sanction Appeal Process

The National Staff will provide the case history and a summary of the Standards Committee's rendered decision to the National Council within fourteen (14) days of the appeal being filed.

The National Council will have thirty (30) days from receipt of the appeal from National Staff, to review the case, communicate with the appealing Member/Chapter, and make its final decision.

The National Council will give prompt written notification to the appealing Member or Chapter and the National Council via the National Staff. This notification will list the reasons for its decision. If it is not unanimous, the dissenting National Council member may provide their reasons for dissenting.

For the duration of any given ongoing appeal, the National Council should provide weekly updates to the Executive Director to ensure a timely resolution to the appeal request.

COMMUNICATION AND BRANDING POLICY

This policy serves as guidance for establishing and maintaining communication procedures through the National Office. In addition to the policies stated in this document, all other documents published by the National Council shall be considered the policy of the Council, and may only be altered by the National Council or another governing body, which is authorized by the Council to do so. These other documents include but are not limited to the "NOP," and the "Human Resources (Employee) Handbook."

Responsibilities

The National Staff shall be responsible for overseeing the distribution of all official communications. 'Official communications' shall include but is not limited to nationally distributed emails, publications, mailings, National website content and online social networking accounts.

The National Council shall be responsible for providing messaging direction for official communication. The Executive Director shall be involved in any messaging discussions. National Council members may be invited to use any official accounts for individual Officer communication purposes.

Emergency Communications

The following guidelines shall be used for communicating emergency related messages:

- National Events: In the event of an emergency during a National Event, any communication shall adhere to the policies outlined in the National Risk Management Policy.
- Crisis Management: In the event of an emergency outside of a National Event, any communication shall adhere to the policies outlined in the Crisis Management Plan.
- Non-Fraternal Emergencies or Requests for Involvement: Due to the potential subjective nature of deciding which non-fraternal events are suitable for the Fraternity's involvement it is recommended that Phi Sigma Pi use extreme discretion when deciding if and/or when official communication sources are used to promote aide or action. In most situations there will be local, National or international organizations who are better qualified to react to these types of situations. Phi Sigma Pi shall not try to duplicate the work of these organizations.

Electronic Media Communication

National Council may engage in discussion by various means, including, but not limited to: email, email listservs, forums, blogs, and social networking utilities ("channels"). When addressing a Member's inquiry related to the operation of the National Fraternity, National Officers shall clarify, via an explicit statement, that their response contains the personal opinion of the National Officer, and does not necessarily reflect the views of the National Council as a whole. Communication sent on behalf of the entire National Council shall be reviewed and approved by all National Council members. The National President is the official representative of the National Council, and may review the content of any official communication sent on behalf of the National Council to ensure consistent messaging and coordination with any communication undertaken by the National Staff.

Account Ownerships

The National Staff shall be responsible for overseeing the procurement of official accounts on online networks where possible and relevant. Good faith efforts should be made to have any existing accounts that appear to be official in name, fully transferred over to the National Office for administering and communication.

Phi Sigma Pi Staff shall not sell or release contact information to any non-Phi Sigma Pi entities without approval of the National Council. This shall include email, direct mail and online networks. This shall not apply to the sharing of Member contact information between the National Office and Chapters or Associations.

Account Management

The National Staff shall be responsible for managing any channels. National Staff may establish their own policies for this management and usage of these channels. National Staff shall be tasked with moderating these channels, as outlined in their policies, which may include content and membership review.

National Council Members may utilize these official channels with the permission of the National Council. National Council Members shall not overstep the role of the National Staff outlined in this document, which shall include moderation of Members, moderation of content, or communicating in any way that interferes with the National Staff's work with Members and Chapters. National Council Members shall allow the National Staff to address all questions that fall within the purview of the National Staff's responsibilities. If there is uncertainty National Council Members should yield to the National Staff.

Delinquency and Disciplinary Communications

Any communications regarding delinquencies or disciplinary action shall adhere to policies outlined in the Chapter Violations Sanctions section of this document and the National Constitution.

National Policy Documents

Changes to any National policy documents shall be uploaded to the Phi Sigma Pi website within ten (10) business days of approval or amending, when possible. National Staff shall be responsible for uploading or revising approved or amended documents to the national website. Once documents have been uploaded, the National President and National Secretary shall be notified. The National Secretary will be responsible for confirming the accuracy of the document within five (5) business days, when possible. Once documents have been uploaded and accuracy confirmed by the National Secretary, National Staff shall notify Chapter Presidents, and immediately past NAA delegates, within five (5) business days. If the new/updated policy would close a Collegiate Chapter, Alumni Chapter, or Alumni Association, it shall be communicated to all Active Members of that organization within fourteen (14) days.

All documents created by National Council Members for the purpose of official business shall be owned by Phi Sigma Pi. Any web-based documents (e.g. Google Drive) shall reside in file structures managed by the National Office organization. Access and ownership rights to these documents shall at least be managed by a National Staff account Member, though National Council Members may be granted access as needed. Outgoing National Council Members should have all access to internal documents transitioned to either National Staff and/or National Council within thirty (30) days of vacating their respective office.

Storage and Authority of Documents

Governing documents shall be available to all Members.

Investigation documents and materials shall be kept and archived for a minimum of five (5) years. Additional documents should be kept and archived for a minimum of four (4) years. In regards to National Council Members, it shall be the responsibility of the National Council Member to transition all documents at the end of his/her term to National Staff or succeeding Officer.

Document Audit

The National Secretary will be responsible for performing an annual audit of all governing documents posted online to ensure accuracy.

Marks

Any mark owned by Phi Sigma Pi may be used by any Member, Association or Chapter without expressed written permission of the Fraternity, provided that the National Council does not find that the use conflicts with the purposes or image of Phi Sigma Pi. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the Member, Association or Chapter that the inappropriate use must cease.

Any mark owned by Phi Sigma Pi may be used by any non-Member with the expressed written permission of the National Council. Permission must be applied to the National Council via the National Staff. This in no way relinquishes control of the mark, and the National Council at any time may decide to revoke permission to use the mark. In this event, the National Staff will notify the user that the inappropriate use must cease.

Expectations

It is an expectation that a Member will not use the name Phi Sigma Pi, any mark of Phi Sigma Pi, or any reference clearly meant to refer to their membership in Phi Sigma Pi, in any media context, including any type of Internet posting, in a manner that is in conflict with the ideals of the Fraternity.

Examples that are inconsistent with the ideals of Phi Sigma Pi include, but are not limited to:

- Explicit illegal drug references
- Explicit alcohol references, if underage
- Prejudiced/discriminatory speech of any kind
- Explicit reference to any other illegal behavior
- Lewd photographs or language
- Any language that libels another individual or group