

**Phi Epsilon Kappa Fraternity**

**Delta Chi Chapter By-Laws**

Adopted January 1999

Revised January 1999

Revised November 1999

Amended October 1999

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**Code of By-Laws**

**Of**

**Phi Epsilon Kappa Fraternity**

**Delta Chi Chapter**

*Established 1997*

**Preamble**

The Delta Chi Chapter By-Laws shall contain governing policies specific to Delta Chi Chapter and shall be adhered to in conjunction with other required polices for the Delta Chi Chapter of Phi Epsilon Kappa. In compliance with its chartered rights and obligations, delta Chi Chapter shall be subject to the rules contained in the Phi Epsilon Kappa National By-laws. Adopted January 1999.

**Article I: Identification**

Section 1: The name of the organization is Phi Epsilon Kappa Fraternity, Delta Chi Chapter.

Section 2: The Chapter reports to Truman State University located in Kirksville, Missouri.

**Article II: Purpose**

Section 1: a) To be organized and operated exclusively for educational and charitable purposes as a non- profit organization dedicated to advancing the interest of Health Education, Physical Education, Recreation Education, Safety Education, and related fields.

 b) To be operated in such manner that the Fraternity be of a continuing benefit and service to Health Education, Physical Education, Recreation Education, Safety Education, and related fields.

 c) To foster scientific research in the fields of Health Education, Physical Education, Recreation Education, Safety Education, and related fields.

 d) To provide a medium through which membership can contribute to the advancement of Health Education, Physical Education, Recreation Education, Safety Education, and related fields.

 e) To make awards for outstanding work in promoting Health Education, Physical Education, Safety Education, and related fields.

 f) To spread knowledge about Health Education, Physical Education, Recreation Education, Safety Education, and related fields.

 g) To develop group solidarity by promoting social and professional cooperation between Health and Exercise Science students, faculty, and alumni.

Section 2: In order to fulfill these purposes, the fraternity is authorized to raise funds and solicit contributions by all lawful means, borrow money, and accept gifts which are consistent with the purposes of the fraternity.

**Article III: Membership**

Section 1: All persons interested in the purposes of the fraternity and in providing their time and energies for the benefit of Health Education, Physical Education, Safety Education, and related fields and are students within the department of Health and Exercise Sciences are welcome to apply for membership.

Section 2: Delta Chi Chapter shall not discriminate on the basis of race, religion, national origin, political affiliation, ethnicity, gender, sexual orientation, age, or disabled status in admission to, access to, treatment of, or employment in its programs and activities in accordance with Truman State University’s non-discriminatory policy.

Section 3: Opportunity for initiation into the fraternity will be held a minimum of once per academic year, before the installation of new officers. One initiation class per academic year is preferred.

Section 4: For a student to join the fraternity, s(he) must be a fulltime Truman student with a declared HES major, and have a minimum cumulative GPA of 2.5. First semester freshmen are exempt to the GPA requirement.

Section 5: All current members are required to pay National membership dues on a yearly basis (currently $30.00/year) while new initiates are required to pay and initial National membership fee for the first year of membership (currently $80.00/year) and a current membership fee every year after. These dues are to be collected at the beginning of the fall semester and may change based upon national dues.

Section 6: Each active member will be required to complete 5 service hours each semester. All 5 service hours must be completed at PEK sponsored or affiliated events as determined by the Vice President and executive board. Mandatory service events will not count towards an individual’s 5 service hours.

Section 7: To remain an active member all financial obligations to the chapter must be met and all required club service events must be attended. The penalty for the first unexcused absence will be an additional 2 hours of service added to the required 5 hours per semester. The second unexcused absence will add 2 more hours and member ship in the fraternity will be brought under the review of the executive board. If a third unexcused absence is recorded, membership will be terminated. Members must notify the appropriate executive board member 24 hours prior to an event if they are unable to attend.

Section 8: Those members who remain in good standing, services hours completed and financial obligations met, will earn the honor of wearing the black and gold honor cord during Commencement. Members that have been with Phi Epsilon Kappa for 4 years may wear the white and gold cord in addition to the black and gold.

Section 9: Members of Phi Epsilon Kappa should uphold professional and personal standards through desirable conduct and character at meetings as wells as any other activities.

**Article IV: Officers**

Section 1: Qualification for Election to Office

 Members who have satisfactorily fulfilled all previous chapter and national requirements for membership shall be considered eligible to hold elective office. To run for President the member must have been active for one school year. To be eligible for all other offices, the member must be currently active.

Section 2: Elections

1. Officers shall be voted on by fraternity members during the spring semester after spring break.
2. Each officer will hold the position for one calendar year. In the event of graduation in December, officers may hold position for one semester with re-election occurring for that position in December.
3. Election procedures are as follows:
	* 1. Verbal nominations will be held for the position listed. The nominee then has the opportunity to decline. If the nominee meets the qualifications (Section 1) (s)he may run for office.
		2. After selected, each nominee will give a short speech (1-2 minutes) as to why s(he) should be elected.
		3. A general vote will be taken and the nominee with the most votes will receive the office.
		4. Seniors will vote in elections
		5. Nominees must win by a 5 vote margin
		6. In the event of a tie (or a win by less than 5), members will vote again on the top two nominees, if more than two nominees the nominees with the lowest number of votes shall be removed. If after the second vote there is no decision, the group will vote a third time without seniors.
4. If an officer’s position opens, due to their resignation, an election shall be held to fill that position.

Section 3: The Executive Board will consist of 5 officers, Membership, Special Events, and Fundraising committee heads. Executive Board meeting will be held as needed and called by the president.

Section 4: President Duties:

1. Preside over and call meetings
2. Delegate tasks to members and officers
3. Announce goals at the start of the semester
4. Endorse rules and laws
5. Represent the organization to the public
6. Act as a mentor to students in the field
7. Complete CSI registration at the beginning of each semester

Section 5: Vice President Duties

1. Take over the President’s role if s(he) is unable to do so
2. Preside over committees
3. Act as National Philanthropy coordinator
4. Amend by-laws
5. Take meeting notes if Secretary is unable to attend
6. Coordinate all chapter service events and document service hours

Section 6: Secretary Duties

1. Keep minutes at meetings
2. Advertise meetings and activity dates and times
3. Record meeting attendance
4. Keep updated phone and address lists of members and alumni
5. Post minuets and newsletters (if desired) of meetings
6. Send thank you notes to all parties who have been of service to the fraternity
7. Submit National Registry to Nationals

Section 7: Treasurer Duties

1. Allot funds to committees
2. Announce checking balance to club members
3. Keep accurate financial records of money accounts
4. Pay bills approved by President
5. Announce, collect, and record dues and fees
6. Prepare an annual budget of chapter expenses

Section 8: Historian Duties

1. Keep files of graduate school information
2. Maintain fraternity banner
3. Maintain fraternity scrapbook
4. Maintain all chapter internet relationships (website, group pages, etc.)
5. Maintain the tri-fold presentation board

**Article V: Appointed Offices and Committees**

Section 1: Appointment of Regular Committees

1. The chairpersons of the following committees shall be elected at the same time and by the same procedure as the election of new officers.
2. Every member of the chapter shall be required to serve on one of the standing committees, with the exception of the President who shall serve as an ex-officio member of each committee.
	* 1. Chairs will assign each committee member a task to coordinate throughout the duration of the semester.

Section 2: Standing Committees and Duties of Those Committees

1. Membership Committee: led by the 2 Education Chairs
	* 1. Provide Fraternity education at meetings, programs, and recruitments
		2. Plan and supervise rush functions
		3. Attend Executive Board meetings
2. Fundraising Committee: led by the Fundraising Chair
	* 1. Responsible for setting up and running fundraisers for the fraternity
		2. Present all club fundraising projects
		3. Attend Executive Board meetings
3. Special Events Committee: led by the Special Events Chairs
	* 1. Plan and schedule all club social events totaling two per semester during the normal school year
		2. All final decisions concerning social functions sponsored by the Special Events Committee are to be decided based on input from all chapter members
		3. Assist with coordination of service events for members each semester
		4. Find persons with a career in Health Education, Physical Education, Safety Education, Recreation Education, and related fields and have them speak to the chapter and other attendees to promote learning and education
			+ 1. One speaker per semester during the normal school year is required
				2. Send thank you notes to all speakers
		5. Coordinate Research Night and Internship Information Night
		6. Coordinate tours of graduate programs based on member interest
		7. Attend Executive Board meetings
4. Relay for Life Committee: led by Relay for Life Chair
	* 1. Attend Adair County Relay for Life meetings
		2. Submit team information to Adair Country and National Relay for Life
		3. Organize day of Relay activities and team
5. Glow Stick-It to Cancer Committee Chair
	* 1. Oversee committee members
		2. Schedule and plan the event
		3. Contact Student Senate for grant money
6. Get Fit Week Committee Chair
	* 1. Plan events for the fall semester
		2. Plan and execute a week of health events during the spring semester
		3. Oversee committee members

Section 3: Committee Responsibilities

1. Each of the standing committees shall be required to meet every other week at a place and time designated by chair(s). It is most desirable to coordinate these meetings with Executive Board meetings if possible.
2. Committee reports will be given during designated meeting times and written attendance from committee meetings should be turned in to the Secretary.
3. Attendance at additional committee meetings and functions will be required if two weeks notice is given by at least one of the committee chairs.
4. It shall be the duty each committee to turn in a budget for that committee to the Treasurer when requested. If no budget is turned in, the Treasurer shall allot whatever funds deemed necessary to the committee.

Section 4: Advisory Committee

The chapter Advisory Committee is to be composed of at least one faculty members, as selected by the chapter in concurrence with the faculty member(s) and the program director.

1. Provide advice and guidance to the officers and organization
2. Attend all regular meetings

Section 5: Ad-Hoc Committees

1. Ad-Hoc Committee chairpersons shall be appointed as necessary by the President with volunteers taken from the chapter.
2. Duties of those committees shall be determined by the Ad-Hoc Committee chairpersons and shall be in addition to standing committee duties.

**Article VI: Meetings**

Section 1: Regular chapter meetings shall be held bi-weekly; however, allowances shall be made for the rescheduling or cancellation of meetings due to complications in the calendar. A 2/3 majority of the chapter constitutes quorum.

Section 2: Executive Board meetings shall be held as needed and called by the president. These meetings will be open to all members in good standing.

Section 3: Executive Board and the Advisory Committee shall meet as needed, preferably every other week.

**Article VII: Amendments**

Section 1: This document will be reviewed annually by the Executive Board in the spring. Any controversial sections will be identified and opened to discussion at a general chapter meeting. A majority vote will approve or deny the proposed change.

Section 2: Any member may propose a change to the By-Laws at any time of year. The proposal will be discussed by the executive board and then voted on by the chapter. A quorum must be met for the proposal to pass.

**Article VIII: Risk Management**

Section 1: Risk Management Procedures

1. The President and Special Events Chair(s) will be in charge of risk management for the Delta Chi Chapter of Phi Epsilon Kappa
2. The Executive Board will identify, analyze, and evaluate potential risks prior to each sponsored event. Potential risks will be brought to the attention of the Advisory Committee for assistance in how to minimize or eliminate risk in question
3. At the conclusion of each organization sponsored event the Executive Board will evaluate the steps taken to control and minimize pre-identified risks as well as review unidentified risks in order to determine preventative measures for future events

Section 2: Anti-Hazing Policy

Delta Chi Chapter of Phi Epsilon Kappa fully understands and will abide by the Anti-Hazing Policy as set forth in the Student Conduct Code of Truman State University 8.050.2. Expectations for *Student Organization Conduct* Section 14: Abusive Affiliation.