

**CERTIFICATION OF THE CONSTITUTION OF THE
WESTERN REGION OF PHI BETA SIGMA FRATERNITY, INC.**

The following Constitution and Bylaws of the Western Region of Phi Beta Sigma Fraternity, Inc., as adopted at the 2024 Western Regional Conference In Tempe, Arizona is hereby adopted on Saturday, May 18th, 2024. Any other statutory provisions, policies, procedures and/or amendments of the Western Region adopted previously are hereby repealed.

Print

Sidney C. Jackson Jr.

First and Last Name



Sidney Jackson Jr (Jun 26, 2024 23:35 PDT)

Signature

Regional Director, Western Region of Phi Beta Sigma Fraternity, Inc.

Print

William Watson, III

First and Last Name



William Watson, III (Jun 27, 2024 19:04 PDT)

Signature

Regional Secretary, Western Region of Phi Beta Sigma Fraternity, Inc.

Print

Donald Aquinas Lancaster, Jr., Esq.

First and Last Name



Donald Aquinas Lancaster, Jr. (Jun 26, 2024 23:34 PDT)

Signature

Regional Legal Counsel, Western Region of Phi Beta Sigma Fraternity, Inc.

PHI BETA SIGMA FRATERNITY, INC.,
WESTERN REGION CONSTITUTION AND BYLAWS



UPDATED MAY 18, 2024

THE CONSTITUTION OF THE WESTERN REGION OF PHI BETA SIGMA FRATERNITY, INC.

Definitions Section

Active Chapter: An Active Chapter is defined as a chapter of Phi Beta Sigma Fraternity, Inc. that has paid all dues, fees, assessments, taxes or other mandated chapter fees at the International level of Phi Beta Sigma Fraternity, Inc. and at the Western Region level of Phi Beta Sigma Fraternity, Inc.

Active Member: An Active Member is defined as a member of Phi Beta Sigma Fraternity, Inc. who is financial on all levels unless designated member-at-large and in good standing in the current calendar year at the International level, with the Western Region and is a member of an Active Chapter or active as a member-at-large.

Malfeasance: Wrongdoing, especially by an appointed or elected officer of Phi Beta Sigma Fraternity, Inc., Western Region pertaining to the official operation of the Phi Beta Sigma Fraternity, Inc., the Western Region, or chapter of the Western Region.

Misfeasance: A transgression or wrongdoing by any member of apparent or implied authority over any undergraduate or graduate member of Phi Beta Sigma Fraternity, Inc., Western Region especially the wrongful exercise of lawful authority pertaining to the official operation of the Phi Beta Sigma Fraternity, Inc., the Western Region, or chapter of the Western Region.

Nonfeasance: A failure to act pursuant to the International Constitution of Phi Beta Sigma Fraternity, Inc.; the Constitution of Phi Beta Sigma Fraternity, Inc., Western Region, any state law within the Western Region or any federal law pertaining to the official operation of the Phi Beta Sigma Fraternity, Inc., the Western Region, or chapter of the Western Region.

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ARTICLE I - NAME AND OBJECTIVE

Section 1: Territory of Western Region:

The territory of PHI BETA SIGMA FRATERNITY, INC. that this Constitution shall govern shall be known as the Western Region (the Region). Its responsibility shall be to advance the objectives of PHI BETA SIGMA FRATERNITY, INC. in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming and the countries of Japan and Republic of Korea (South Korea).

ARTICLE II - STRUCTURE

Section 1: Organizational Structure:

The Region shall be composed of Alumni, Collegiate chapter and members-at large. The Chapters shall be the basic organizational units of the Region.

Section 2: Chapter of Region:

The chapters of the Region shall be grouped according to States/Countries, and the States/Countries shall be constituents of the Region.

Section 3: The Regional Conference:

The supreme governing body of the region shall be a regional Conference. It shall be composed of the delegates from the several chapters and member-at-large as provided for in the Bylaws of the Region, together with the Past Western Regional Directors.

Section 4: Regional Administration:

The administrative powers of the region shall rest in a Regional Board, which shall be composed of the elected officers of the Region, the Presidents of the several Chapters of the Region, and the Immediate Past Western Regional Director.

Section 5: Executive Board of the Western Region:

There is hereby established an Executive Committee of the Regional Board which shall be composed of the Regional Director, Regional First Vice Director, Regional Second Vice Director, Regional Secretary, Regional Treasurer, and Regional Counsel.

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ARTICLE III - POWERS

Section 1: Powers of Regional Conference

The Region shall have the power to fully organize and carry out the programs of PHI BETA SIGMA FRATERNITY, INC.; to hold conferences within the region; to elect officers of the region, to suspend chapters of the region, to suspend officers and members of the region and recommend their expulsion to the General Board; to set up Alumni and Collegiate chapters of the region in accordance with the International Constitution of PHI BETA SIGMA FRATERNITY, INC. and to determine dues and assessments for chapters and members of the region, provided such dues and assessments are not contrary to the International Constitution and Bylaws or resolution of the Conclave. The power to suspend chapters, officers and members of the region and/or recommend their expulsion to the General Board of PHI BETA SIGMA FRATERNITY, INC. is vested in the Regional Director, with review by the Regional Board at the next scheduled regional board meeting. If upheld, then the suspension shall be forwarded to the Grievance Committee at the next regional conference for review and submission to the Conclave if approved.

Section 2: Powers of Western Region Chapters:

The Chapters shall have the power to make their own Constitution and Bylaws, provided such constitution and Bylaws shall not conflict with the Western Region Constitution and Bylaws and the International Constitution and Bylaws; and to recommend to the Conclave the expulsion of members in accordance with the Bylaws of PHI BETA SIGMA FRATERNITY, INC.

Section 3: Regional Board Authority

The Regional Board, subject in all respects to the authority and discretion of the Regional Conference, and between the meetings of the Regional Conference, shall have the power and authority to do or perform all acts which the Region itself might do or perform, so long as such acts are not inconsistent with The Constitution or with any action taken previously by the Regional Conference; it may make recommendations to the Regional conference regarding any matter relating to PHI BETA SIGMA FRATERNITY, INC. it may call on the entire membership of the Regional Board whenever it deems it necessary. If it shall become necessary, the Regional Board shall approve the appointment of officers to fill the vacancies that may occur between meetings of the Regional Conference.

Section 4: Executive Committee Authority

The Executive Committee shall have the authority to act for and on behalf of the Regional Board on any matter submitted to it by the Regional Director between meetings of the Regional Board, provided that the Executive Committee shall not act on any matter submitted to it by the Regional Director where the Regional Board has previously acted upon such matter or has made a decision with respect to such matter, and provided further that any action taken by the Executive Committee shall be communicated to each member of the Regional Board not a member of the Executive Committee within five (5) days of such action requiring that he advise the Regional Director within ten (10) days of the postmark date of such notice if he objects to such action.

Section 5: Notice to Regional Board

Both the notice and the reply must be sent by certified mail return receipt requested. Where at least two-thirds of the members of the Regional Board to whom such notice is sent object to such action, implementation of such action shall be stayed until the next regular Regional Board meeting unless the Regional Director shall call a special meeting of the Regional Board to act upon the matter.

Section 6: Power to Approve Transfers and Reactivations

The power to approve transfers and member reactivation is vested in the Regional Director. The power to approve chapter charters, approve chapter reactivation, suspend officers and members and/or recommend their expulsion to the General Board is vesting in the Regional Director with approval by the Regional Board at the next scheduled Regional Board meeting. The officers of the Region shall have such power as specifically set forth in the Constitution and Bylaws.

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ARTICLE IV - OFFICERS, ELECTIONS AND QUALIFICATIONS

Section 1: Identification of Elected Officers

The elected officers of the Region shall be: Regional Director, Regional First Vice Director, Regional Second Vice-Director, Regional Secretary, Regional Treasurer, Regional Director of Bigger and Better Business, Regional Director of Education, Regional Director of Social Action, Regional Director of Collegiate Affairs, and a Regional Counsel.

Section 2: Appointed Officers

The appointed officers of the Region shall be: Regional Controller, Regional Director of Sigma Beta Club, regional Director of Sigma/Zeta Relations, Regional Director of Publicity, Regional Historian, Regional Chaplain, Regional Parliamentarian, Regional Director of Military Affairs and State (Area) Directors (one for each State (Area) of the Region except for California and Nevada, which shall each have two (2) State Directors). With exception to the Regional Parliamentarian, which the Regional Director shall appoint at his discretion, the aforementioned appointed officers shall be appointed by the Regional Director with the approval of the Regional Board.

Section 3: Term Limits

No elected officer except the Regional Secretary, Regional Treasurer, and the Regional Counsel shall be elected for more than two successive terms. All appointed officers shall be appointed for one term, but there shall be no limit as the number of their successive appointments. An appointed officer may be removed from office by the Regional Director for misfeasance, malfeasance, or nonfeasance in office. Upon such removal of an appointed office the Regional Director shall notify all members of the Regional Board of his action setting forth the reason or reason for such removal.

Section 4: Length of Terms

The term of office of an elected office shall begin thirty (30) days after installation of such officer and shall end thirty (30) days after installation of his successor at the next following Regional Conference, provided that the incumbent of such office has not been removed from office prior to the time. During this thirty (30) day period the Officer-Elect shall have a transition with the officer that he is replacing.

Section 5: Active Member Requirement for Elected Office

No member shall be nominated for, or elected to, any elective office except the office of Regional Second Vice Director, unless he shall have been an active member of PHI BETA SIGMA FRATERNITY, INC. for at least three (3) successive years preceding his nomination, and shall have at some held an elected office in a Chapter of PHI BETA SIGMA FRATERNITY, INC.

Section 6: Second Vice Director Qualification Requirement

No member shall be nominated for, or elected to, the office of Regional Second Vice Director unless at the time of his nomination and election he is a full-time student at a recognized college or university pursuing a baccalaureate or other undergraduate level degree. At the time of his election, he shall have at least a 2.5 Grade Point Average on 4.0 scale or its equivalent. In the event that the Regional Second Vice Director shall graduate or otherwise discontinue his full-time attendance at a recognized college or university during a current school term, and

fails to continue his full-time attendance at a recognized college or university at the next following school term, his office shall terminate upon notice to him by the Regional Director. The Regional Director shall immediately thereafter appoint a member to fill the office for the unexpired portion of such term.

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ARTICLE V - REMOVAL OF OFFICERS AND SUSPENSION OR EXPULSION OF MEMBERS

Section 1: Regional Board Power of Suspension

The Regional Board may suspend or remove any active member, appointed officer or elected officer of the Region for misfeasance, malfeasance or nonfeasance in office, or for conduct tending to hold PHI BETA SIGMA FRATERNITY, INC. up in ridicule or contempt, or tending to bring discredit upon PHI BETA SIGMA FRATERNITY, INC. provided that written charges against such officer shall be served upon him by either certified or registered mail, and email, if one exists, at his last known address and email address, respectively, as listed in the International Directory.

Section 2: Grievance Procedure (a)

Eligibility to File a Grievance.

Any Active Member of Phi Beta Sigma Fraternity, Inc. may file a grievance with the Secretary of the Western Region.

(b) Notice of Grievance.

Complainant may send a Notice of Grievance to the Secretary. This notice of Grievance shall include the following: (a) a factual summary, (b) identification of the involved parties, (c) the date the incident(s) occurred and (d) identification of the constitutional provision, local, state or federal law violated. This Notice of Grievance must be signed and dated by the Complainant. Under no circumstances shall a grievance be anonymous.

(c) Grievance Acknowledgement Procedure.

Within thirty (30) calendar days of receiving the grievance, the regional secretary will send a notice of grievance to all identified individuals. On or before the 30th calendar day from the date of the Secretary's Notice of Grievance, the opposing party can file an opposition to the grievance.

(d) Appointment of a Grievance Committee.

Within forty-five (45) days of the filing of the opposition to the grievance, the Grievance Committee shall conduct a hearing either in person, telephonically or by electronic means. Sixty (60) days after hearing, the Grievance Committee shall render a decision, in writing, and file it with the Secretary for consideration by the Regional Board. The Grievance Committee shall make one of the following recommendations, with a factual and/or legal basis supporting its decision, to the Regional Board:

- (1) To deny the grievance, ("DENIED");**
- (2) To sustain the grievance, ("SUSTAINED"); or**
- (3) To recommend an alternative course of action ("RECOMMEND ALTERNATIVE ACTION").**

Fifteen (15) days after the filing of the Grievance Committee's decision, the Secretary shall serve notice to all parties of the Grievance Committee's decision consistent with the notice requirements herein. Within thirty (30) days after the filing of the Grievance Committee decision with the Secretary, the Regional Director shall then convene an emergency Board Meeting of the Regional Board to consider whether to adopt or deny the Grievance Committee's Recommendation.

(e) Oral Argument Before the Regional Board.

At the Regional Board Meeting, the parties shall be entitled to oral argument as follows

(f) Appeal of the Regional Board Decision.

The non-prevailing party ("Appellant") shall have fifteen (15) days to file a Notice of Appeal to the Executive Board of the Western Region. Within thirty (30) days, the Appellant shall file an appeal brief that appeals the Grievance Committee's decision on one or all of the following basis:

(1) failure to follow the Constitution of either the Western Region; and/or the International Constitution;

(2) violation of federal law or state law; (3) denial of a fair procedure or bias or the appearance of bias.

(g) Responding Party's Time to Respond.

(1) The Responding Party shall have thirty (30) days to file a response to the Appellant's appeal.

(h) Appeal of Grievance Committee Decision.

30 days after the filing of the appeal, the Regional Director shall convene a hearing to adjudicate petitioner's appeal. The Appellate Committee shall consist of all elected officers of the Executive Committee of the Western Region. Within thirty (30) days thereafter, the Executive Committee shall render a decision. This decision shall be final and binding on all parties in the Western Region.

(j) Conflicts of Interest.

No member who is a party to a grievance proceedings shall serve as either a member of the Grievance Committee or the Appellate Committee. Any individual summarily disqualified shall be replaced by an elected officer based on the line of succession outlined in the Western Region Constitution.

(j) Challenging a Final Decision.

Any aggrieved member who wishes to challenge a final decision of the Western Region Board, shall do so in the County of Los Angeles.

Section 3: Sanctions Pursuant to Uniformed Code of Sanctions

Any sanction or discipline imposed by the Regional Conference shall comport with Phi Beta Sigma Fraternity, Inc's Uniformed Code of Sanctions ("UCS"), in its current form or that may be amended from time to time. Should the UCS fail to identify and impose a sanction for a given act, the Regional Conference shall be empowered to impose a sanction not inconsistent with the Constitutions of either Phi Beta Sigma Fraternity, Inc. or the Western Region of Phi Beta Sigma Fraternity, Inc. Notwithstanding this provision, no elected officer disciplined under this constitution shall either be eligible to either resume his elected position or serve in an elected position for one (1) Regional Conference.

Section 4: Regional Director's Power of Immediate Suspension

The Regional Director shall have the power to immediately suspend any member of Phi Beta Sigma Fraternity, Inc., Western Region for any or all of the following acts:

- (1) a crime resulting in a conviction by any local, state or federal authorities;**
- (2) any act of theft from Phi Beta Sigma Fraternity, Inc., its regions, or its chapters;**
- (3) any act of hazing as define under Phi Beta Sigma Fraternity, Inc. policies and procedures, state law or federal law; or (4) any credible, alleged act of moral turpitude.**

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ARTICLE VI - MEETINGS

Section 1: Regional Conference

The Region shall hold a conference of all active chapters in the Region (Regional Conference) during years when there is no Conclave. Further, the Region shall convene at least once each twenty-four (24) month period. The Regional Board shall determine the month, year and place of meeting of the next three Regional Conferences. Any chapter desiring to host a Regional Conference, shall submit its request to the Regional Board in writing through the Regional Secretary at least ninety (90) days prior to the Regional Conference, setting forth in detail the proposed plans of the host chapter for the entertainment of the Regional Conference which it wishes to host. The Regional Secretary shall notify every chapter of the Region of such requests at least sixty (60) days before the Regional Conference.

Section 2: Chapter Obligation to Participate in Regional Conference The Regional Board shall have the authority and responsibility to plan and conduct each Regional Conference, and to appoint such committees and persons as it deems necessary to carry out such plans and to make such agreements with the local chapters and others as it deems necessary in order to effectively carry out its responsibility to conduct every phase of such Regional Conference. Chapters in the Region shall be required to register and send at least one delegate to attend the Regional Conference. Any chapter that does not comply with the aforementioned requirement will be suspended until said chapter pays a fine equal to the amount of the cost of Regional Conference registration for said chapter. Each active military chapter shall be able to vote by proxy for all Regional Conference business in the event such chapter cannot send a delegate to the Regional Conference.

Section 3: Membership Development Institute

The Region shall also hold State (Area) Membership Development Institutes in the first and third quarter of each year. These institutes will provide leadership and developmental training to State (Area) members and chapters, and instruction on administrative and operational policies and programs of PHI BETA SIGMA FRATERNITY, INC. and Region.

Section 4: Development Institute Attendance

Chapters in a State (Area) shall be required to register and send at least one delegate to attend their respective Development Institute. Any chapter that does not comply with the aforementioned requirement will be suspended until said chapter pays a fine equal to the amount of the cost of Development Institute registration for said chapter.

Section 5: Chapter Meetings

Chapters shall hold meetings at least once each month; except that Chapters need not hold meetings during the months of summer recess on colleges or universities in the area where they meet or during the months of July and August.

Section 6: Meetings of the Regional Board

There shall be at least two formal meetings of the Regional Board subsequent to the adjournment of each Regional Conference. A formal meeting of the Regional Board shall require that a notice be sent to each member of the Regional Board at least thirty (30) days prior to such formal meeting. The Regional Secretary shall be

required to attend all meetings of the Regional Board. The attendance at such meetings by any appointed officer shall be within the sole discretion of the Regional Board.

Section 7: Standing Rules

The Standing Rules that will govern the Regional Conference shall be determined and adopted by the delegates to the Regional Conference at the opening of the Regional Conference following the roll call and invocation.

Section 8: Determination of Standing Rules

The Standing Rules that will govern Regional Board meetings shall be determined and adopted by the Regional Board at the opening of the Regional Board meeting following the roll call and invocation.

Section 9: Applicability of Robert's Rules of Order

The current edition of *Robert's Rules of Order Newly Revised* (Publisher: Da Capo Press) shall be referenced on all questions of parliamentary procedure arising at a Regional Conference or Regional Board meeting, unless such questions are addressed by the Constitution & Bylaws of PHI BETA SIGMA FRATERNITY, INC or the Western Region.

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ARTICLE VII - SPECIAL SOCIETIES

Section 1: Distinguished Service Society

The Regional Board hereby established the Western Region Distinguished Service Society ("DSS"). To qualify for DSS, a member must achieve the following: (a)

Qualifications of Distinguished Service Society

The Western Region Distinguished Service Society shall be reserved for financial active members who shall have distinguished themselves in the Region, their Chapter or in their respective communities, and shall have the following qualifications:

- shall have been active in PHI BETA SIGMA FRATERNITY, INC. for at least ten (10) consecutive years;

- shall have served in elected or appointed position (including but not limited to regional or international committees) within the Western Region; • shall have attended and registered for at least three (3) regional conferences;

- shall have at least three (3) accommodations or other verifiable documents from their communities;

- shall be a Financial Active Member of a chapter within the Western Region

- shall have been recommended for membership in the Western Region Distinguished Service Society ("DSS") by their respective Chapter or by the Regional Board.

(b) **Power to Elect to the Western Region Distinguished Service Society** The Regional Conference alone shall have the power and authority to elect three (3) members to the Western Region Distinguished Service Society at each conference. The Regional Board and each chapter submitting a certified and verified citation shall do so by certified mail return receipt requested to the Regional Secretary and Regional Director no later than fortyfive (45) calendar days prior to the Regional Conference. Electronic means via email is acceptable as well. The DSS committee shall submit up to and not more than three (3) candidates for induction at each conference. All though, The Western Region can receive up to three (3) candidates, this shall not be construed to preclude the Western Regional conference from declining to induct any candidate for membership in the Distinguished Service Society.

ARTICLE VIII - IMPLIED POWERS

Section 1: Instrument Creation

The Region may create such instruments, as the Regional Conference deems necessary or desirable to carry out the programs of PHI BETA SIGMA FRATERNITY, INC.

ARTICLE IX - AMENDMENTS

Section 1: Voting Requirement for amendment.

The Constitution may be amended at any meeting of the Regional Conference by a two-third majority of the delegates present and voting, provided that no proposed amendment shall be considered unless it shall have been submitted in accordance with the following sections.

Section 2: Proposed Amendments.

Proposed amendments to this Constitution may be submitted by any active Chapter of the Region, signed by the Chapter President and Secretary, or the Regional Board by filing a copy of such proposed amendment with the Regional Secretary at forty five (45) days prior to the convening of the Regional Conference at which such Proposed amendment is to be considered.

Section 3: Submission of Proposed Amendments to Active Chapters. The Regional Secretary shall submit a copy of such proposed amendments to every active Chapter of the Region, and the Past Western Regional Director at least thirty (30) days prior to the convening of the Regional Conference at which such Proposed amendment is to be considered.

Section 4: Referral of Amendment to Law and Revisions Committee.

The Regional Board shall refer such proposed amendments to this Constitution to the Law & Revision Committee of the Region, which shall, when its report becomes the order of business, recommend the adoption, or rejection of the proposed amendments, giving its reason for such recommendations. Where the committee recommends adoption of the proposed amendments, it may submit such amendment in such form as it deems appropriate so long as such form shall Give substantial effect to the purpose of the amendments as proposed.

Section 5: Effective Immediately Upon Adoption

Proposed amendments that are adopted shall be effective immediately following the adjournment of the Western Regional Conference.

Section 6: Conflicts Deemed Invalid

Any provision(s) of the aforementioned Constitution that is in conflict with the International Constitution & Bylaws of PHI BETA SIGMA FRATERNITY, INC. shall be deemed invalid and the provision(s) of the International Constitution & Bylaws of PHI BETA SIGMA FRATERNITY, INC. shall take precedence.

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ARTICLE X - REGIONAL CONFERENCE

Section 1: Time of Regional Conference.

A Regional Conference shall be held no earlier than March 1st and no later than June 1st during years when there is no Conclave.

Section 2: Selection of Time and Place of Regional Conference.

The time and place of a Regional Conference shall be selected at least two years in advance of the proposed conference.

Section 3: Host Chapter Submissions.

Each host Chapter (or Chapters) shall submit to the Regional Secretary in writing the hosting, time and place of a Regional Conference by November of the year prior to the conference.

Section 4: Delegates for Regional Conference and Voting Strength. With the exception of Members-At-Large, delegates to the Regional Conference shall be elected by their respective chapters. Each chapter shall be entitled to one delegate for every five financial members, except that where the financial members of any chapter is more than the exact multiple of five, it shall be entitled to an additional delegate, and provided further that each active chapter shall be entitled to at least one delegate.

Section 5: Certification of Delegates.

Each chapter, member-at-large, and each delegate must be certified by the Regional Secretary as having paid all the financial obligations required by the Bylaws of PHI BETA SIGMA FRATERNITY, INC. and the Western Region in order to participate in the Regional Conference.

Section 6: Resolution of Discrepancies.

Discrepancies identified by chapters, members-at-large, and delegates must be addressed and resolved at least fifteen (15) days prior to the Regional Conference in order for the resolved discrepancy to be acknowledged by the Regional Conference.

Section 7: Vote of Elected Officers and Past Western Regional Directors. Each duly elected officer of the Western Region as well as each Past Western Regional Director shall be entitled to one vote at the Regional Conference.

Section 8: Active Chapter Representation.

Each active chapter represented at the Regional Conference shall be entitled to as many votes as the number of delegates to which it would be entitled under paragraph 4 above, except that if such chapter is represented by more than one delegate, and any delegate challenges the right of any other delegate to cast total number of votes to which the chapter is entitled, then the chapter shall be entitled to only as many votes as are cast by each delegate who is present and votes.

Section 9: Member-at-Large Representation.

Each active member-at-large represented at the Regional Conference shall be entitled to one fifth of a vote at the Regional Conference.

Section 10: Plurality for voting.

Simple plurality shall be the voting system of the Regional Conference.

Section 11: Resolution for Ways and Means.

No resolution requiring the appropriation of monies or the expenditure of funds not previously appropriated or budgeted, shall be considered by the Regional Conference unless such resolution, including the proposed appropriation or expenditure, shall have been previously reviewed by the Budget Committee of the Regional Board, and the Regional Board shall have made a recommendation to the Regional Conference regarding such appropriation or expenditure.

Section 12: Adoption by Majority Vote.

All questions requiring resolution by the Regional Conference shall be decided by a majority of the delegates present and voting, unless this Constitution and Bylaws require the concurrence of more than a majority of the delegates present and voting.

Section 13: Quorum of Active Chapters.

The quorum of Active Chapters of the Region who must be present at meetings of the Regional Conference for business to be validly transacted is a majority.

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ARTICLE XI - REGIONAL BOARD

Section 1: Regional Board as the Administrative Body.

The Regional Board shall be the administrative body of the Region. It shall approve the budgets of all officers and program directors and all standing committees and special committees; it shall determine the bank or banks in which the funds of the Region are to be deposited; it shall approve expenditure of officers unless such expenditures have been budgeted by the Regional Board or shall have been authorized by the Regional Conference; it may authorize any elected officer, appointed officer, or other person to negotiate contracts for any purpose of the Region but no such contract shall be effective until it shall have been submitted to the Regional Secretary and approved by the Regional Board.

Section 2: Appointment of Auditor.

The Regional Director, with the approval of the Regional Board, shall appoint an auditor who shall regularly audit the books; records of the Region and such matters as may be turned over to him by the Regional Director or the Region Board. He shall make his report to the Regional Director within such time as the Regional Director shall indicate, together with such recommendations to the Regional Director and the Regional Board, as he shall deem appropriate.

Section 3: Limited Seating of Elected Officers.

No elected officers of the Regional Board shall hold two or more positions simultaneously on the Regional Board. In instances where this occurs, the officer(s) shall relinquish one or more positions.

Section 4: Conflict of Interest.

No member of the Regional Board shall engage in a conflict of interest in the handling of the Region's business. If a conflict of interest involves a member of the Regional Board, he shall seek to remove himself from involvement with all business transactions related to the conflict.

Section 5: No Self-Enrichment.

Furthermore, no member of the Regional Board conducted in the business of the Region shall seek to profit or enrich himself, or anyone he knows through the finances of the Region unless the business being or to be transacted has been determined by the Regional Board and approved by the Regional Conference.

Section 6: Quorum of Regional Officers.

The quorum of elected Regional Officers who must be present at meetings of the Regional Board for business to be validly transacted is a majority.

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ARTICLE XII – REGIONAL OFFICERS

Section 1: The Regional Director.

The Regional Director shall be the President of the Region. He shall appoint all persons and committees not otherwise provided for in this Constitution and Bylaws; he or someone appointed by him shall represent the Region at all interfraternal meetings, whether formal or informal; he shall act for the Region between meetings of the Regional Board; he shall request all charters for new chapters after approval by the Regional Board; he shall preside at all meetings of the Regional Conference and the Regional Board; he shall sign all drafts prior to transmittal to the Regional Treasurer for payment; he shall together with the Regional Treasurer, sign all checks for payment of draft against the treasury, and he shall do all other things generally done by the office of the Regional Director. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director.

Section 2: The Regional First Vice-Director.

The Regional First Vice-Director shall assume the Office of Regional Director in the event of death, resignation or removal of the Regional Director. He shall preside at all meetings of the Regional Conference and Regional Board in the absence or disability of the Regional Director. He or someone appointed by him shall represent the Region at all inter-fraternal meetings, whether formal or informal, in the absence of the Regional Director. He shall serve as chairman of the Regional Membership Committee and shall carry out such duties and responsibilities as provided in Subsection (f) of Section IV, Standing Committees of the Bylaws. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional First-Vice Director.

Section 3: The Regional Second Vice-Director.

The Regional Second Vice-Director shall chair the Regional Committee on Collegiate Affairs, and he shall be the representative of that committee at the meetings of the Regional Board. The Regional Second Vice-Director shall preside at all meetings of the Regional Conference and the Regional Board in the absence or disability of the Regional Director and Regional First Vice Director. He or someone appointed by him shall represent PHI BETA SIGMA FRATERNITY, INC. at all interfraternal meetings, whether formal or informal, in the absence of the Regional Director and Regional First Vice-Director. He shall serve as Vice Chairman of the Regional Membership Committee and shall carry out such duties and responsibilities as provided in Subsection (f) of Section IV, Standing Committees of the Bylaws. He shall work with those officers and chapters responsible for stimulating and strengthening collegiate participation in the Region. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Second Vice-Director.

Section 4: The Regional Treasurer.

The Regional Treasurer shall issue financial statements to the Regional Board and each chapter of the Region quarterly. He shall be the chief spokesman for all financial issues of the Region. He shall receive a copy of any contract involving monetary transactions. The responsibility of the Regional Treasurer is to the membership of the Region and he is responsible to inform the membership and the Regional Board of any and all issues that may impact the financial health of the Region. The Regional Treasurer shall be the custodian of all funds of the Region. He shall receive all funds for the Region and shall issue receipts therefore; he shall reflect such receipts on

such books of account and in such manner as is approved by the Regional Board; he shall deposit all funds in such bank or banks as are approved by the Regional Board; he shall disburse funds by check only and only upon a draft signed by the Regional Director. He shall make a monthly report to the Regional Director and Regional Controller of receipts and disbursements. He shall be bonded in such an amount as shall be periodically determined by the Regional Board, but not less than \$100,000.00. Within thirty (30) days of the final session of the Regional Conference, he shall turn over to the auditor all of his books and financial records for auditing. He shall submit a written report to the Regional Board, and Chapters of the Region once each quarter of a year documenting his activities as Regional Treasurer.

Section 5: The Regional Controller.

The Regional Controller shall maintain adequate internal accounting controls and prepare accounting records and financial statements for the Region as needed. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Controller. The Regional Controller shall be a duly licensed Certified Public Accountant (CPA) or have significant Accounting experience.

Section 6: The Regional Director of Education.

The Regional Director of Education shall supervise and direct the educational programs of the Region. He shall cooperate with the Chapters in developing the programs on a local level. He shall be chairman of the Regional Education fund and shall make recommendations to the Regional Board for disbursements from the Regional Educational Fund. He shall submit a written report to the Regional Board prior to its first meeting in the year following the Regional Conference, setting forth a proposed educational program for the current year, together with an estimated budget for carrying out each phase of such program. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Education.

Section 7: The Regional Director of Bigger and Better Business. The Regional Director of Bigger and Better Business shall formulate, direct and supervise the Bigger and Better Business programs of the Region. He shall cooperate with the Chapters in developing the programs on a local level. He shall submit a written report to the Regional Board prior to the first meeting of the Regional Board in the year following the Regional Conference, setting forth a proposed program for the current year, together with an estimated budget for carrying out each phase of such program. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Bigger and Better Business.

Section 8: The Regional Director of Social Action.

The Regional Director of Social Action shall direct the social action programs of the Region. He shall cooperate with the Chapters in developing the programs on a local level. He shall submit a written report to the Regional Board prior to its first meeting in the year following the Regional Conference, setting forth a proposed program for the current year, together with an estimated budget for carrying out each phase of such program. He shall keep the membership informed of significant developments in the field of social action by submitting reports from time to time to the Regional Secretary. He shall appear at such legislative and administrative hearings

conducted by federal or state legislatures or agencies as he shall deem of significant concern to the membership of the Region, and he shall do all other things necessary to advance the civil and human rights of the membership of the Region. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Social Action.

Section 9: The Regional Counsel.

The Regional Counsel shall advise the Regional Director and the Regional Board on all matters requiring legal advice. Where any matter requires litigation or the preparation of legal documents, contracts or other instruments, the Regional Counsel shall be reimbursed his actual expenses in connection with such matters. The Regional Board may, however, retain outside counsel in any matter it deems necessary or appropriate. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Counsel. The Regional Counsel shall be a duly licensed Attorney-at-Law admitted to practice in the courts of general jurisdiction and a federal court of one of the states of the United States or one of its territories.

Section 10: Regional Secretary.

The Regional Secretary shall keep a record of all proceedings of the Regional Board and the Regional Conference; he shall keep a record of the membership of the Region together with such other information concerning the membership as the Regional Board may require; he shall keep complete and accurate records of all matters pertaining to his office; he shall use a system of record keeping as shall be established by the Regional Board, and he shall make an annual report to the Regional Board with recommendations for improvements or change therein. Forty five (45) days following the conclusion of the Regional Conference, and Thirty (30) days following the conclusion of a Regional Board meeting, the Regional Secretary shall deliver to the Regional Board and Chapters of the Region copies of the Minutes of the Regional Conference or Regional Board meeting. He shall also receive, transmit, and disseminate pertinent correspondence as directed by the Regional Director and Regional Board.

Section 11: Regional Director of Collegiate Affairs.

The Regional Director of Collegiate Affairs shall, in consultation with Chapter Presidents, investigate areas of expansion and revitalization of collegiate chapters. He shall work with, coordinate and advise collegiate chapters, and shall encourage collegiate programs in all areas of the Region. He shall do whatever is necessary and possible within his constitutional limitations to develop a strong collegiate structure for the Region. He shall acquaint himself with the needs of students throughout the several chapters of the Region, and he shall make recommendations to the Regional Director of Education for scholarship grants from the Regional Educational Fund, which must be approved by the Regional Board. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Collegiate Affairs.

Section 12: Regional Director of Publicity.

The Regional Director of Publicity shall be responsible for the dissemination of information regarding the purposes and programs of the Region; he shall encourage the chapters to report their activities to his office, and shall advise them with respect to the establishment of effective publicity programs; he shall give particular attention to publicizing the activities of the Regional Conference, insofar as such activities

reflect the concern of the Region with the significant domestic and foreign problems of the times, and in such connection, shall be a member of the Publicity Committee established in Section IV of these Bylaws, and shall do all other necessary things to enhance the visibility of PHI BETA SIGMA FRATERNITY, INC. throughout the Region. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Publicity.

Section 13: The Regional Historian.

The Regional Historian shall be responsible for the preservation of the records of the Region relating to the evolution of the organization for future reference by members or interested outside persons. The Regional Historian should preserve all documents such as minutes, The Crescent, newsletters, press releases, photographs, presentation handouts, etc. from Regional Board meetings, Regional Conferences and other important events and gatherings of the Region. These documents should be preserved in print/electronic format and be fire/water and virus protected and updated if the electronic format changes. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Historian.

Section 14: Regional Director of Sigma/Zeta Relations.

The Regional Director of Sigma/Zeta Relations shall formulate, direct and supervise the Regional Sigma/Zeta Relations program. He shall submit a written report to the Regional Board prior to the first meeting of the Regional Board in the year following the Regional Conference, setting forth the proposed program for the current year together with an estimated budget for carrying out each phase of such program. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Director of Sigma/Zeta Relations.

Section 15: Regional Chaplain.

The Regional Chaplain shall serve as a nondenominational, nonsectarian spiritual head of the Region. He shall open and close all meetings of the Regional Board and Regional Conference in prayer and also recite prayers at ritual ceremonies and prior to all meals. He or a representative appointed by him shall visit sick and infirm members whenever needed. He shall continually support and respond to the spiritual and emotional concerns and needs of members and unite members in recognition of their creator and reverence toward creation and the sacredness of their faith. He shall make members aware of a member's passing and make the necessary arrangements to plan and execute an Omega Chapter Ceremony, along with the chapter members of the deceased member. He shall hold all members accountable to the principles of PHI BETA SIGMA FRATERNITY, INC., as well as the other standards of membership. He shall recognize and reinforce the positive behaviors and actions of members. He shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting his activities as Regional Chaplain.

Section 16: Regional Parliamentarian.

The Regional Parliamentarian shall possess in-depth knowledge of the following key areas of parliamentary procedure-motions and related procedures; meetings; officers, boards, committees, voting, and elections; and rules of the assembly. He shall also possess the skills to provide effective, practical help to a member, or officer in need of parliamentary assistance. These skills include the ability to

preside over a meeting; to perform the duties of a parliamentarian for another presiding officer and help them preside effectively; to consult members or officers on the rules that govern their meetings and operations; and to share parliamentary knowledge with others.

Section 17: State Directors and Area Directors.

State Directors and Area Directors shall visit and audit each Chapter in their respective areas of jurisdiction in the second and fourth quarter of each year. They or a representative appointed by them shall attend all chapter fundraising events in their respective areas of jurisdiction. They or a representative appointed by them shall represent their respective areas of jurisdiction at all inter-fraternal meetings, whether formal or informal. State Directors and Area Directors shall chair their respective State Directors Area Directors membership development institutes and enforce the rules and procedures set forth by PHI BETA SIGMA FRATERNITY, INC. regarding the Membership Intake Process. They shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting their activities as State (Area) Directors.

Section 18: Officer Reports.

Regional Officers who are required to submit written reports, but demonstrate nonfeasance by failing to submit two consecutive required written reports shall be subject to removal from office by the Regional Director with approval of the Regional Board.

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ARTICLE XIII – STANDING COMMITTEES

Section 1: Chairmanship of Standing Committees.

The standing committees shall have the chairman and co-chairman appointed by the Regional Director with approval of the Regional Board. No chairman and cochairman shall be from the same Chapter. The chairman and co-chairman shall be ex-officio members of the Regional Board. The standing committees shall begin functioning upon appointment and until the subsequent Regional Conference after their appointment. These committees shall provide a report to the Regional Board quarterly . The standing committees shall cease to function at the appointment of new committee members at the Regional Conference.

Section 2: Budget Committee.

The Budget Committee shall be composed of the Regional Director, Regional Treasurer and three active members, who are not members of the Regional Board and not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. This committee shall review the proposed budgets of all officers submitted to the budget committee for review, and make a report to the Regional Conference that recommends a final annual operating budget for approval. The committee shall also develop and submit a financial plan recommending a financial base for the Region to the Regional Conference for approval.

Section 3: Auditing Committee.

The Auditing Committee shall be composed of the Regional Controller and four active members, who are not members of the Regional Board and not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. The financial records of the Regional Treasurer must be submitted to the Auditing Committee, together with expense vouchers, bills, receipts, etc., reflecting the receipts and disbursements of his office. The books and the accounts of the Regional Treasurer shall be audited by a licensed public accountant approved by the Regional Board twice annually. The first audit shall be conducted not more than six months after the close of the preceding Regional Conference. The second audit shall be conducted not less than thirty {30} days prior to the next Regional Conference. The committee shall develop a report, which will be distributed to the Chapters of the Region and Regional Board within fifteen (15) days of each audit being completed.

Section 4: Publicity Committee.

The Publicity Committee shall be composed of the Regional Director of Publicity along with six active members appointed by the Regional Director with the approval of the Regional Board. The committee shall be responsible for dissemination of news regarding PHI BETA SIGMA FRATERNITY, INC. on all levels of the Region . The committee will work closely with the Editor -in-Chief of The Crescent to provide materials to The Crescent magazine. The committee shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting the committee's activities.

Section 5: Collegiate Affairs Committee.

The Collegiate Affairs Committee shall be composed of the Regional Second Vice-Director, Regional Director of Collegiate Affairs, and seven active collegiate members, appointed by the Regional Director with the approval of

the Regional Board. This committee shall keep the Region and the Regional Board informed of the status of Collegiate chapters, and shall suggest programs and projects for the development of such chapters. The committee shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting the committee's activities.

Section 6: Membership Committee.

The Membership Committee shall be composed of the Regional First Vice-Director, as Chairman, the Regional Second Vice-Director as Co-Chairman, the Regional Collegiate Affairs Director and the Regional Programs Directors. The Committee shall be responsible for developing strategies on Recruitment, Retention and Reactivation of the members, maintaining statistical data on chapter membership, developing and revising recruitment and membership brochures and forms, reviewing intake process annually for recommended changes and developing procedures and time periods for certification and training in membership intake and chapter operations, reviewing membership services, and performing such other duties assigned to the committee by the Regional Board and Regional Conference. The committee shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting the committee's activities.

Section 7: Regional Conference Planning Committee.

The Regional Conference Planning committee shall be composed of the Regional Director, Regional First Vice-Director, Regional Second Vice-Director, Regional Secretary, Regional Treasurer, Regional Program Directors, Regional Counsel, and State/Area Director of the hosting State/Area and the Presidents of the local chapters (Alumni and Collegiate) co-hosting the Regional Conference. The committee shall be responsible for pre-planning of the Regional Conference agenda, workshops, activities and proposed Regional Conference registration fees and budget, which shall be submitted to the Regional Board for its approval and/or modifications. It shall be responsible for planning a schedule of mail-outs of Regional Conference material and registration and shall timely communicate this information to the Regional Secretary for mailings to the Regional Board, Chapters and Members. The Regional Conference Planning committee may form such sub committees it deems appropriate, from time to time, to assist them in carrying out its duties and responsibilities. The committee shall submit a written report to the Regional Board and Chapters of the Region documenting the committee's activities.

Section 8: History Committee.

The History Committee shall be comprised of the Regional Historian and seven active members, appointed by the Regional Director with the approval of the Regional Board. It shall serve as an advocate to acquire and protect historical memorabilia and resources of the Region. It shall promote a greater awareness and appreciation for the Region's history among fraternity members and the general public. The committee shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting the committee's activities.

Section 10: Grievance Committee.

The Grievance Committee shall be a standing committee and shall consist of the Regional Counsel, the Regional Risk Manager, a Past Regional Director, and two Active Members of the Western Region, appointed by the sitting Regional Director, one of whom shall be an Active Member of an undergraduate chapter of the Western Region and the second appointee shall be from state within the Western Region other

than the state in which the Western Regional Counsel resides. The Grievance Committee shall review grievances referred to the Regional Conference by either Chapters or Members for disposition. This committee shall review all grievances submitted to the Regional Board.

Section 11: Power to Appoint Standing Committee With Regional Board

Approval. Regional Director with approval of the Regional Board shall appoint any other standing committees as he shall deem necessary and he shall define their duties.

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ARTICLE XIV – SPECIAL COMMITTEES

Section 1: Appointment of Regional Committees.

Sixty (60) days prior to each Regional Conference, the Regional Director with the approval of the Regional Board shall appoint Special Committees Designated in this Article.

Section 2: Nominating Committee.

The Nominating Committee shall be composed of seven active members, who are not members of the Regional Board and not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. It shall vet whether nominated candidates for elected office meet the Region's Constitutional requirements for the offices they seek and prepare a list of vetted candidates for presentation to the Regional Conference not later than the morning of the second day of the Regional Conference.

In addition to the candidates presented by the Nominating Committee, any active member (meeting the Region's Constitutional requirements for the office they seek) may be nominated as a candidate for an elected Regional Office from the floor of the Regional Conference by any Conference

Delegate. Membership in the Nomination Committee shall not prohibit an active member from being nominated for any office. Upon confirmation by the Regional Conference of the nominated candidates, the nomination committee shall provide the list of names of the nominated candidates to the Election Committee.

Section 3: Election Committee.

The Election Committee shall be composed of seven active members, who are not members of the Regional Board, not from the same chapter and not nominated for elected office, appointed by the Regional Director with the approval of the Regional Board. It shall be responsible for coordinating and hosting a nominated candidates' forum, and subsequently ensuring the preferred method of voting, as determined by the Regional Conference in its adoption of rules, is fulfilled. The nominated candidates' forum shall allow candidates for elected office to express their views openly so delegates can understand their positions and make informed voting choices. Possible formats include the following: Predetermined questions, Candidate speeches, Panel discussion and Audience question and answer session. Whatever the format, the forum must allow each nominated candidate an equal and fair opportunity to express his position on issues.

If the preferred method of voting chosen by the Regional Conference is by ballot, the Election Committee will instruct the conference delegates of the secure location and time period in which they may secure their ballots and cast their votes. After all ballots are cast by the conference delegates within the time period allotted, the election committee will then tabulate the ballots. Ballots for each office that has more than one candidate will be tabulated three times and then recorded by the committee. The Election Committee Chairman will then seal the tabulated results recorded and present them to the Regional Conference in a committee report.

Section 4: Western Region Distinguished Service Society Committee. The Western Region Distinguished Service Society Committee shall be composed of seven active members, none from the same chapter, and not more than one of whom shall be a member of the Western Region Distinguished Service Society, and at least one who shall be a collegiate member. It shall review the citations of all candidates recommended to the Region for membership in the Western Region

Distinguished Service Society, obtain by personal interview or otherwise such other information regarding the candidates as it deems necessary, and make its report to the Regional Conference as to the eligibility and recommendation of candidates for membership in the Western Region Distinguished Service Society.

Section 5: Law and Revision Committee.

The Law and Revision Committee shall be composed of the Regional Counsel or a representative appointed by him, and seven active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. It shall review all proposed amendments to the Constitution and Bylaws and report its recommendations to the Regional Conference.

Section 6: Credentials Committee.

The Credentials Committee shall be composed of three active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. It shall review the credentials of every delegate to the Regional Conference and prepare a list of official delegates and chapters for presentation to the Regional Conference not later than 12:00p.m. (Noon) on the first (1st) day of the Regional Conference. It shall provide a final report before the conclusion of the Regional Conference.

Section 7: Resolutions Committee.

The Resolutions Committee shall be composed of three active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. Resolutions to be considered by the committee shall be submitted to the Regional Secretary prior to the Regional Conference. Any delegate may submit written resolutions to the Regional Conference regarding any matter pertinent to the policies of the Region on the first day of the Regional Conference, by submitting such resolution to the Regional Secretary. Resolutions may deal with any matter other than the internal administration of PHI BETA SIGMA FRATERNITY, INC. or Region. Such resolutions shall be referred to the Resolution Committee. It shall be responsible for the implementation of any action recommended and approved by the Regional Conference. No resolution shall be considered by the Regional Conference unless it shall have been referred to the Resolution Committee.

Section 8: Committee on Omega Chapter.

The Committee on Omega Chapter shall be composed of the Regional Chaplain and three (3) active members appointed by the Regional Director with the approval of the Regional Board. It shall report to the Regional Conference the names of all members who shall have died since the last meeting of the Regional Conference. It shall conduct a memorial service at the Regional Conference for such deceased member.

Section 9: Regional Conference Time and Place Committee. The Regional Conference Time and Place committee shall be composed of seven active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. It shall be responsible for reviewing requests from Chapters who desire to serve as hosts for subsequent Regional Conferences, and report its findings and recommendations to the Regional Conference for disposition.

Section 10: Sigma/ Zeta Relations Committee.

The Sigma/Zeta Relations Committee shall be composed of the Regional Director of Sigma/Zeta Relations and seven active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. The committee shall review the list of programs, projects and interactions between Phi Beta Sigma Fraternity, Incorporated and Zeta Phi Beta Sorority, Incorporated and refer to the Regional Conference possible recommendations to foster and strengthen the relationship between both organizations.

Section 11: Military Affairs Committee.

The Military Affairs Committee shall be comprised of the Regional Director of Military Affairs and seven (7) active members, appointed by the Regional Director with the approval of the Regional Board. It shall serve as an advocate to support the health and welfare of military veterans and ROTC members within the Western Region. It shall promote a greater awareness and appreciation for the Region's military veteran fraternity members. The committee shall submit a written report to the Regional Board and Chapters of the Region once each quarter of a year documenting the committee's activities.

Section 12: Power to Appoint Special Committees.

The Regional Director with approval of the Regional Board shall appoint any other special committees as he shall deem necessary and he shall define their duties.

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ARTICLE XIV – CHAPTERS

Section 1. Chapter Annual Submissions.

Chapters shall prepare and submit the following materials for their chapter to Regional Secretary for review by the Regional Board by January 1st of each year: Elected and Appointed Officers' Roster (Include Position titles, Full names, mailing addresses, phone numbers, and email addresses)

Section 2: Calendar of Activities.

Calendar of Activities (List in chronological order all planned and scheduled activities for the entire year. Activities should include Education, Bigger and Better Business and Social Action program initiatives, Membership recruitment, retention, development and training programs, Chapter meeting schedule). Any changes to the chapter officers' roster or calendar shall be reported to the Regional Secretary within fifteen (15) days of the change.

Section 3: Chapter Advisors.

Collegiate chapters shall select and register an active Alumni Chapter Advisor with the Regional Secretary by January 01 of each year. The Alumni(Chapter)Advisor must be affiliated with and Alumni chapter of Phi Beta Sigma Fraternity, Inc., be in good standing, and reside or work within twenty five (25) miles of where the Collegiate chapter is located. If no Alumni chapter member resides or works within twenty-five (25) miles of that Collegiate chapter, then the Alumni (Chapter) Advisor role may be filled by a representative of the administration of the college or university where the Collegiate chapter is located, or a member-at -large appointed by the Regional Director. The Alumni Chapter Advisor shall execute the Chapter Advisor Registration Form and fulfill the qualifications outlined in PHI BETA SIGMA FRATERNITY, INC.'s Alumni (Chapter) Advisor's Manual. The term of office for the Alumni Chapter Advisor is concurrent with the calendar year and must be reaffirmed by January 1st of each year.

ARTICLE XV – FUNDS.

Section 1: Educational Fund.

There is hereby established the Educational Fund. It shall be administered by the Regional Director of Education unless and until another method of administration is provided for by resolution of the Regional Conference. It shall be funded by the amounts allocated for each member's dues as determined by the Regional Conference. At the end of each calendar year the accumulated interest on such fund shall be withdrawn and placed in the Scholarship Fund established in Section 2 of this Article.

Section 2: Scholarship Fund.

There is hereby established the Scholarship Fund. It shall be funded by the interest withdrawn from the Educational Fund as provided for in Section 1 of this Article, together with such other funds as may from time to time be provided by resolution of the Regional Conference. There shall be awarded an annual scholarship grant to be paid from the Scholarship Fund upon recommendation of the Regional Director of Education and approval of the Regional Board.

ARTICLE XVI - FISCAL POLICY

Section 1: Remittitur of Chapter Tax.

Every chapter of the Region shall remit a Regional Chapter tax annually, through the Regional Treasurer. The amount of the annual chapter tax alumni chapters shall remit is One Hundred Dollars (\$100.00) and the amount of the annual chapter tax collegiate chapters shall remit is Fifty Dollars (\$50.00). The aforementioned chapter taxes shall be remitted by each respective chapter of the Region as due and payable by 15th of January of each year and is in partial fulfillment of a chapter being recognized as an active chapter in the Region.

Where such taxes are transmitted to the Regional after January 1st, any chapter tax thus transmitted shall subject the chapter to a penalty in the sum of twenty-five percent (25%) of the chapter tax amount transmitted. The chapter shall not be considered financial with the Region until such penalty has been paid. Where such transmittal is made by mail, a United States Service postmark of January 1st shall be considered in compliance with this paragraph.

Section 2: Remittitur of Regional Member Dues.

Every member of the Region shall remit Regional membership dues annually, through the Administrative office of PHI BETA SIGMA FRATERNITY, INC. The amount of Regional membership dues alumni members shall remit is Sixty Dollars {\$60.00) and the amount of Regional membership dues collegiate members shall remit is Twenty Dollars {\$20.00). The aforementioned Regional membership dues shall be remitted by each respective member of the Region as due and payable by January 1st of each year and is in partial fulfillment of a member being recognized as an active member in PHI BETA SIGMA FRATERNITY, INC. and Region. Where such dues are transmitted to the Administrative Office after January 1st, any member who's Regional Dues are thus transmitted, shall be subject to an additional assessment of ten percent of the amount transmitted. The member shall not be considered financial with PHI BETA SIGMA FRATERNITY, INC. until such additional assessment shall have been paid. Where such transmittal is made by mail, a United States Service postmark of January 1st shall be considered in compliance with this paragraph.

Section 3: Regional Expense Policy.

Regional business related expenses incurred by elected and appointed members of the Regional Board shall be reimbursed to them from their respective approved annual budgeted expense stipend. Expenses submitted for reimbursement must be itemized with receipts. Any over- expenditures or non budgeted expenditures by any elected and appointed member of the Regional Board must be approved by the Regional Board.

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ARTICLE XVII - DISSOLUTION

Section 1: Distribution of Assets at Dissolution.

In the event of the voluntary or involuntary dissolution of the Region, the funds and assets of the Region remaining after the payment of all just debts and obligations of the Region shall be distributed to PHI BETA SIGMA FRATERNITY, INC.