



Constitution of *Alpha Nu Chapter of Phi Iota Alpha Fraternity, Inc.*

ARTICLE I – Organization Name and Mission

Section 1: Name

- A. The official name of this organization shall be *Alpha Nu Chapter of Phi Iota Alpha Fraternity, Inc.*

Section 2: Mission

Phi Iota Alpha's mission is to develop leaders, and create innovative ways to unite the Latino community. Our fraternity's roots extend from the late 19th century to the first Latino fraternity, as well as the first Latino student organization in the United States. Our brotherhood is composed of university and professional men committed towards the empowerment of the Latin American community. We do this by providing social, cultural programs & activities geared towards the appreciation, promotion & preservation of Latin American culture.

ARTICLE II – Governing Rules and Regulations

Section 1: University Regulations

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

Section 2: Chapter Regulations

A collegiate chapter in good standing shall:

- A. Strive to maintain a cumulative GPA of at least 2.5
- B. Conduct itself in a manner that contributes to the welfare and good reputation of Phi Iota Alpha Fraternity, Inc.
- C. Abide by the national constitution, bylaws, rituals, policies, and procedures of the Fraternity.
- D. Cooperate and maintain strong communication with the officers of the Fraternity, other chapters, colonies, and the National Board of Trustees

ARTICLE III – Membership

Section 1: Membership Statement

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sexual orientation, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

Section 2: Additional Membership Requirements

The membership of this chapter shall be chosen in accordance with the standards outlined in the National Constitution. A male student may be selected for membership in the Fraternity, provided that:

- A. Criteria for membership:
 - a. He is registered at the University of North Texas
 - b. He is neither an associate member, nor a member of any similar University Fraternity or co-ed Fraternity except honorary organizations
 - c. He must have completed at least twelve hours of college courses and meet the GPA requirements. First semester freshman will not be extended a bid
 - d. Any applicant that has been de-pledged or has dropped his letters from another fraternity shall be taken into consideration on a case by case basis
 - e. He is willing to pledge himself to uphold the bylaws, financial obligations, principles, policies, and procedures of the fraternity
 - f. He holds a cumulative GPA of 2.5 to be initiated and maintain a cumulative GPA of 2.5 to remain in good standing
 - g. Membership shall also be contingent with any regulations placed on them by the Student Government Association and the Multicultural Greek Council
- B. Undergraduate Member Process
 - a. Officers
 - i. The following are chairs to be filled by the Undergraduate members
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Public Relations
 - 6. Alumni Relations
 - 7. Recruitment

Section 3: General Membership

- A. Members in Good Standing include:
 - a. Attend ALL chapter meetings. If a member cannot be in attendance, a reason must be submitted and approved by the President a week prior to the scheduled meeting
 - b. Each brother will be allowed one excused absence of a chapter meeting per semester. Once a brother uses his excused absence, the second occurrence is subject to a \$10 fine. Any unexcused absence will be a \$10 fine. Once a brother misses a third meeting, he is no longer in good standing whether it is excused or not
 - c. If a brother is more than 5 minutes late to a meeting, he will be fined \$10. If he is more than 15 minutes late he is considered absent
 - d. If a brother is fined for an unexcused absence and fails to pay the fine before the next meeting, he will acquire another \$10 fine. If he then fails to pay that fine before the next meeting, he will be suspended from meetings as well as any Phiota events the chapter may be having during that time. The fine will continue to increase even during the suspension up to a \$50 limit
 - e. Any fines owed or suspensions will roll over to the following semester until all fines are paid
 - f. Participate in the Fraternity's community service projects and complete at least 15 hours per semester
 - g. Maintain a cumulative 2.5 GPA
 - h. Maintain a good financial standing. Members must be current in payment of dues or current on a payment plan
 - i. Must fulfill all study hour requirements (5 hours per week)

Section 4: Attendance to chapter rituals

- A. Only members who have paid their chapter dues will be allowed to attend any rituals
- B. Any inactive members will only be allowed to attend rituals if they pay chapter dues
- C. All alumni will be allowed to attend any chapter ritual
- D. Brothers from other chapters will be allowed to attend rituals at the PM's discretion

ARTICLE IV – Officers

Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

Section 2: Additional Qualifications

- A. He must be a registered student, have a 2.5 cumulative GPA and not be under any disciplinary sanction.
- B. He must be able and willing to fulfill duties and serve his full term as outlined in this document.
- C. A term is defined from the beginning of the Spring semester to the end of the Fall semester. A brother running to be on the Executive board must be able to fulfill a full term.
- D. He must have been an active member in the chapter for at least a semester.
- E. In the case where all Executive Chair positions cannot be filled, fulfillment of these positions will be left to the discretion of the chapter and voted upon by a majority vote.
- F. If a current member of the Executive Board drops his GPA below a 2.5 for the following semester of his term, he can petition to the chapter to maintain his position. He must write a letter of intent and plead his case. Only 2/3 vote of the chapter will he be able to keep his position. If the chapter does not vote to keep the petitioning brother in his position, there will then be an election to fill the position.

Section 3: Method of Selection

- A. Elections are to be held during the last meeting of the Fall semester.
- B. On Election Day the candidate will present his case on why he believes he is the most capable of achieving all necessary requirements of the chair they are running for
- C. After stating his case, the individual will step out of the room while the brothers cast their secret vote
- D. If only one individual is running for that office, the individual must still receive half the votes from the membership. If the individual does not reach the required votes to be elected, then the process for that position must be restarted.
- E. The sitting president will oversee the election and at the end of the meeting all current officers will release their over to the newly elected body.

Section 4: Installation and Term of Office

- A. Executive Officers will serve their term beginning the first day of the Spring semester and ending the day of the following year's election.
- B. A term is defined from the beginning of the Spring semester to end of the Fall semester. A brother running to be on the Executive Board must be able to fulfill a full term.
- C. No member of the Executive Board shall serve a third term under the same position.
- D. If an Executive Officer is unable to fulfill his term and is succeeded by another Executive officer, the successor is eligible to run for two more terms.

Article V: Duties of the Executive Officers

Section 1: General Responsibilities

- A. Meet at least once a week to organize and prepare chapter business for the chapter meeting. Weekly time for this meeting will be chosen during the semester planning meeting.
- B. Organize one chapter retreat prior to the beginning of the Spring semester.

Section 2: Titles and Duties

- A. The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, Public relations, Alumni Relations, and Recruitment
- B. The President shall:

Be the leader of the chapter. As the chapter's most important officer, he shall preside over all meetings of his chapter, all extra sessions, appoint committees, decide in case of tie votes, impose all fines, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication. He shall have authority to suspend any member from a chapter meeting for conduct detrimental to the chapter. He not only manages chapter affairs, but also provides leadership, motivation, and inspiration. The President is in charge making sure Engage is updated every month and the chapter remains in good standing with the school, Greek life office, and nationals.

- C. The Vice President shall:

Facilitate the internal operations of the chapter. He must possess creative leadership—the ability to initiate new ideas and implement new programs. As overseer of the Standing Committees, he assists officers and committee chairmen in learning their duties through review of job descriptions; outgoing-incoming officers' transition meetings and discussion of college/university and Fraternity communications. The Vice president sets goals and improves committee operations through constant interaction. Chapter leaders need motivation and recognition; chapter members need standards and expectations of membership; the chapter needs coordination and planning in its activities. The Vice President provides these.

- D. The Treasurer shall:

Be the chief financial officer of the chapter and handles all financial affairs that affect the chapter. Because a Fraternity chapter must be run like a business, it is vital that all financial affairs are handled in a prudent and responsible manner. The Treasurer must also take adequate measures to ensure the free and open flow of financial information. He shall be responsible for the collection of all dues and other charges due from the members to the undergraduate chapter, and he shall make disbursements subject to the order of the chapter president. The Treasurer shall prepare, with the assistance of the alumni advisor and the chapter president, an annual budget for the undergraduate chapter, and after approved by the chapter he shall transmit a copy to the regional director. The Treasurer shall be

responsible for the prompt collection and transmittal to Headquarters of all moneys due the Fraternity pursuant to Section C of the Administrative Policies and Procedures. Within one month after the conclusion of their terms of office, the Treasurer shall turn over for audit to a qualified person, in accordance with the Chapter policies, all records pertaining to the financial operations of the undergraduate chapter

E. The Secretary shall:

Maintain the membership records of the chapter in a form prescribed by the National Headquarters, and he shall keep record of the history of the chapter. He shall call the roll and keep the minutes of each meeting. The Secretary is in charge of taking notes during the meeting and making sure the meeting minutes are sent out to all active members within two-business days after the meeting. He shall conduct all correspondence and bring all-important matters before the chapter. The Secretary's professionalism, consistency, sincerity and punctuality contribute to the perception members and nonmembers have of the chapter.

E. The Public Relations officer shall:

Have the primary responsibilities of: Managing all social networks for the chapter, taking photos at any type of events where brothers are at, and help the making of flyers for events. Organizing Chapter Files and Historical Documents Preparing an annual scrapbook/yearbook Preserving Chapter History Researching and compiling chapter history Giving historical presentations all chapter members should be aware of the responsibilities upon Chapter Historian and should elect a man to this office who is consistently organized and thorough. As with *any* office, be aware of the qualities required of the position and match them to strengths of each individual candidate. He shall have charge of the books, papers, and records of the chapter, except those in the charge of other officers.

F. The Alumni Relations officer shall:

Have the primary responsibilities including managing the connection of the Alpha Nu chapter to the Alumni of the Alpha Nu Chapter, expressing the ideas and opinions of the alumni at chapter meetings and informing them of any upcoming Phiota events. He will be working with the Alumni appointed representative. He should also be aware that most of them the alumni are located in Dallas so it may require him to take a few trips out there per semester.

G. The Recruitment Chair officer shall:

Be responsible for generating awareness by creating new image campaigns, event/community service/philanthropy promotions, and special events. He must be knowledgeable on programs such as Microsoft Word, Power Point, Photoshop, and other media. Like every officer, he must attend all Chapter meetings; attend all Executive meetings, Responsible for implementing creative marketing ideas. General Duties are to Work and communicate effectively with all other membership and non-membership, Responsible for implementing creative marketing ideas submitted at meetings, or other staff gatherings.

Section 3: Vacancies

A. Removal of an Executive Officer

- a. Failure or neglect to fulfill obligations under article V, section 1 may be considered may be considered grounds for removal.
- b. Severe, repeated, and unabashed neglect of provisions in the Phi Iota Alpha Fraternity, Inc. National Constitution and Bylaws and the University of North Texas rules and regulations can be considered grounds of removal.
- c. To request the removal of an Executive Board member, a written petition stating the reasons for removal shall be brought to the chapter during chapter meeting.
- d. Upon petition by any member of the Alpha Nu chapter of Phi Iota Alpha, a vote will be taken at the next general meeting for the removal of the Executive officer. It shall take a majority or 2/3 vote of the entire membership for the removal.
- e. The officer who is in the process of removal must be present at the meeting at which the vote is to be taken and may be deliver an announcement in his defense before the vote is taken.
- f. A decision for removal shall become effective immediately at the adjournment of the meeting.
- g. The vote for the removal shall be conducted by secret ballot.

B. Replacement of an Executive officer vacancy

- a. In the event of a vacancy, the duties of that office shall be shared with the remaining officers. The position shall be filled within two weeks of the vacancy through procedures outlined in Article IV section 3.
- b. In the event that the President must relinquish his duties within the Executive board, then there will be a line of succession. If the following Executive is unable to succeed or unwilling it will follow to the next executive. Whichever position is open will follow the same procedure as above.
 - i. Vice President
 - ii. Treasurer
 - iii. Secretary
 - iv. Recruitment Chair

Article VI: Advisor

Section 1: Eligibility and Selection

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

Section 2: Expectations

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

Section 3: Removal and Vacancy

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

ARTICLE VII – Statement of Non-Hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article VIII – Amendments

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

Article IX – Bylaws

Section 1: Adoption

A. These bylaws shall become effective immediately upon a majority vote of the chapter.

Section 2: Distribution and Review of Bylaws

A. These bylaws shall be reviewed and amended at the beginning of every semester and all members shall be supplied a copy.

History of Constitution

Created: *July 2005*

Revised: *December 2018*