



## **2025 - 2027 NATIONAL COUNCIL STANDARDS**

*Adopted 10/11/2025*

### **National Council Meetings**

The National Council, at minimum, shall hold the following regularly scheduled meetings: monthly virtual meetings, two in-person meetings, and any meetings held during nationally-organized events. In-person meetings should be set at least forty-five (45) days in advance of the proposed meeting time.

The National Council shall review and approve the Minutes from their meetings within thirty (30) days of the adjournment of each meeting. All approved Minutes shall be made publicly available on the national website within seven (7) days of approval. Meeting Minutes shall identify dissents and abstentions by name, with the opportunity for each individual to provide a secretary's note offering context for the rationale of their vote. In circumstances in which motions name an individual, voting shall be kept anonymous unless individually requested.

National Council meetings shall be open to the Membership of Phi Sigma Pi at the discretion of the National Council.

The National President, or any two other National Officers, has the authority to call emergency meetings of the National Council. Such meetings may be held via electronic means.

Each National Officer is expected to make their best effort to attend all regularly scheduled National Council Meetings, including attending remotely when necessary. Attendance is required at the Grand Chapter meeting and National Convention, unless the National Council approves a partial or full absence. The financial responsibility of that attendance is provided for in the Operating Budget. It is understood that the National Council Members are volunteers who have job, family, and civic obligations that must at times take precedence over National Council matters. It is also understood that unanticipated issues and emergencies will happen that will require National Council Members to be excused.

### **Resignations**

A National Officer who intends to resign shall notify the National President in writing. In the case of the resignation of the National President, the Senior Vice President shall be notified.

The resignation shall be effective upon receipt of the letter, unless specified otherwise.

An immediate search for a replacement of a National Council Member shall be undertaken. A search for candidates suitable to fill the vacancy shall be undertaken in accordance with the procedures outlined in the National Constitution.

### **Expense Reimbursement**

National Officers may be reimbursed for any travel expenses incurred while conducting fraternity business. The following items qualify for reimbursement:

1. Travel and lodging for visits to Chapters, potential Chapters, or National Events, with the primary purpose of conducting official fraternity business;
2. Meals when on an official business trip. A reasonable meal allowance will be provided. The meal allowance may not be used for the purchase of alcohol;
3. Other expenses necessary to carry out the duties of the Office, when pre-approved by the Vice President of Finance and the National President.

Reimbursement of expenses incurred should be formally requested to the National Office within thirty (30) days of the expense. This may be submitted before the event excluding reimbursement requests related to mileage. Should a National Officer choose to not be reimbursed, a written request may be submitted to the National Office to recognize the value of expenses incurred as an in-kind contribution.

Travel plans shall be forwarded to the Executive Director thirty (30) days prior to the date of departure, unless otherwise approved by the National President. Any additional expenses accrued thereafter shall be the responsibility of the National Officer.

### **Fundraising**

All Members of the National Council are expected to participate in fund-raising efforts for the fraternity, contributing at a level that is personally meaningful. National Council Members will promote and educate Members on the value of philanthropy, including the various ways contributions may be made to the Phi Sigma Pi Foundation.

The National Council will support and participate in fundraising campaigns promoted by the Phi Sigma Pi Foundation.

### **Personnel**

The National Council shall be directly responsible for the hiring of the Executive Director. The candidate chosen to fulfill the position shall be approved by at least a two-thirds (2/3) vote of the National Council.

The National Council will periodically review the performance of all personnel. Any comments/concerns about personnel should be addressed to the Personnel Committee Chair.

Any comments/concerns relating to the National Council should be addressed to the National President. In instances where the concern is relating to the National President, another member of the Personnel Committee shall be contacted.

### **Contact with National Staff**

National Officers should make all requests to National Staff through the Executive Director, with copies to the National President. The National President shall maintain contact with the Executive Director no less frequently than once every two (2) weeks.

### **Alcohol Policy**

National Officers may interact socially with Members who are of legal age to consume alcohol in licensed establishments. National Officers shall refrain from consuming alcohol with Initiates or underage Members.

### **Personal Relationship Disclosure**

Members of the National Council shall disclose to the Personnel Committee any fraternization or personal relationship with staff or collegiate members that could reasonably be perceived as compromising professional judgment, objectivity, or the integrity of the organization. Fraternization includes any romantic, dating, sexual, or otherwise intimate relationship.

### **Standards of Conduct/Conflicts of Interest**

National Officers are expected to act and present themselves professionally, uphold the ideology of Phi Sigma Pi, and be knowledgeable of its practices.

National Officers shall uphold Phi Sigma Pi's commitment to being a Diverse, Inclusive, and Equitable organization as we Improve Humanity with Honor.

A National Officer shall never use or attempt to use his/her position, in a manner contrary to the interest of Phi Sigma Pi, to gain or attempt to gain anything for the private benefit of the National Officer.

National Officers are expected to refrain from establishing relationships and/or engaging in activities that could affect their impartiality or compromise their ability to freely accomplish their function in the best interest of Phi Sigma Pi, or which would imply Phi Sigma Pi sponsorship or sanction of any activity not directly related to its operations.

National Officers shall abstain from voting upon matters whenever the matter being voted upon may have significant effect upon the financial or personal interests of the National Officer.

National Officers shall refrain from serving as an official advisor or chapter officer to a Phi Sigma Pi Chapter.

Should a National Council Member be implicated in a situation where they are involved with or have acted in a significant manner contrary to the ideals of the organization, they shall be required immediately to recuse themselves from any National Council decisions regarding the matter. Should the National President be involved, the Senior Vice President or next officer not implicated shall assume the responsibilities of the office in dealing with Council decisions regarding the matter.

### **Non-Disclosure of Confidential Information**

A National Officer shall not use confidential information acquired in connection with Phi Sigma Pi or Phi Sigma Pi related activities for personal gain or for unauthorized purposes. Confidential information may include, but is not limited to, information regarding: financial holdings, individual member data, disciplinary investigations, and personnel matters.

National Officers shall hold personnel information with the utmost confidentiality. Disclosure of personnel information is a serious offense and exposes Phi Sigma Pi to potential litigation. Any such infraction warrants the bringing forth of immediate impeachment proceedings.

### **Communication Policy**

Individual National Officers shall not establish or administer any communication channel, print or digital, that could be construed as official Phi Sigma Pi communication.

National Officers may engage in discussion with Members/Initiates using electronic means. When addressing a Member's inquiry related to the operation of the National Fraternity, National Officers shall refer Members to the National Staff as appropriate. When communicating with individual members, 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.

National Officers shall utilize their official Phi Sigma Pi email accounts when conducting fraternity business.

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.

By signing below, I pledge to uphold the 2025 - 2027 National Council Standards. I understand that the National Council Standards are a guideline to govern my conduct while serving as a National Officer and I shall strive to comply with the Standards. Further, I acknowledge that a violation of the Standards may result in disciplinary action at the discretion of the National Council including, but not limited to, Censure and Impeachment.



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Becky Chamberlain,  
National President



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Chris McCoy,  
Senior Vice President



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Alesia Richardson,  
National Secretary



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Sarah Cantwell,  
Vice President of Finance



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Rachel Maleski,  
Vice President of Development



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Luigi Nuñez,  
Vice President of Development



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Matthew Peachey,  
Vice President of Development