

SIGMA SIGMA PHI

GRAND CHAPTER

Office of the SECRETARY-TREASURER/EXECUTIVE DIRECTOR

CONSTITUTION OF GRAND CHAPTER

As Revised October, 26th, 2014

PREAMBLE

In order to more perfectly perpetuate the teachings of Dr. Andrew Taylor Still, and to establish as hereinafter set forth to the end of obtaining complete unity of its several parts, we, the members of the GRAND CHAPTER of SIGMA SIGMA PHI-together with the several subordinate chapters, do hereby formulate and agree to adopt this instrument for the future government of the fraternity, in convention assembled in Seattle, WA., This 26th day of October, 2014

ARTICLE I-NAME

The name of this organization shall be SIGMA SIGMA PHI-NATIONAL-an

Honorary Osteopathic Service Fraternity.

ARTICLE II-OBJECTIVES AND PURPOSES

The objectives and purposes of SIGMA SIGMA PHI shall be fourfold, namely: To further the Science of Osteopathic Medicine and its standards of practice; To improve the scholastic standing and promote a higher degree of fellowship among its students; To bring about a closer relationship and understanding between the student bodies and the officials and members of the faculties of our colleges; To foster allegiance to the American Osteopathic Association and to perpetuate these principles and the teachings through the maintenance and development of this organization.

ARTICLE III-MEMBERSHIP

The membership of SIGMA PHI-NATIONAL shall consist of the present members and students of the recognized **Stand Alone** Osteopathic Colleges, members of their faculties, Osteopathic Physicians who have met the requirements of the by-laws as hereinafter set forth, and any layman who has performed outstanding services to the promotion of Osteopathic Medicine through association with its teaching institutions of the American Osteopathic Association or its allied divisional societies.

ARTICLE IV-GOVERNMENT

The government of this organization shall be vested in a GRAND CHAPTER composed of Honorary and Active members and delegates from the subordinate chapters, chosen in accordance with the By-laws as hereinafter set forth who shall have full privileges to vote and to hold office except as provided in the by-laws.

ARTICLE V-DUTIES & POWERS OF THE GRAND

CHAPTER FISCAL YEAR

Section 1. Duties

This body shall convene in executive session at least once each calendar year for the purpose of transacting such business as may legally come before it.

Section 2. Powers

The GRAND CHAPTER shall have the power to establish and provide for the formation, government and regulation and control of the subordinate chapters of SIGMA SIGMA PHI and to issue charters or to rescind the same anywhere in the United States or foreign countries under such terms, provisions and conditions as may be provided for in the by-laws as hereinafter set forth.

Section 3. Fiscal Year

The fiscal year shall be from **January 1st through December 31st** inclusive.

ARTICLE VI-FRATERNITY PROPERTIES

The official properties of SIGMA SIGMA PHI shall consist of the Ritual, Official Seal, Crest, Insignia, Pledge Pin, Colors, Flower, and Communion Mottoes as described and set forth in the subordinate chapter by-laws. Title and custody of these properties, their copyrights and/or permission for their several usage's shall be vested in the Officer of the GRAND CHAPTER at all times, and permission for their use must be granted by duly constituted authority of that body, or as may be allowed by the by-laws as hereinafter stated.

ARTICLE VII-BOARD OF DIRECTORS OF THE

GRAND CHAPTERS

Minimum of 5 members shall be elected to serve as voting members of the Board of Directors. These **five** shall constitute the Board of Directors. Thereafter, three elected members of the Board of Directors shall be elected to serve for 3 years each in staggered terms, or until their successors have been elected and qualified. The immediate Past-President shall continue to serve on the Board of Directors until his successor is selected automatically by the election progression process.

ARTICLE VIII-CODE OF ETHICS

The Code of Ethics of the American Osteopathic Association shall be the Code of Ethics of Sigma Sigma Phi-National.

ARTICLE IX-OFFICERS

1. The officers shall be elected by the members every two (2) years from the personnel of the Board of Directors and shall serve until their successors have been duly elected and qualified as follows:

PRESIDENT, VICE-PRESIDENT, **EXECUTIVE-DIRECTOR**/SECRETARY-TREASURER, &
EDITOR

2. Any vacancy in the Board of Directors due to death or other cause may be filled by election by the Board of Directors. Such appointee shall hold office until this vacancy has been filled by election by the membership of the GRAND CHAPTER at the next legal meeting of the GRAND CHAPTER.

ARTICLE X-MAINTENANCE

The maintenance of the GRAND CHAPTER shall be derived from a per capital dues, levied on all members of the GRAND CHAPTER and from Subordinate Chapters as hereinafter stipulated in the by-laws.

ARTICLE XI-ANNUAL MEETINGS

The regular annual meeting of the GRAND CHAPTER shall be held at a convenient time and place designated by the President, preferably during the week of the annual convention of the AMERICAN OSTEOPATHIC ASSOCIATION/OMED in the fall each year.

ARTICLE XII-STANDING COMMITTEES

The following standing committees of the GRAND CHAPTER shall be in effect: Auditing; Petitions & Charter; Awards; Membership; Ritual & Resolutions; Constitution & by-laws; Nominations; and Editorial.

ARTICLE XIII-AMENDMENTS

Amendments to this constitution may be made at any legal meeting by a two-thirds (2/3) vote of membership in attendance who are in good standing, providing such amendments have been presented to the subordinate chapters and to the membership in writing or printed form or published in an A.O.A. official publication, not less than thirty (30) days before being acted upon.

BY-LAWS OF GRAND CHAPTER

As Revised **October 26th, 2014**

ARTICLE I-MEMBERSHIP

The membership in the GRAND CHAPTER of SIGMA SIGMA PHI-NATIONAL shall consist of the present membership, the Active members for the subordinate chapters as stated in Article IV, Section I, II, & III of the by-laws of the subordinate chapters, and the Active and Honorary members elected by the GRAND CHAPTER. And the Delegates from the subordinate chapters chosen by them in the ratio of one (1) for each fifteen (15) active members in good standing or a major fraction thereof.

Section I. Election to Membership

Any member of a subordinate chapter in good standing at the time of graduation from the College in which that chapter is located and upon receipt of a certificate of membership in the GRAND CHAPTER shall then become an active member of the GRAND CHAPTER. Dues payments is required to be in good standings. Thereafter, yearly dues payment qualified for good standing as noted in ARTICLE III, Section I. Osteopathic Physicians graduated from recognized Osteopathic Colleges may be nominated by Subordinate Chapter or by three (3) members of the GRAND CHAPTER. A curriculum vitae of each nominee shall be presented to the GRAND CHAPTER Secretary not less than sixty (60) days prior to a legal meeting of the GRAND CHAPTER.

Part 2. Honorary Membership-Nomination and Election.

Only non-Osteopathic Physicians shall be considered for honorary membership. Three (3) members of the GRAND CHAPTER may submit a candidate for honorary membership. Such proposal shall be accompanied with a curriculum vitae of the proposed candidate and sent to the GRAND CHAPTER Secretary not less than sixty (60) days prior to a legal meeting of the GRAND CHAPTER.

DIRECTORS OF THE GRAND CHAPTER

The election of the honorary membership shall be by a two-thirds (2/3) vote of the Directors of the GRAND CHAPTER.

Section 2. Termination of Membership

Membership in SIGMA SIGMA PHI-NATIONAL may be terminated by resignation or expulsion. A vote of two-thirds (2/3) of those in attendance at a legal meeting of the members of the GRAND CHAPTER of the subordinate chapter (when they take action on their chapter members) shall be required.

Part I. Resignation

Any active or Honorary member of the GRAND CHAPTER may resign membership in SIGMA SIGMA PHI of his/her own volition upon consent by a two-thirds(2/3) vote of the members in attendance at a legal meeting of the GRAND CHAPTER.

Part II. Expulsion

Any active or Honorary member may be expelled from SIGMA SIGMA PHI and have all rights and privileges as a member of the organization revoked by a two-thirds (2/3) vote of the members of the GRAND CHAPTER in legal session. Any of the following acts of offenses shall constitute due cause of action to expel: Failure to comply with the rules as laid down by the Constitution & By-laws of the Fraternity; conspiracy against a member; any violation of the Code of Ethics of the A.O. A. that would cause loss of membership in that association; failure to meeting financial obligations concurrent with membership without sufficient reason for delinquency; or any conduct unbecoming a members and a physician in the judgment of the Board of Directors of the physician in the judgment of the Board of Directors of the GRAND CHAPTER. The member shall be notified of impending action to terminate membership and be given opportunity and action to terminate membership and be given opportunity and invitation to appear in person before the membership committee prior to the action to consider termination of membership.

Section 3. Transfer & Details

All regularly transferred or deleted members from the subordinate chapters shall be duly recorded as such in the records of that chapter and a copy of such record sent to the GRAND CHAPTER secretary. No consideration of race, religion, sex, creed, or material origin shall be a determinate of membership to SIGMA SIGMA PHI.

ARTICLE II-GOVERNMENT

Section I: Duties of Officers

Part I. PRESIDENT

The duties of the President shall be: To preside at all of the meetings of the GRAND CHAPTER; call a special meetings; appoint all committees except as provided for in the Constitution & by-laws and serve, ex official, on all of them; shall as installing officer at the time of the installation of officers of newly formed subordinate chapters, with the power to appoint substitute installing officers in the event that for some special reason he/she is unable to act in official capacity as such; have general supervision of all affairs of SIGMA SIGMA PHI; see that harmony is preserved and that the by-laws of the organization are enforced; by precept and example, inculcate the ideals and teachings of SIGMA SIGMA PHI, and perform such other duties as may be required in the faithful fulfillment of that office.

Part 2. PRESIDENT-ELECT

Will take office after the term of the Current President is completed.

Part 3. VICE-PRESIDENT

The Vice-President shall assume the duties of the President in the event of absence of that officer, and shall act as chairman of the Awards Committee.

Part 4. EXECUTIVE DIRECTOR/SECRETARY-TREASURER

The Secretary-Treasurer shall be the direct assistant to the President and act as Liaison Officer between the President and the other Grand Chapter Officers between the President and the other Grand Chapter Officers and the officers of the subordinate chapters; shall be custodian of all seals, emblems, and crests and other official property belonging to SIGMA SIGMA PHI; shall at the direction of the President and/or the Directors, issue certificates, order and dispense keys, charms official stationary, etc., shall act as the interpreter of the Constitution and by-laws; be a member of the Petitions & Charters Committee; maintain a record during the tenure of office of the activities of the GRAND CHAPTER as well as of the subordinate chapters and make a report of the same at each regular or special meeting of the GRAND CHAPTER and/or by order of the President of the Board of Directors. The Secretary-Treasurer shall keep the minutes of all meetings of the GRAND CHAPTER and shall transact all business of SIGMA SIGMA PHI and keep all finances with suitable records of the same under the direction of the President; shall keep an accurate classified roll of the membership of the organization and a file of all records for historical reference, shall attend to the notification of all professional publications of the activities of SIGMA SIGMA PHI and assist the Editor in complying material for written report at each annual meeting of the GRAND CHAPTER or whenever so ordered by the President and/or Board and upon their order, publish a

form as specified by them in collaboration with the Editor including the above reports; shall at all times work in close association with the officers and perform all duties inherent with and pertaining to the fulfillment of the office. The Secretary-Treasurer shall be bonded at the discretion of the Board of Directors and shall furnish a financial report and present same at the annual meeting, shall assist in providing facilities for the annual meeting of SIGMA SIGMA PHI GRAND CHAPTER and such special meetings as may be called, shall examine the credentials of all delegates from the subordinate chapters to these meetings; shall have charge of the ballot box.

Part 5. EDITOR

Under the direction of the President and the Board of Directors, the Editor shall, with the assistance of the Secretary-Treasurer gather together all material suitable for use in "THE SIGMA SCOPE", official publication of SIGMA SIGMA PHI, and edit and distribute copies of said publication to all Active, Alumni, and Honorary members via the web site and shall when directed by the President and/or the Board, issue all bulletins pertaining to this organization and fulfill such other duties as are expected with and pertaining to the office. This publication has been suspended due to funding at this time, **but important notices shall be posted on website when necessary.**

Part 6. BOARD OF DIRECTORS

The Board of Directors shall act as the advisory board to the President and shall constitute the judiciary body of SIGMA SIGMA PHI. Its members shall serve on committees as stipulated in the by-laws. In the event of the absence of the President and the Vice-President from any regular or special meeting of the GRAND CHAPTER, a Director shall be elected by the Board and/or members present to conduct the business of the meeting.

ARTICLE III-REVENUE

The income of the GRAND CHAPTER of SIGMA SIGMA PHI shall be derived from all members of the GRAND CHAPTER and subordinate chapters as follows:

Section I. Membership Dues

Each member of the GRAND CHAPTER shall pay to the Secretary-Treasurer annual per capita dues as set or changed by the GRAND CHAPTER Board at any meeting prior to any billing to the membership. GRAND CHAPTER membership dues shall begin in the first fiscal years, of the GRAND CHAPTER of SIGMA SIGMA PHI, following graduation, interns and residents, will pay a reduced fee upon graduation of \$20.00 a year. Honorary members shall pay dues and assessments, may vote and hold office and shall receive a certificate of Honorary membership. **\$20.00 yearly until end of post doctoral training then will pay dues @ regular cost upon ending residency or fellowship

Section 2. Subordinate Chapter Fee

Each subordinate chapter shall pay to the GRAND CHAPTER a fee of forty dollars (\$40.00) per member for each new initiate at the time of initiation into that chapter.

Section 3. Charter Fee

Each newly formed subordinate chapter of SIGMA SIGMA PHI shall remit a charter fee of five hundred dollars (\$500.00) with its formal application for permission to organize a subordinate chapter. In event this request is not granted, such a fee shall be returned after deducting the amount of monies used in investigating the qualification of the applicants, and feasibility of establishing such a subordinate chapter.

Section 4. Dispositions of Funds

All funds must be deposited with the Secretary-Treasurer of the GRAND CHAPTER and shall be utilized upon order to the President and/or the Board of Directors for all current and incidental expenses.

ARTICLE IV-PUBLICATIONS

Section I. Name

The GRAND CHAPTER may publish a suitable bulletin, which shall be edited by the GRAND CHAPTER EDITOR and such others as may be necessary to appoint to constitute an editorial staff, and circulated by the Editor as directed by the Board of Directors.

It shall be called "The Sigma Scope"

Section 2. Distribution

The publication may be distributed to all subordinate chapters, Active, Alumni, and Honorary members of SIGMA SIGMA PHI, to Presidents, and Deans of all recognized Osteopathic Colleges, Executive Director of the A.O.A., and the Chairman of its Bureau of Professional Education and Colleges. At this time "The Sigma Scope" has been suspended due to lack of funds. The Web Site is being utilized to keep membership informed. www.sigmasigmaphi.org

Section 3. Expense

The "Sigma Scope" shall be published and all incurred expenses are paid for from the General Fund of the GRAND CHAPTER upon duly appointed order from the President if and when funds are available.

ARTICLE V-MEETINGS

Meetings of the GRAND CHAPTER shall be regular and special.

Section 1. Regular Meetings

The Regular Meetings of the GRAND CHAPTER shall be held in accordance with ARTICLE XI of the Constitution and shall be designated as the Annual Meeting.

Section 2. Special Meetings.

A Special Meeting may be called by the President upon written request of any three (3) members of the Board of Directors or by fifty (50) members in good standing in the GRAND CHAPTER. The reason or reasons for such a meeting shall be specified and explained in the written request and shall be stated in the notice of the special meeting to all members.

ARTICLE VI-STANDING COMMITTEES

The Standing Committees and their duties shall be as follows:

Section 1. Auditing

The auditing committee shall consist of the **Executive Director**/Secretary-Treasurer.

The **Executive Director**/Secretary-Treasurer shall annually present a financial report to the membership and it shall be sent to the President and one to the Vice-President, prior to the Annual Meeting.

Section 2. Petitions and Charters

The Committee on Petitions and Charters shall consist of three (3) members appointed by the President together with the Secretary. This committee shall receive all petitions for a charter for a subordinate chapter and upon receipt of the same shall appoint an investigating committee, which shall consist of members in good standing in the GRAND CHAPTER. In the event that there are not members in the vicinity, the Chairman may select a committee of reputable Osteopathic Physicians to act in lieu of the above. The committee shall report its findings with recommendations at the next regular or special meeting of the GRAND CHAPTER, after which a vote will be taken upon the report and the committee's recommendations.

Section 3. Awards

The Committee on Awards shall consist of the Vice-President, one other Director, and one additional member appointed by the President who shall confer at least three months before each annual meeting of the GRAND CHAPTER for the purpose of considering the candidates proposed by members of that body and/or any subordinate chapter for awards, and after polling the directors for confirmation of the committee's decisions, shall present such report at the annual director's meetings and make such awards at the annual meeting or whenever best suited for the recipient.

Section 4. Membership

The Committee on Membership shall consist of one member of the Board of Directors and two other members of the GRAND CHAPTER appointed by the President who shall meet at any time necessary, in

person, by e-mail, phone or by mail vote, for the purpose of considering those candidates proposed by the GRAND CHAPTER or subordinate chapters for membership, and shall present its report with recommendations at the annual meeting.

Section 5. Resolutions & ritual

The Committee on Resolutions & Ritual shall consist of the immediate Past-President, one other Director, and two additional members appointed by the President, and shall draft and present to the GRAND CHAPTER such resolutions as may be suggested by subordinating chapters or so ordered by the GRAND CHAPTER.

The President shall install all new members and shall confer all degrees upon newly elected members of the GRAND CHAPTER of SIGMA SIGMA PHI at each annual or special meeting according to the provision of the Ritual, a copy of which shall always be in the custody of the President, or the Chairman, or the Secretary. The immediate Past-president shall act as chairman of this committee and shall serve as installing officer for newly elected officers of the GRAND CHAPTER at the annual meeting.

Section 6. Constitution & by-laws

The Committee of Constitution & by-laws consist of the Executive Director/Secretary-Treasurer, who shall act as the interpreter of the Constitution & by-laws, and two other members appointed by the President and shall study the documents and submit amendments to the GRAND CHAPTER as may be deemed necessary and/or recommended by subordinate chapter and/or individual members.

Section 7. Nominations

The Committee on Nominations shall consist of the immediate Past-President and two other members appointed by the President, and shall meet during the annual meeting for the purpose of submitting to the GRAND CHAPTER a list of Nominees for the various offices of the fraternity including the Board of Directors whose term of office is expiring.

Section 8. Editorial

The Editorial Committee shall consist of the Editor of the GRAND CHAPTER and one or two other members appointed by the President and shall be responsible for collecting and publishing the material in the "Sigma Sigma Scope". The Editor shall be the Chairman.

ARTICLE VII-ORDER OF BUSINESS

The following order of business shall be observed in conducting all regular or special meetings of the GRAND CHAPTER.

1. Call to order
2. Attendance roster to be signed
3. Unapproved minutes of previous Board meeting
4. Unapproved minutes of previous General Assembly Meeting
5. Active Chapter reports
6. Reports of Officers
7. Reports of Standing Committees
8. Old Business
9. New Business
10. Election of Officers
11. Installation of New Officers

12. Adjournment.

ARTICLE VIII-AMENDMENTS

Amendments to these by-laws may be made at any legal meeting by a two-thirds (2/3) vote of the members in attendance who are in good standing providing such amendments have been presented to the subordinate chapters and to the membership in writing or printed form, or published in the "Sigma Scope", or published in an A.O.A. official publication not less than thirty (30) days before being acted upon.

SUBORDINATE CHAPTER BY-LAWS

Revised October 26th, 2014

ARTICLE I-PURPOSE

The by-laws as hereinafter set forth shall regulate the activity of recognized subordinate chapters of SIGMA SIGMA PHI, by the authority of the GRAND CHAPTER, and shall conform to the outline and provisions of the Constitution & by-laws of the GRAND CHAPTER.

ARTICLE II-THE FRATERNITY

Section I. Name and Meaning

This organization shall be known as..... Chapter of SIGMA SIGMA PHI-NATIONAL, Honorary Osteopathic Service Fraternity.

Section 2. Object and Purposes

The objects and purposes of this chapter shall be as follows:

To conform to the "OBJECTIVES & PURPOSES OF THE GRAND CHAPTER" To promote good fellowship, brotherly love among the various chapters represented in SIGMA SIGMA PHI-NATIONAL; the continued betterment of the College and the Fraternity as a whole; the advancement of a higher scholastic standing in the College; the perpetuation and the advancement of Osteopathic medicine.

Section 3. Consistency

The Fraternity shall consist of the presently organized and duly recognized subordinate chapters, any new duly chartered subordinate chapters, and the GRAND CHAPTER, according to the rules set forth in Article I of the by-laws of the GRAND CHAPTER.

Section 4. Headquarters-**Stand Alone Campuses**

_____ Chapter shall have its headquarters in the _____, located in the City of _____, County of _____, State of _____ as authorized by its Charter from the GRAND CHAPTER enabling it to legally exist and function, a copy of which shall be hung in the chapter-room or the College at all times or be kept in the files of the subordinate chapter.

1) the parent campus chapter is in good standing with the Bylaws of the Grand Chapter, their dues and other financial and administrative duties are up to date

2). a BRANCH campus may apply for membership in the Grand Chapter independent of its parent campus as long as the administration of the Branch Campus is in support of establishing a chapter on that branch campus, that all requirements of the bylaws of the Grand Chapter are met in advance and that sufficient leadership is in place in advance of the application being approved at the next annual meeting of the Board of the Grand Chapter.

3). A SATELLITE campus may apply for membership in the Grand Chapter only if the following criteria are ALL met:

(a.) written approval of support is first received from the parent campus and that

(b.) written approval is also received from the administration of the satellite campus as well and

(c.) that all of the requirements of the bylaws of the Grand Chapter are met in advance of the annual Board meeting and

(d.) that sufficient leadership is in place in advance of the application being approved at the Annual Board meeting of the Grand Chapter

Section 5. Grand Chapter Allegiance

Recognized subordinate chapters shall at all times pay allegiance to and recognize the authority of the GRAND CHAPTER as the governing body of SIGMA SIGMA PHI, and be directed accordingly under the Constitution and by-laws of the GRAND CHAPTER and its duly elected officers.

ARTICLE III-PROPERTIES

Section I. Communion Mottoes

In case of doubt, to further test persons claiming to be members of the Fraternity, the Secret communion mottoes shall be used as directed by the RITUAL.

Section 2. Divulsion of Secrets

Ignorance shall be no excuse for the divulging of the secret of SIGMA SIGMA PHI. Neither resignation, suspension nor expulsion shall release anyone from the Oath of Secrecy imposed by the RITUAL of the Fraternity.

Section 3. Emblem

Part A. "Sister Pin". A similar charm identical with the member's key but smaller in size may be used as a "Sister's" or "Sweethearts" or "Mother's" pin. It shall bear the wearer's initials only on the back and shall be made and worn in the form of a pin and must always be work as such.

Section 4. Recognition Pin. The GRAND CHAPTER may issue an insignia known as a "Recognition Pin" which shall consist of a monogram group of the three Greek letters, Sigma, Sigma, and Phi, in a prescribed arrangement and of a specified size. The Official Jeweler shall manufacture it only and all

rights to it shall be vested in the GRAND CHAPTER officary. It shall be obtained by order of the Board of Director of the GRAND CHAPTER by one of the following applications:

- a. From petitioning of ten (10 or more members of the GRAND CHAPTER.

- b. Petitioning of a subordinate chapter. Petitions shall be accompanied with a Curriculum vitae and the fee designated by the GRAND CHAPTER and shall be sent to the Secretary of the GRAND CHAPTER. The "Recognition Pin" shall be awarded by the GRAND CHAPTER at a regular or special meeting as shall be worn on the tip of the left lapel in the manner of similar forms of insignia.

Section 5. Fraternity Colors

The fraternity colors shall be Crimson Red and Royal Blue and shall always be displayed at all meetings wherein the RITUAL is used.

Section 6. Fraternity Flower

The official fraternity flower shall be the Red Carnation and shall be worn or utilized insofar as possible or advisable at all chapter functions.

Section 7. Fraternity Crest

The crest of SIGMA SIGMA PHI shall consist of a shield enclosed within a wreath meeting with a figure of the human skull above it. Upon the shield shall be emblazoned a femur, the eye, the ear, the hand and the open book. Below the shield shall be a banner upon which appear the words "Fratres Fratorum".

The design of the crest shall be the property of the GRAND CHAPTER and shall appear on all official stationery, documents, and certificates of the GRAND CHAPTER and of recognized subordinate chapters.

Section 8. Fraternity Seal

The official seal of SIGMA SIGMA PHI shall be a duplication of the official emblem of the fraternity placed within a circle wherein are inscribed the words "SIGMA SIGMA PHI-GRAND CHAPTER-CORPORATE SEAL"., the possession of this seal is vested solely with the officers of the GRAND CHAPTER and shall appear on all official and legal documents pertaining to SIGMA SIGMA PHI FRATERNITY.

Section 9. Certificates

Part A. Membership Certificates. Following initiation into SIGMA SIGMA PHI subordinate chapter, the new member shall or may receive a suitable certificate of membership duly signed by the President and Secretary of the subordinate chapter. In event of severance with the subordinate chapter, the member shall be obligated to surrender the certificate upon demand of the officers or members of that chapter. At the time of graduation, the member shall receive an official certificate of membership in the GRAND CHAPTER duly signed by the President and Secretary of the GRAND CHAPTER and bearing the official seal and colors of the fraternity. In event of severance with the GRAND CHAPTER, the member shall be obligated to surrender that certificate of membership upon demand of the officers or members of the GRAND CHAPTER.

Part B. Certificates of Award.

Certificates of award may be issued to any member of the Osteopathic Profession of layman in recognition of outstanding services having a direct bearing and influence upon the advancement of this profession, its teaching, its practice, special service to patients, or research. An application for a citation shall be presented to the Secretary of the GRAND CHAPTER not less than thirty (30) days prior to the annual or special meeting of the GRAND CHAPTER. Such "award" shall be given by the GRAND CHAPTER.

Section 10. Ritual

There shall be but one RITUAL for the use of the fraternity, possession of which shall be vested in the Secretary of the GRAND CHAPTER. Upon request of the officers of a recognized subordinate chapter for its use to initiate a candidate, it shall be forwarded to the Secretary of the subordinate chapter for that purposes and be returned to the GRAND CHAPTER Secretary by the Secretary of the subordinate chapter when the work is completed. By special permit from the GRAND CHAPTER Secretary it may be kept in the files of the subordinate chapter secretary. No additions, changes or

deletions may be made in the form of the RITUAL by anyone in SIGMA SIGMA PHI without the approval of the Ritual Committee of the GRAND CHAPTER. It shall not be permitted to make or allow copies to be made of it.

ARTICLE IV-MEMBERSHIP

Section I. Classification

Subordinate chapter members shall be classified as active members of the subordinate chapter. They shall be students chosen from a class at a recognized college of Osteopathic Medicine who have successfully completed the first semester of classroom work. The choice of pledges shall be based upon scholarship and service to the college and/or profession and/or community.

The maintained scholastic standing shall be not less than 80% and in no event be below

"C+" or its equivalent. With no courses being remediated for academic reasons. At Pass-Fail grading schools, the Pass grade shall be the equivalent of "C+", for the purpose of determining eligibility.

Section 2. Determination of Membership Limitation Subordinate chapter membership

shall not exceed 25% of the regular enrollment of students of the local recognized Osteopathic College in the Freshman, Sophomore, Junior, & Senior classes. Should the fraction computation be 0/5% or more over the computed 25%, the fraction shall allow one additional candidate.

Examples:

Four enrollment classes $200 \times 25\% = 50$ candidates

Four enrollment classes $400 \times 25\% = 100$ candidates

Section 3. Evaluation for Candidacy

After the end of first semester of education, the chairman of the membership committee of the subordinate chapter shall receive from the Dean of the local recognized Osteopathic College, a list of the students whose scholastic attainment meets the minimum requisites of SIGMA SIGMA PHI standards. The membership committee shall investigate each prospective candidate and shall make its report and recommendations to the subordinate chapter at its next legal meeting. Their investigation and report shall cover the candidate's standing scholastically, acceptance by fellow students, abilities, character, habits, demeanor, and ability and willingness to work with others. The candidate shall be voted upon by secret ballot unless a motion is passed to defer action. Unless a specified time has been set for voting upon the candidate, the vote shall be by secret ballot at the next legal meeting of the subordinate chapter. The "late bloomer" or student whose real capabilities do not show up until the last school year should not be overlooked as a candidate for membership in this fraternity. It may be that their scholarly activities or service to the school are not fully recognized until late in their matriculation.

Section 4. Pledging

The Pledging Committee shall be instructed by the President to wait upon all candidates who have been selected for membership in the subordinate chapter and to report the results of their interviews at the next regular meeting.

Section 5. To Elect a Candidate to Membership of a Subordinate Chapter

To elect a candidate to membership, the ballot must be ninety percent (90%) favorable, or more, of all members present and voting. Candidates may be balloted upon for membership only at regular meetings (or at a special meeting called solely for that purpose where all members must be present or proxies submitted in their proper form). There will be at least two pledge classes and inductions each year; fall and spring. There may be more (or quarterly) if the chapter so desires.

Section 6. Balloting

Open discussion of a candidate shall be in order at any meeting, prior to balloting on him/her. Upon motion or by ascension to proceed with the balloting, the President shall instruct the Secretary-Treasurer to apply the ballot box.

Section 7. Initiation.

All pledges shall be initiated at a regular or a special meeting called for that purpose as directed by a majority vote of the members in good standing in the chapter. Initiation of all pledges into subordinate chapters shall take place not less than thirty (30) days after the pledging ceremony and is empowered to execute all of the work according to the RITUAL, which shall be obtained from the **Executive Director** of the GRAND CHAPTER by proper request from the subordinate chapter Secretary.

Section 8. Notification of GRAND CHAPTER **Executive Director**/Secretary-Treasurer promptly after election to subordinate chapter membership, that chapter secretary shall send the full names of all candidates listed and classified according to their year of anticipated graduation accompanying the list with funds to cover the GRAND CHAPTER fees.

Section 9. Alumni to Active Membership

A subordinate chapter may nominate an alumnus of any recognized Osteopathic College for Active Membership in the GRAND CHAPTER. Notice of such nomination with curriculum vitae of the candidate shall be forwarded to the GRAND CHAPTER Executive Director not less than sixty (60) days prior to the annual meeting of the GRAND CHAPTER.

Election to membership shall be by action of the Board of Directors of the GRAND CHAPTER. The presentation of the active membership certificate and key shall be at a time and place designated by the Board of Directors of the GRAND CHAPTER.

Section 10. Termination of Membership

Membership in a subordinate chapter may be terminated by resignation, suspension, or expulsion, effective upon a two-thirds (2/3) vote of the members. (See procedure in By-Laws of GRAND CHAPTER, ARTICLE I, Section 2, Part I, & Part II). These

procedures may be utilized by a subordinate chapter in relation to its members.

Section 11. Transfers and Demits

Any recognized subordinate chapter shall honor all other duly organized and recognized chapters of SIGMA SIGMA PHI regarding transfers and demitted members of the fraternity at any regular meeting after due deliberation of the proper recommendations it may make.

Part A. Transfers. An active member in good standing may transfer his/her membership from any chapter to that of any subordinate chapter upon an invitation of its officers and members at the time of the application. If accepted, such transferee shall keep his/her chapter number, and designate the affiliation with the new chapter by prefixing the Greek letter of the adopted chapters to the previous Greek letter and number.

Part B. Demits.

Any member in good standing in his/her chapter who from necessity shall be forced to absent him/herself from regular attendance at the local Osteopathic College shall be issued upon request, a demit by the Secretary. A demitted member automatically becomes inactive in relation to the activities of that chapter and the affairs of SIGMA SIGMA PHI and may be reinstated by the original or another recognized subordinate chapter upon receiving a two-thirds (2/3) vote of its membership.

Part C. Recording Transfers and Demits.

All transfers from and to, and all demits issued from any subordinate chapter, shall be duly recorded in the records of that chapter by its secretary, and a true copy of the same, together with a letter explaining the circumstances attending such action shall be filed with the GRAND CHAPTER Secretary not less than seven (7) days after such action

is taken. This also applies to recording and registering members who are otherwise expelled, suspended, or resigned from a chapter.

ARTICLE V-REVENUES

Section I. Initiation Fees

An initiation fee of \$____ shall be charged each candidate for admission into the chapter, which will be disbursed as follows:

GRAND CHAPTER Fee, \$40.00 (payable to the GRAND CHAPTER Treasurer);

Initial expense \$____, Chapter Fee \$____ per _____ payable _____.

Dues shall be assessed upon all active members and failure to meet this obligation over a period of _____ shall render that member liable to suspension from the chapter.

Reinstatement of such a member shall be made upon receipt of all monies due and owing the chapter and a two-thirds (2/3) vote of acceptance of the members of _____

Chapter.

Section 3. Assessments

Assessments may be levied against all active members of _____ Chapter whenever necessary, but only on vote (2/3) of the entire membership.

ARTICLE VI-GOVERNMENT

Section I. General Government

The general government of _____ Chapter shall be vested in its officers and a local

or district representative of the GRAND CHAPTER elected by the subordinate chapter or appointed by the Board of Directors of the GRAND CHAPTER. They alone shall have the charge of all business and transactions voted upon by its members and shall support the official duties of their respective offices as laid down by the Constitution & by-laws of SIGMA SIGMA PHI-NATIONAL.

Section 2. Officers

The officers for _____ Chapter shall consist of a (1) President, (2) Vice-President, (3) Secretary/Treasurer, & (4) Editor, (5) and Community Service Coordinator

The election of officer's for _____ Chapter of SIGMA SIGMA PHI shall be held at the _____ (College) by secret, written ballot, such names to be presented in open nomination from the floor. The _____ meeting of each _____ shall be the one at which the elections are to be held. It shall be unlawful to require a succession of terms in office to be elected to any higher office in _____ Chapter.

Section 3. Duties of Officers

Part A. PRESIDENT. The president shall preside at all meetings; call all special meetings; be a member of all committees ex-officio; appoint al committees. He/she shall have proven him/her self-worthy of this honor and fulfill all the duties inherent to his/her official capacity.

Part C. SECRETARY-TREASURER. The Secretary-Treasurer shall call the roll, record the minutes of all meetings and generally perform those duties inherent to this Office. He/she shall collect all income pay all bills upon authorization of the chapter and/or its officers; give a report of the financial standing of the chapter; be a member of the Finance committee and be a member of the chapter with unquestionable repute and integrity. He/she shall carry on all forms of correspondence pertaining to the chapter keep a file of all

minutes, records and letters to and from the GRAND CHAPTER and the sister chapters and make a report of all activities at each meeting and with the President make an annual report to the GRAND CHAPTER.

Part D. Editor. The Editor shall report all of the activities of _____chapter to the college and other professional publications when so ordered; keep a record of the Alumni and Honorary members of SIGMA SIGMA PHI; collaborate with the GRAND CHAPTER Editor in putting the required bulletins of the GRAND CHAPTER annual publication. He/she shall keep all records, documents and date of historical value pertaining to this chapter and chapter publication when so required.

Section 4. Term of Officer

The regularly elected officers for _____Chapter shall serve for a period of _____.

In the event of the failure of any officer to fulfill that tenure of office until their successors are duly elected and qualified.

Section 5. Committees

Part A. Standing Committees. The following standing committees for _____Chapter shall be appointed at the beginning of the term of office each newly elected President:

- (1) Awards
- (2) Membership
- (3) Pledging
- (4) Initiation
- (5) Social
- (6) Finance
- (7) Community Service Coordinator

Part B. Special Committees. Such special committees shall be appointed by the President, as needed.

ARTICLE VII-MEETINGS

Section 1. Regular Meetings

The Regular Meetings of _____ Chapter shall be held on the _____ of each _____.

Section 2. Special Meetings

Special meetings of this chapter may be called by the President when he/she has the signatures of _____ members of this chapter in good standing, requesting such; which shall be duly recorded by the Secretary. Notice of such meetings shall be given at least _____ hours in advance, giving the reason(s) for meeting.

Section 3. Quorum

At all regular meetings a two-thirds (2/3) majority of the active membership of _____ Chapter shall constitute a Quorum; at any special meetings, a simple majority of said membership shall suffice to constitute a quorum.

Section 4. Order of Business

The following regular order of Business shall prevail at all meetings:

1. Roll Call
2. Reading & approval of unapproved minutes
3. Officer's reports

4. Committee reports (all)
5. Old Business (balloting on names)
6. New Business (proposal of names; election of Officers)
7. Installing new officers
8. For the good of the fraternity
9. Roll call
10. Oath of adjournment

Section 5. Rules of Order

All meetings of recognized subordinate chapters should be governed by Roberts' Rules of Order-Revised.

ARTICLE VIII-AMENDMENTS

Amendments to these by-laws of subordinate chapters of SIGMA SIGMA PHI-NATIONAL must be presented in written or printed form and submitted to the active members of the Chapter and subordinate chapter sixty (60) days prior to action thereon. Adoption of amendments require a two-thirds (2/3) vote of a legal meeting of the members present and voting that are in good standing in the subordinate chapter of GRAND CHAPTER. Approval of the GRAND CHAPTER must be obtained to become effective.