

Pi Sigma Epsilon



Gamma Alpha
California State University, Fullerton

Chapter Bylaws
2017-2018

Article I - Name

Section 1.01

The name of this organization shall be the Pi Sigma Epsilon, the National, Professional Fraternity in Marketing, Sales Management and Selling. The name of this chapter is Gamma Alpha Chapter of Pi Sigma Epsilon.

Article II - Purposes

Section 2.01

The purposes of this non-profit fraternal organization shall be:

- a) To create a collegiate organization of students who are interested in the advancement of marketing, selling, sales management and related fields as both a career and a profession.
- b) To promote the study of marketing, selling, sales management and related fields in colleges and universities.
- c) To bring together academically qualified students who express a desire to enter the fields of marketing, selling, and sales management.
- d) To encourage in colleges and universities the establishing of courses preparing students for careers in marketing, selling and sales management.
- e) To stimulate improved methods and techniques in the fields of marketing, professional selling and sales management.
- f) To instill in its members and the profession the highest possible ethical standards.

Article III – Membership and the Selection of Members

Section 3.01 – Eligibility

- a) Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.
- b) Membership in this fraternity shall be open to individuals regardless of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability, who show an interest in professional marketing, sales and management, and who are initiated under the Chapter Bylaws.
- c) Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3.02

There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 3.03 – Members

There shall be ten types of membership in the organization:

- I. Collegiate Members

- a. A Collegiate member shall be defined as a student that is properly registered and attending California State University, Fullerton.
 - i. Students shall maintain the minimum academic standing required at California State University, Fullerton.
 - ii. Students shall show leadership qualities through participation in college activities and other interests that will help prepare them for careers in professional marketing and selling.
- II. Charter Members
 - a. Members who are initiated at the time the new chapter charter is granted by the National Council shall be deemed Charter Members of that chapter.
- III. Alumni Members
 - a. Upon leaving school, a collegiate member shall be eligible for continued membership with his/her chapter as an alumni member. The member must be in good standing with the National Fraternity.
- IV. Professional Members
 - a. Any persons with at least five (5) years of experience in marketing, selling and/or management shall be eligible for membership, provided their activities indicate an interest in furthering the field of marketing and selling as a career and profession.
- V. Educator Members
 - a. Any educator directly or indirectly related to or interested in any phase of education that will contribute to the development and dissemination of knowledge and concepts, which will in turn better qualify students for careers in marketing, sales management and selling, shall be eligible for membership.
- VI. Associate Members
 - a. Any person who does not fall into the classification of collegiate, alumni, professional or educator and who demonstrates any expressed interest in marketing, selling, and/or sales management shall be eligible for membership. Associate members shall enjoy all of the rights and privileges of a member of PSE. Associate members who are not geographically convenient for membership in a local chapter may affiliate with the national organization.
- VII. Life Members
 - a. Any member shall have the privilege of procuring a Life Membership in PSE by following the rules and regulations set forth. Such Life Membership exempts the member from payment of any further National Dues. However, nothing in this section shall be construed as exempting any member from payment of Initiation Fees or local chapter dues.
- VIII. Honorary Life Members
 - a. Honorary Life Members shall consist of individuals to whom such membership shall be granted as an honor and distinction by the National Council. Candidates for Honorary Life Membership shall be selected at the national level on the basis of outstanding contribution to the professions of marketing, sales management and selling and to the welfare of the community and/or nation as a whole. A chapter may nominate a candidate for such membership; however, the selection shall be conducted by the National Council.

Section 3.04 – Good Standing Members

A member in good standing is one who has currently paid National Dues and has no outstanding debt to the Fraternity.

Section 3.05 – New Members

A student participating in the New Member Training Program shall be designated as a new member.

Section 3.06 – Member Suspension and Expulsion

Any member may be suspended or expelled from the organization for conduct. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a three fourths (3/4) vote of a quorum of the active members of the chapter. The suspended or expelled members may appeal such action by the chapter to the National Council.

Section 3.07 – Voting Members

Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

Article IV - Chapter Responsibilities

Section 4.01 – Bylaws

The chapter shall submit a copy of its updated chapter bylaws to the National Headquarters Office each year according to the deadlines set forth in the Chapter Operations Guide.

Section 4.02 – Membership Roster Review

The chapter shall submit a Membership Roster Review using the list sent from PSE National Headquarters after submission of National Dues and New Member Processing. This updated roster shall be sent to PSE National Headquarters on or before November 1st and March 15th of each year.

Section 4.03 – Officer Report

To maintain optimum chapter momentum and success, PSE HQ recommends that PSE chapters hold E-Board officer elections once a year in late October or early November. An Officer Report shall be submitted to PSE National Headquarters after each election: Due Date: Spring April 30 and Fall December 15.

Section 4.04 – New Member Processing

The chapter will make recruiting efforts and submit New Member Processing (Membership Data Forms and New Member Fees) by March 15, 2017 and November 1st, 2017. Chapters will

instruct their new members to register on pse.org and will turn in all dues money and processing paperwork no later than three weeks prior to the scheduled member initiation ceremony.

Section 4.05 – Initiation Ceremony

It shall be required that the chapter will hold a minimum of two (2) Initiation Ceremonies per year.

Section 4.06 – Chapter Operations Guide Reports

The chapter shall submit Chapter Operations Guide (COG) Reports in order to facilitate communication with PSE National Headquarters.

Section 4.07 – Terminology

In that Pi Sigma Epsilon is a professional fraternity, the chapter shall in all cases use terminology reflecting our professional attitude, character and purposes. The chapter shall use terms such as recruiting, orientation, new member or prospective member, new member training or member education, new member trainer or coordinator. Gamma Alpha shall not use the terms rush, rushee, bids, pledge, pledge pin, pledge book, pledge class, or pledge master in any verbal or written communication involving participation or membership in Pi Sigma Epsilon.

Article V - Chapter Officers

Section 5.01 – Positions

The elected officers of the chapter shall be an Executive Board consisting of a President, Vice President of Administration, Vice President of Marketing, Vice President of Human Resources, Vice President of Public Relations, Vice President of Professional Development, and Vice President of Finance (Treasurer). Each vice president will have one (1) vote. In case of a tie, the president will cast the deciding vote.

Section 5.02 – Election and Terms of Office

Officers shall be nominated and voted on by the collegiate membership: the candidate receiving the most votes for each office shall be the winner. Officers are elected once an academic year. Elections are held at the end of each fall semester for the following year's term. The term of each office will be one year beginning the end of the fall semester.

- a) No person shall hold more than one (1) office at any one time.
- b) At least one week's notice will be provided for any meeting at which an election is held.
- c) The voting period will be open for at least one meeting.
- d) Votes will be cast by secret ballot elections feature and counted by an unbiased committee.
- e) Results of elections must be noted in the minutes and made available to the student organization members no later than 1-week post-election.
- f) A candidate must receive a majority of the votes
- g) In the event an elected officer is unable to fulfill their term of office, should resign, or otherwise pass from office before his/her term of office has expired, the successor shall be determined by nomination and a vote from collegiate members of the chapter.

Within seven (7) days after each election, the Vice President of Administration shall notify PSE National Headquarters using the appropriate Officer Report Form.

Section 5.03 – Impeachment

Any officer of the Gamma Alpha Chapter can be impeached from office if he/she is unable to fulfill his/her duties and responsibilities and/or is not acting in the best interest of the chapter. A member in good standing must make a motion for impeachment of an officer at which time the reason for the motion must be heard. The officer(s) involved will have the opportunity to plead their case(s) to the general membership and a vote will be called. A three-fourths (3/4) vote of the members in good standing is required for impeachment.

- a) In the event an office is vacant due to impeachment, the collegiate membership shall hold elections to fill the office.
- b) In the event an elected officer is unable to fulfill their term of office, there will be an election to fill the office.
- c) The new officer will complete the term of office already in progress.

Section 5.04 – Petition

Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of 2/3 of the total voting membership.

Article VI - Duties of Officers

Section 6.01 – General Duties Chapter officers shall perform such duties as may be prescribed in the National Constitution, the Officer's Training Guides, or as may be lawfully required of them by the chapter or the National Organization.

Section 6.02 – President

The President of the chapter captains the team by delegating responsibilities to the officers and seeing that these responsibilities are carried out. He/she calls and presides over all General Business Meetings and Executive Board Meetings and is the official chapter contact for PSE National Headquarters. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. The President ensures that each officer understands the Chapter Operations Guide and uses it as a tool to effectively balance the chapter's programming. He/she oversees the development of the Chapter Annual Strategic Plan and is in charge of all necessary preparations for PSE Chapter Administration Reviews.

Section 6.03 – Vice President of Human Resources

The Vice President of Human Resources is directly responsible for all membership and recruiting activity. He/she should plan and maintain a year-round recruiting program, coordinate the Recruiting Campaign at the beginning of each semester and oversee the New Member Training Program. He/she should maintain accurate membership records and report changes at

least twice per year to PSE National Headquarters. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. The Vice President of Human Resources assists the President in the performance of duties and, in the absence of the President, succeeds to his/her authority and duties. He/she oversees the work of both the General Member Retention Director and the Prospective Member Trainer.

General Member Retention Director

Plan, coordinate, and implement programs that will help to involve the current chapter members in being active, engaged members. If the chapter implements a Member Engagement Index (MEI), which is a measurement system that awards points for various activities in which members participate, then the Director also helps administer and track this Index. Points are given for such activities as attending member meetings, participation in projects, and attending professional development events, with a minimum number of points that is required locally to maintain active membership.

The Director of New Member Training

Works directly with Vice President of Human Resources to plan, coordinate and implement the New Member Training Program, working with the Executive Board to bring educated and prepared individuals into the general membership

Section 6.04 – *Vice President of Marketing*

The Vice President of Marketing has direct responsibility for all marketing and selling activities from the initial idea through follow-up. Though each project may have its own Project Manager, the Vice President of Marketing must ensure the project is being carried out properly. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters. He/she should be aware of any National Project opportunities available to the chapter. He/she also oversees the work of the Community Service Director.

Community Service Director

Works directly with the Vice President of Marketing to generate new ideas and present viable service projects to the chapter for approval. The Community Service Director can implement the project, or in larger chapters, a Project Manager can be selected to execute the plan.

Section 6.05 – *Vice President of Finance (Treasurer)*

The Vice President of Finance handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Vice President of Finance, President and Advisor. They keep accurate records of the chapter's income and expenditures. He/she is responsible for collecting all debts to the chapter, collection and payment of Annual National Dues, and assisting in the collection of Initiation Fees for New Members. The Vice President of Finance prepares the chapter budget and

financial statements and communicates the information to each member. He/she remits National Dues, Initiation Fees, National Sales and Marketing Convention registration fees, yearly budget and financial statements to National Headquarters. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters.

Human Resources Controller

Works to assess budget requirements within the human resources vertical. Assisting in the collection of Initiation Fees and Annual Dues for new members. Remits National Dues and Initiation Fees and PSE National Convention registration fees.

Section 6.06 – Vice President of Administration

The Vice President of Administration is directly responsible for the professional programming and administrative functions (securing meeting rooms, developing a chapter calendar of events, holding elections, etc.). He/She maintains professionalism in the General Business Meetings and Executive Board Meetings via Robert's Rules of Order. He/she is responsible for roll call and attendance records. He/she should use the Chapter Operations Guide as a tool to help coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters.

Recording Director

Records minutes of General Business and Executive Board Meetings and distributes them to the membership. He/she also notifies members of meetings and activities, records attendance of active and potential members at chapter events, and maintains the chapter files.

Section 6.07 – Vice President of Public Relations

The Vice President of Public Relations handles publicity for chapter activities and accomplishments of members. He/she works closely with the Executive Board, Directors and Project Managers to promote projects and programs in an efficient and timely fashion. He/she writes and distributes news releases to college, community and hometown newspapers, radio stations and television stations. The Vice President of Public Relations may also be the editor of the chapter newsletter. He/she should work closely with the college of business and university's Public Relations Department to build the fraternity's image and credibility. He/she should use the Chapter Operations Guide as a planning tool to coordinate activities, as an operational outline to measure effectiveness of chapter management, and as a method of communication with PSE National Headquarters.

College of Business/Advisory Board Director (Business Inter-Club Council)

Distribution of chapter news and communication should look to include: College of Business, Dean, Faculty Advisors, Marketing Faculty, and all Business Faculty. Work closely with the college of business and university's Public Relations Department to build the Fraternity's image and credibility. Responsible for acquiring funding for the chapter from funds delegated to the school's college of business.

Section 6.08 – *Vice President of Professional Development*

The Vice President of Professional Development is responsible for coordinating all activities the chapter does with corporate sponsors or partners. He/she develops a relationship with the local Sales and Marketing Executives affiliate, Chamber of Commerce and business leaders to provide speakers, company tours and other professional development opportunities for the chapter. He/She should work with other chapter officers to schedule speakers at chapter meetings or coordinate functions in which area professionals will work with the chapter. Generate workshop topic lists for approval from the chapter. They will organize and maintain any local Sales & Marketing Executives International meeting attendance. Search the internet or on-campus activities that assist in the development of the membership skill sets.

Company Tours Director

Coordination and facilitation of attendance to corporate tours and presentations will be the responsibility of this director.

Section 6.09 – *Officer Qualifications (President and Vice President of Finance only)*

The President and Vice President of Finance of the chapter are required to meet the minimum requirements established for Minor Representative Student Officers by the

- a) CSU Chancellor's Office. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
- b) Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c) Officers must be in good standing and must not be on probation of any kind.
- d) Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
- e) Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

Article VII - Chapter Meetings

Section 7.01 – *Meetings*

Regular meetings are scheduled weekly during the academic year.

Section 7.02 – *Special Meetings*

Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

Section 7.03 – *Minimum Requirement*

The chapter shall hold a minimum of six (6) General Business Meetings during each academic semester. The Executive Board will hold a minimum of six (6) meetings during each academic semester.

Section 7.04 – Meeting Attendance

Minimum attendance of three (3) PSE events per month by all collegiate members is required. At least two (2) event must be a weekly Chapter Meeting/Workshop, the other one (1) may be the choice of any other PSE event such as: brotherhood, philanthropy, tour, workshop, etc. A maximum of two (2) unexcused absences will be tolerated. After two such absences, notification will be sent to the member. If the absences continue, the member will be reviewed by the chapter evaluation committee for possible suspension.

Section 7.05 – Quorum

Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the good standing collegiate members of the chapter shall constitute a quorum. A quorum is necessary before an official vote can be conducted by the Gamma Alpha chapter.

Section 7.04 – Parliamentary Procedure

Pi Sigma Epsilon Gamma Alpha accepts "Roberts Rules of Order" as its Rules of Order and will be used at each chapter board meeting to ensure proper parliamentary procedure. Any issue not directly written in this document will be resolved by referring to the Rules of Order.

Article VIII - New Members

Section 8.01 – Recruiting and University Regulations

The Gamma Alpha chapter shall adhere strictly to the rules and regulations with respect to recruiting and accepting candidates as decreed by California State University, Fullerton.

Section 8.02 – Enrollment Requirement

In no case may a candidate be recruited or accepted as a collegiate member before he/she has been enrolled in California State University, Fullerton (Name of University).

Section 8.03 – New Member Training

The Gamma Alpha chapter shall have a New Member Training program of study on the history, organization, administration and ideals of the Fraternity. This program will also teach new members about the Gamma Alpha chapter and encourage each new member class to design and implement a project.

Section 8.04 – Hazing Prohibited

All hazing activities in any form are strictly forbidden and considered inconsistent with the mission and purposes of the Fraternity. Hazing is defined as any activity designed to coerce, humiliate, ridicule or harass a current or prospective member of the organization and may include: forced alcohol consumption, extended calisthenics, kidnapping and/or blindfolding members, sequestering members, and forced participation in dangerous, humiliating, or illegal activities.

Article IX - Initiation

Section 9.01 – Records and Membership Payment for New Members

A completed Membership Data Form and New Member Fee for each candidate shall be forwarded to PSE National Headquarters at least three (3) weeks prior to Initiation.

Section 9.02 – Initiation Required for Membership

New Members can become members only by induction through the entire Initiation Ceremony. The New Member Fee must be paid and remitted to PSE National Headquarters three (3) weeks prior to the Initiation Ceremony.

Section X - Finance

Section 10.01 – Fiscal Year

The fiscal year of the Gamma Alpha chapter shall commence on the first day of July and expire on the last day of June.

Section 10.02 – Fee Structure

The National Dues, New Member Fee and Life Membership fees shall be set by the PSE National Council and paid by the Gamma Alpha chapter in accordance with all national deadlines.

Section 10.03 – Members in Arrears

The Gamma Alpha chapter shall have the authority to automatically suspend a member who fails to pay a financial obligation within thirty (30) days after the due date. During the period of suspension, the member shall be denied all rights and privileges of membership at the discretion of the chapter. In the event it is not paid, it shall be the duty of the chapter President to report it to PSE National Headquarters for further action.

Section 10.04 – Reimbursements

All expenses shall be reimbursed to Gamma Alpha chapter members only if a request form was completed and approved prior to spending and a receipt was presented after spending.

Section 10.05 – Dual Signature

Dual signatures is required on each check. The two (2) signatures required will be that of the President and the Vice President of Finance.

Section 10.06 – Monthly Statements

Monthly financial statements shall be maintained.

Section 10.07 – Auditing Committee

Upon the request of a majority general membership, an Auditing Committee elected by the chapter shall audit the books of the Gamma Alpha chapter.

Section 10.08 – Deposits

All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account.

Section XI - Penalties

Section 11.01 – Penalties Imposed by the PSE National Council

The PSE National Council shall have the authority to reprimand and suspend any chapter or individual from the Fraternity who violates any provision of the National Constitution or who is guilty of conduct detrimental to the national Fraternity as a whole.

Section 11.02 – Penalties Imposed by the Chapter

The Gamma Alpha chapter shall have authority to reprimand, suspend or expel members for violation of the PSE National Constitution.

Article XII - Chapter Operations Guide

Section 12.01 – Chapter Operations Guide

The Chapter Operations Guide shall serve as the policy manual for governing the operations of the Gamma Alpha chapter of Pi Sigma Epsilon with any additional means of guidance used as necessary.

Article XIII - Founders Day

Section 13.01 – Date of Observance

On the fourteenth of May of each year, or as close to that date as possible, the Gamma Alpha chapter will hold festivities to celebrate the founding of Pi Sigma Epsilon with appropriate activities. This day shall be referred to as Founder's Day.

Article XIV - Drug/Alcohol Policy

Section 14.01 – Drug/Alcohol Policy

The Gamma Alpha chapter of Pi Sigma Epsilon must abide by federal, state, local and California State University, Fullerton laws regarding the purchase and consumption of alcohol as well as controlled and illegal substances.

Article XV - Amendments

Section 15.01 – Amending the Chapter Bylaws (Chapter)

To amend a bylaw, a proposed amendment must be made. This proposed amendment must be assigned to a committee that will research it to ensure its proper form and that it is consistent with existing policies and laws of the organization. Prior notice must be given before vote on the amendment can be taken. A three-fourths (3/4) vote of collegiate members present and voting is required for passage. Proposed changes to the roles and responsibilities of the chapter's leadership positions and the determined titles are excluded from chapter approved changes. Such requests must be approved by National Headquarters.

Section 15.02 – Copy of the Constitution after Amendment

A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.

Section 15.03 – Amending the Chapter Bylaws (University)

The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.

Article XVI – Chapter Dissolution

Section 16.01 – Chapter Dissolution

In the event that the Gamma Alpha Chapter on the California State University, Fullerton campus becomes inactive, all property belonging to the chapter, including the chapter initiation kit shall be returned to the Pi Sigma Epsilon headquarters office. Further, all chapter money from any bank account will be returned to the Pi Sigma Epsilon National Educational Foundation and will be held in trust for two years.

Section 16.02 – Chapter reinstatement

If the Gamma Alpha Chapter on California State University, Fullerton campus reactivates within two years of going dormant, all property and assets will be returned to the chapter from the Pi Sigma Epsilon headquarters office and the Pi Sigma Epsilon National Educational Foundation.

Article XVII – Advisors

Section 17.01 – Minimum Requirements

Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office, which includes trainings assigned by the Office of Student Life & Leadership

Section 17.02 – Non-Auxiliary Employees

Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.

Section 17.03 – Terms

The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.

Section 17.04 – Removal

The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting or at the discretion of the University

Section 17.05 – Staff Assignment to Organization

A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) and the organization.