**THE CONSTITUTION OF THE SOUTHEASTERN 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 Southeastern Region (the Region). Its responsibility shall be to advance the objectives of PHI BETA SIGMA FRATERNITY, INC. in the states of North Carolina, South Carolina, and all of Tennessee east of the 86th Longitude.

**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, and the States 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 Southeastern Regional Directors, who are active members of the Region.

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, and the Immediate Past Southeastern Regional Director.

(b) There is hereby established an Executive Committee of the Regional Board which shall be composed of the Regional Director, Vice Regional Director, Associate Regional 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 or Regional 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 much be sent by certified or registered mail. 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 Vice-Director, Associate Regional Director, Regional Collegiate Member-At-Large, Regional Secretary, Regional Assistant Secretary, Regional Treasurer, Regional Director of Bigger and Better Business, Regional Director of Education, Regional Director of Social Action, Regional Director of Collegiate Affairs, State Directors (at least one for each State of the Region), and the James T. Floyd Hall of Fame Representative. The James T. Floyd Hall of Fame Representative shall be selected by the Hall of Fame membership, and shall receive one vote on the Regional Board.

Section 2. The appointed officers of the Region shall be Regional Counsel, Regional Director of Sigma Beta Clubs, Regional Director of Sigma / Zeta Relations, Regional Director of Publicity, Regional Historian, Regional Chaplain, Regional Parliamentarian, and the Regional Sergeant-at-Arms. With exception to the Regional Parliamentarian and Regional Sergeant-at-Arms, 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 Treasurer 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. 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 Associate Regional Director, Regional Assistant Secretary, and Regional Collegiate Member-At-Large unless he shall have been an active member of PHI BETA SIGMA FRATERNITY, INC. for at least six successive years preceding his nomination, shall have at some time held an elected office in a Chapter of PHI BETA SIGMA FRATERNITY, INC. and presents an authorized letter of recommendation from an active chapter of the Region.

Section 6. No member shall be nominated for, or elected to, the offices of Regional Director or Vice Regional Director, unless he shall have registered for and attended the immediate past two Southeastern Regional Conferences and PHI BETA SIGMA FRATERNITY, INC. Conclaves. Further no member shall be nominated for, or elected to, the office of Regional Director, unless he shall have been previously elected to and served in another elected office of the Region .

Section 7. No member shall be nominated for, or elected to, the offices of Associate Regional Director, Regional Collegiate Member-At-Large, or Regional Assistant Secretary 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 Associate Regional 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 a Leadership Conference in non-Conclave years. The Regional Board shall determine the month, year and place of meeting of the next Regional Conferences.

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 placed on probation until said chapter pays a fine equal to the amount of the cost of Regional Conference registration for said chapter..

Section 4. 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 5. 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 Director.

Section 6. 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 7. 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 Southeastern Region.

**ARTICLE VII - SPECIAL SOCIETIES**

Section 1. There is hereby established the Southeastern Region Distinguished Service Chapter, also known as the James T. Floyd Hall of Fame, in honor of Honorable Brother James T. Floyd.

(a) The James T. Floyd Hall of Fame 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 James T. Floyd Hall of Fame by their respective Chapter.

(b) The Regional Conference alone shall have the power and authority to elect members to the James T. Floyd Hall of Fame. The Chapter submitting an authorized citation shall do so by certified or registered mail to the Regional Secretary, Regional Director or the Regional Director Designee no later than forty-five (45) calendar days prior to the Regional Conference. Chapters shall not 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 the Regional Board, Chapters and Members-at-large of the Region of the Region 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 Southeastern 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**

**SOUTHEASTERN REGION OF**

**PHI BETA SIGMA FRATERNITY, INC.**

**SECTION I – REGIONAL CONFERENCE**

1. A Regional Conference shall be held no earlier than March 1st and no later than June 1st 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. 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 ten financial members, except that where the financial members of any chapter is more than the exact multiple of ten, it shall be entitled to an additional delegate~~.~~

4. 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 Southeastern 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.

5. Each Past Southeastern Regional Director, who is an active member of the Region, shall be entitled to one vote at the Regional Conference.

6. 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.

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

8. Simple majority shall be the voting system of the Regional Conference.

9. 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.

10. 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.

11. 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 one third of the total delegates.

**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, approved by the Regional Board, and signed by the Regional Director.

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 simple majority.

**SECTION III - OFFICERS**

1. The Regional Director shall be the Chief Executive Officer 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~~.~~

2. The Regional 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.

3. The Associate Regional 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 Associate Regional Director shall preside at all meetings of the Regional Conference and the Regional Board in the absence or disability of the Regional Director and Vice Regional 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 Vice Regional 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~~.~~

4. The Regional Collegiate Member-at-large shall assume the Office of Associate Regional Director in the event of death, resignation or removal of the Associate Regional Director. He shall assist the Associate Regional Director in fulfilling his duties as described in Section III, Paragraph 3.

5. The Regional Treasurer shall issue financial statements to the Regional Board and at each Scheduled Board Meeting and Regional Conference. 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 from the Regional Secretary and shall issue receipts therefore; 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 determined by the Regional Board. 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.

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 make recommendations to the Regional Board for Educational disbursements. 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.

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~~.~~

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.

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.

(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; he shall receive all funds for the Region and shall issue receipts therefore; he shall reflect such receipts on such books of account an in such manner as is approved by the Regional Board; he shall transmit such funds to the Regional Treasurer in such a manner as is approved by the Regional Board; he shall make a monthly report to the Regional Director of the amounts collected and the amounts transmitted to the Regional Treasurer, and he shall make an annual report to the Regional Board with recommendations for improvements or change therein. He shall be bonded in such an amount as shall be determined by the Regional Board. 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, Chapters and Members-at-large 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 Assistant Secretary shall assume the Office of Regional Secretary in the event of death, resignation or removal of the Regional Secretary. He shall assist the Regional Secretary in fulfilling his duties as described in Section III, Paragraph 11.

12. 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~~.~~

13. 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.

14. 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.~~.~~

15. The Regional Director of Sigma Beta Clubs shall formulate, direct and supervise the Regional Sigma Beta Club 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.

16. 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.

17. 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~~.~~

18. The Regional Parliamentarian shall possess in-depth knowledge of the following key areas of parliamentary procedure~~.~~

19. The Regional Sergeant-at-Arms shall maintain order and decorum among the members and all persons present at a meeting.

20. 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 Treasurer and four active members, who are not members of the Regional Board and not from the same chapter, appointed by the Regional Director. 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.

(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. 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, Chapters and Members-at-large 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 Associate Regional 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, Chapters and Members-at-large 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 Vice Regional Director, as Chairman, the Associate Regional Director as Co-Chairman, the Regional Director of Collegiate Affairs and the State 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, Chapters and Members-at-large of the Region once each quarter of a year documenting the committee’s activities.

(g) 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.

(h) 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 (60) 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 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. 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 three 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.

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) James T. Floyd Hall of Fame Committee

The James T. Floyd Hall of Fame Committee shall be composed of three active members, none from the same chapter, and not more than three of whom shall be a member of the James T. Floyd Hall of Fame, 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 James T. Floyd Hall of Fame, 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 James T. Floyd Hall of Fame.

(e) Distinguished Service Chapter Committee

The Distinguished Service Chapter Committee shall be composed of three active members, none from the same chapter, and not more than one of whom shall be a member of the PHI BETA SIGMA FRATERNITY, INC.’s Distinguished Service Chapter, 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 PHI BETA SIGMA FRATERNITY, INC.’s Distinguished Service Chapter, 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 PHI BETA SIGMA FRATERNITY, INC.’s Distinguished Service Chapter.

(f) Law and Revision Committee  
The Law and Revision Committee shall be composed of the Regional Counsel or a representative appointed by him, and 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 all proposed amendments to the Constitution and Bylaws and report its recommendations to the Regional Conference.

(g) Grievance Committee  
The Grievance Committee shall be composed of the Regional Counsel and 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 grievances referred to the Regional Conference by either Chapters or Members for disposition. It shall reviews 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.

(h) Credentials Committee

The Credentials Committee shall be composed of the Regional Secretary and 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.

(i) 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.

(j) 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.

(k) Sigma/Zeta Relations Committee

The Sigma/Zeta Relations Committee shall be composed of the Regional Director of Sigma/Zeta Relations and three 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, INC and ZETA PHI BETA SORORITY, INC. in the Region and refer to the Regional Conference possible recommendations to foster and strengthen the relationship between both organizations.

(l) Awards Committee

The Awards Committee shall be composed of the Regional Program Directors and three active members, who are not from the same chapter, appointed by the Regional Director with the approval of the Regional Board. The committee shall be responsible for the development of awards criteria and proper implementation of all awards and competition rules and regulations. The committee shall also be responsible for judging, interviewing (when feasible and/or required), and selecting recipients for awards presented at the Regional Conference.

(m) 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 the Regional Secretary for review by the Regional Board by January 1st of each year:

(a) Elected and Appointed Officers’ Roster (Include Position titles, Full names, mailing addresses, phone numbers, and email addresses)

2. (a) Collegiate chapters shall select and register an active Alumni (Chapter) Advisor with the Regional Secretary by January 1st 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 1st of each year.

**SECTION VII - FUNDS**

1. Educational Fund

There is hereby established the Dudley Flood Educational Fund. It shall be administered by the Board of Directors of the Dudley Flood Educational Foundation unless and until another method of administration is provided for by resolution of the Regional Conference. It shall be primarily funded by the amounts allocated by the James T. Floyd Hall of Fame and each Southeastern Regional Chapter.

2. Scholarship Fund

There is hereby established the Scholarship Fund. It shall be funded by 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 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 Twenty-five Dollars ($25.00) and the amount of Regional membership dues collegiate members shall remit is Fifteen Dollars ($15.00). 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.

2. 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 Director.

**SECTION IX - 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 X - 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 Southeastern 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 Southeastern 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.

Edited by the 2016 Law & Revisions Committee at the 2016 Southeastern Regional Conference, Knoxville, TN under the leadership of William Frasier, Jr., Southeastern Regional Director April 2, 2016.