

**CERTIFICATION OF THE CONSTITUTION AND BYLAWS 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 2014 Western Regional Conference in Ontario, California is hereby adopted on Saturday, April 5, 2014. Any other statutory provisions, policies, procedures and/or amendments of the Western Region adopted previously are hereby repealed.

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*Signature*

Honorable Brother Jeffrey F. Sneed

First and Last Name

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

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*Signature*

Brother Stephen Rice, Ed.D.

First and Last Name

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

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*Signature*

Brother Thomas Broome, Esq.

First and Last Name

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

*Chairman, 2014 Law & Revisions Committee of the Western Region of Phi Beta Sigma Fraternity, Inc.*

Members of the 2014 Law & Revisions Committee of the Western Region of Phi Beta Sigma Fraternity, Inc.

Brother Thomas Broome, Esq. – Alpha Nu Sigma Chapter

Brother Perry Harris – Alpha Epsilon Sigma Chapter

Brother Michael J. Bush – Theta Gamma Sigma Chapter

Brother Christian M. Gonzalez, DBA – Phi Beta Sigma Chapter

Brother Richard Johnson – Epsilon Epsilon Sigma Chapter

Brother Anthony Dionisi – Gamma Alpha Lambda Chapter

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



**“CULTURE FOR SERVICE AND SERVICE FOR HUMANITY”**

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

### **ARTICLE I - NAME AND OBJECTIVE**

Section 1. 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. The Region shall be composed of Alumni and Collegiate chapters and members-at-large. The chapters shall be the basic organizational units of the Region.

Section 2. 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 supreme governing body of the Region shall be a Regional Conference. It shall be composed of the delegates from the several chapters and members-at-large as provided for in the Bylaws of the Region, together with the Past Western Regional Directors.

Section 4. (a) 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.

(b) 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.

### **ARTICLE III - POWERS**

Section 1. 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. The Chapters shall have the power to make their own Constitutions and Bylaws, provided such Constitutions and Bylaws shall not conflict with the International Constitution and Bylaws; to suspend and restore members in accordance with the

Bylaws of PHI BETA SIGMA FRATERNITY, INC. and to recommend to the Conclave the expulsion of members in accordance with the Bylaws of PHI BETA SIGMA FRATERNITY, INC.

Section 3. 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 and perform all acts which the Region itself might do or perform, so long as such acts are not inconsistent with this Constitution and Bylaws 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 should 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. 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 days of such action requiring that he advise the Regional Director within ten (10) days of the post mark date of such notice if he objects to such action. 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 5. The officers of the Region shall have such powers as specifically set forth in this Constitution and Bylaws.

#### **ARTICLE IV - OFFICERS, ELECTIONS AND QUALIFICATIONS**

Section 1. 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. The appointed officers of the Region shall be: Regional Controller, Regional Director of Sigma Beta Clubs, Regional Director of Sigma / Zeta Relations, Regional Director of Publicity, Regional Historian, Regional Chaplain, Regional Parliamentarian, and State (Area) Directors (one for each State (Area) of the Region except for California and Nevada, which shall each have two 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. 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 to 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 officer the Regional Director shall notify all members of the Regional Board of his action setting forth the reason or reasons for such removal.
- Section 4. The term of office of an elected officer 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 that time. During this thirty-day period the Officer-Elect shall have a transition with the officer that he is replacing.
- Section 5. 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 successive years preceding his nomination, and shall have at some time held an elected office in a Chapter of PHI BETA SIGMA FRATERNITY, INC.
- Section 6. 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 a 4.0 Grade Point Average 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 term of 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.

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

- Section 1. (a) The Regional Board may remove any 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 at his last known address. Such officer shall be given thirty (30) days from the date of service of such written charges to file a written answer with the Regional Board by sending a copy of such answer by certified or registered mail to the Regional Director and to the Regional Secretary to answer such charges, and provided further, that no officer shall be removed from office unless such removal shall be concurred in by at least two-thirds of the membership of the Regional Board.
- (b) The Regional Board shall advise such officer of his right to appeal any decision of the Regional Board by filing such appeal in writing by the next meeting of the Regional Conference through the Regional Secretary at least ten (10) days before the date of the

first session of the Regional Conference. Such member shall have the right to appear in person with, or by counsel, before the Grievance Committee of the Regional Conference in connection with such appeal.

Section 2. Any member of the Region may be suspended or recommended for expulsion upon charges preferred against him in accordance with Section 3 below. Where charges against such member are preferred to the Regional Board by an officer or member of the Region, the Regional Board may suspend such member until the next meeting of the Regional Conference, and recommend to the Regional Conference that such member be suspended or expelled. Unless the Regional Board shall recommend to the Region that such member be suspended or expelled, the suspension of such member shall terminate at the end of the last day of the Regional Conference.

Section 3. (a) No action to suspend or recommend expulsion of a member shall be taken by the Regional Board or the Regional Conference under Section 2 above unless at least sixty (60) days before the meeting of the Regional Board at which such action is to be taken, a copy of such charges shall have been served on such member by certified or registered mail at his last known address, affording him an opportunity to appear before the Regional Board in person to defend against such proposed action by the Regional Board. Any such charges must involve conduct on the part of such member which tends to hold PHI BETA SIGMA FRATERNITY, INC. up to ridicule or contempt, or to bring discredit upon PHI BETA SIGMA FRATERNITY, INC., or involve the willful violation by such member of a provision of this Constitution and Bylaws, the International Constitution and Bylaws of PHI BETA SIGMA FRATERNITY, INC., or of a lawful resolution of the Regional Conference, Regional Board, Conclave or General Board of PHI BETA SIGMA FRATERNITY, INC.

(b) The Regional Board shall advise such member of his right to appeal any decision of the Regional Board by filing such appeal in writing to the next following meeting of the Regional Conference through the Regional Secretary at least ten (10) days before the date of the first session of the Regional Conference such member shall have the right to appear in person with or by counsel before the Grievance Committee of the Regional Conference in connection with such appeal.

#### **ARTICLE VI - MEETINGS**

Section 1. 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. 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.

- Section 3. 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.
- Section 4. 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 5. 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 6. 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 7. 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 8. 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.
- 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. 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.

#### **ARTICLE VII - SPECIAL SOCIETIES**

- Section 1. There is hereby established the Western Region Distinguished Service Society.
- (a) The Western Region Distinguished Service Society shall be reserved for active members who shall have been active in PHI BETA SIGMA FRATERNITY, INC. for at least ten (10) years and who shall have distinguished themselves in the Region, their Chapter

or in their respective communities, and who shall have been recommended for membership in the Western Region Distinguished Service Society by their respective Chapter or by the Regional Board respectively.

(b) The Regional Conference alone shall have the power and authority to elect members to the Western Region Distinguished Service Society. 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 forty-five (45) calendar days prior to the Regional Conference. Neither chapters, nor the Regional Board shall be allowed to submit to any Regional Conference more than two citations for consideration.

#### **ARTICLE VIII - IMPLIED POWERS**

Section 1. 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. This Constitution may be amended at any meeting of the Regional Conference by a two-thirds 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 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 least forty-five (45) days prior to the convening of the Regional Conference at which such proposed amendment is to be considered.

Section 3. 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. The Regional Board shall refer such proposed amendments to this Constitution to the Law and 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 reasons 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. Proposed amendments that are adopted shall become effective immediately following the adjournment of the Western Regional Conference.

Section 6. 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.



## **THE BYLAWS OF THE WESTERN REGION OF PHI BETA SIGMA FRATERNITY, INC.**

### **SECTION I – REGIONAL CONFERENCE**

1. A Regional Conference shall be held no earlier than March 1<sup>st</sup> and no later than June 1<sup>st</sup> during years when there is no Conclave.
2. The time and place of a Regional Conference shall be selected at least two years in advance of the proposed conference.
3. Each host Chapter (or Chapters) shall submit to the Regional Secretary in writing the hosting, time and place of a Regional Conference by November 1<sup>st</sup> of the year prior to the conference.
4. 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.
5. 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.  

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.
6. Each Past Western Regional Director shall be entitled to one vote at the Regional Conference.
7. 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.
8. Each active member-at-large represented at the Regional Conference shall be entitled to one-fifth of a vote at the Regional Conference.
9. Simple plurality shall be the voting system of the Regional Conference.
10. 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.

11. 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.
12. 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.

## **SECTION II - REGIONAL BOARD**

1. 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.
2. 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.
3. 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.
4. 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.

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.

5. 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.

## **SECTION III - OFFICERS**

1. 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 inter-fraternal 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.

2. 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.
3. 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 inter-fraternal 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.
4. 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.
5. (a) 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.

(b) The Regional Controller shall be a duly licensed Certified Public Accountant (CPA).

6. 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.
7. 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.
8. 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.
9. (a) 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.

(b) 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

15. 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.
16. 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.
17. State (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 (Area) Directors shall chair their respective state (area) 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.
18. 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.

#### **SECTION IV - STANDING COMMITTEES**

1. (a) The standing committees shall have the chairman and co-chairman appointed by the Regional Director with approval of the Regional Board. No chairman and co-chairman 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) 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.

(i) The 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.

## **SECTION V - SPECIAL COMMITTEES**

1. (a) Sixty days prior to each Regional Conference, the Regional Director with the approval of the Regional Board shall appoint the following committees:

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) Grievance Committee

The Grievance Committee shall be composed of the Regional Chaplain 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 grievances referred to the Regional Conference by either Chapters or Members for disposition. It shall review requests for suspension or expulsion of members and for disciplinary action against Chapters and Members, and report its findings and recommendations to the Regional Conference for disposition.

(g) 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 12:00 p.m. (Noon) on the first day of the Regional Conference. It shall provide a final report before the conclusion of the Regional Conference.

(h) 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. Such 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.

(i) Committee on Omega Chapter

The Committee on Omega Chapter shall be composed of the Regional Chaplain and three 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 members.

(j) 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.

(k) 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 had 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.

(l) 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.

## **SECTION VI - CHAPTERS**

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

(b) 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.

2. (a) Collegiate chapters shall select and register an active Alumni (Chapter) Advisor with the Regional Secretary by January 1<sup>st</sup> of each year. The Alumni (Chapter) Advisor must be affiliated with an 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.

(b) 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.

(c) The term of office for the Alumni (Chapter) Advisor is concurrent with the calendar year and must be reaffirmed by January 1<sup>st</sup> of each year.

## **SECTION VII - FUNDS**

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 paragraph 2 below.

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 paragraph 1 above, 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.

#### **SECTION VIII – FISCAL POLICY**

1. 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 January 1<sup>st</sup> 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 Treasurer after January 1st, any chapter tax thus transmitted shall subject the chapter to a penalty in the sum of twenty-five percent 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 1<sup>st</sup> shall be considered in compliance with this paragraph.

2. 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 Thirty Dollars (\$30.00) 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 1<sup>st</sup> 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.

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.

#### **SECTION VIII - DISSOLUTION**

1. 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.

## **SECTION IX - AMENDMENTS**

1. These Bylaws may be amended at any meeting of the Regional Conference by a two-thirds majority of the delegates present and voting, provide that no proposed amendment shall be considered except it shall have been submitted in accordance with the following Section.
2. The proposed amendments to these Bylaws may be submitted by any active chapter or the Regional Board by filing a copy of such proposed amendment with the Regional Secretary at least forty-five (45) days prior to the convening of the Regional Conference at which such proposed amendment is to be considered.
3. The Regional Secretary shall submit a copy of such proposed amendments to every active chapter of the Region, and 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.
4. The Regional Board shall forward such proposed amendments to these Bylaws to the Law and 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 reasons 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.
5. Proposed amendments that are adopted shall become effective immediately following the adjournment of the Western Regional Conference.
6. Any provision(s) of the aforementioned Bylaws 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.