

# **Sigma Sigma Phi- Pi Chapter**

## **Constitution and Standing Rules**

### ***Organization Name:***

Sigma Sigma Phi- Pi Chapter

### ***National Headquarters:***

Sigma Sigma Phi

Attn: Debbie Brimelow

PO Box 4096

Cedar Park TX 78630-4096

### ***Club Officers***

President: Jongserk Robert Lee

Email: do18.jongserk.lee@nv.touro.edu

Vice-President: Bonnie Lo

Email: do18.bonnie.lo@nv.touro.edu

Secretary: Alexandra Scott-Johnson

Email: do18.alexandra.scott-johnson@nv.touro

Treasurer: Dennis Duong

Email: do18.dennis.duong@nv.touro.edu

Faculty Advisor: Michael Karagiozis, DO, ACOFP

Email: Michael.karagiozis@tun.touro.edu

**CHAPTER BYLAWS**  
**Pi Chapter- Touro University Nevada**

**ARTICLE I - NAME**

The name of this organization shall be SIGMA SIGMA PHI-PI CHAPTER, an Honorary Osteopathic Service Fraternity.

**ARTICLE II - SOURCE AND LIMITS OF AUTHORITY**

The SSP-Pi shall associate with and hold itself as a section of Sigma Phi National by the authority of the Sigma Phi National Board of Governors and shall derive all of its powers, responsibilities, and authority as a section exclusively from Sigma Phi National, subject to applicable provisions of law. Neither SSP nor any student member thereof shall have the power or authority to act on behalf of, or commit, or obligate Sigma Phi National in any manner or for any reason unless given express prior written authority by Sigma Phi National.

**ARTICLE III – PURPOSE**

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 IV - MEMBERSHIP**

The membership of SSP-Pi Chapter shall consist of students at Touro University Nevada who have met the requirements of the by-laws and submitted an application that displays:

Minimum 3.0 GPA  
Community Service  
Research Experience  
Essay Response

**ARTICLE V - FUNDING**

1. The SSP Treasurer will bill each member \$70. The chapter will send the national dues (\$40) to the SSP office and deposit local dues in a local account with Touro University Nevada.
2. SSP dues and special assessments shall be determined by Touro University Nevada local SSP

Chapter. The process for termination and reinstatement of SSP membership for failure to pay dues or special assessments shall be determined and carried out by the local SSP chapter.

3. Funding shall include solicitation of sources in addition to that from local members, i.e. through fundraising events.

## ARTICLE VI - GOVERNING STRUCTURE

### Section 1. Local Officers

1. SSP-Pi officers will consist of a **President, Vice-President, Secretary, and Treasurer.**

Local officers shall be elected during the spring semester for a one year term that shall begin at latest by the 1st of April.

2. All SSP-Pi officers will have an Officer Consent Form on file with Touro University Nevada O.M.S.G.A. within 90 days of election to their respective position.

## ARTICLE VII - THE EXECUTIVE BOARD DUTIES OF THE CHAPTER

### OFFICERS Section 1. **President**

1. The President will provide leadership for the local chapter and act as a liason to the Grand Chapter.

2. The President has authority to appoint the Chairperson and members of Ad Hoc committees as needed from the membership of the National Board.

3. The President can appoint a replacement from the Local Board to fill vacancies within the Executive Board until a new election can be held for the next year.

4. The President will have general supervision of all affairs of the Pi Chapter; 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.

5. The President will attend the annual Grand Chapter National Meeting to represent the Pi Chapter.

6. The President will direct and oversee the application review process for OMS I-III students.

7. The President will prepare an informational meeting for prospective members/ applicants at least once a year.

8. The President will ensure that an updated roster of graduates' names and AOA# are sent to **Debbie Brimelow** ( [brimelow@airmail.net](mailto:brimelow@airmail.net)) for production of graduation certificates.

9. The President will order premium SSP white coat pins, T Shirts, and Cords for current and prospective members of SSP.

10. The President will request GPA checks from **Rolando Flores** ( [Rolando.Flores@tun.touro.edu](mailto:Rolando.Flores@tun.touro.edu)) at the end of each year (March) and before each application review process to ensure that all members meet the minimum 3.0 GPA requirement.

11. When emailing the Grand Chapter, the President will ALWAYS use the heading PI CHAPTER in the subject line.

12. The President will lead the Pi Chapter ritual during the reception of new members.

### Section 2. **Vice-President**

1. The Vice-President will assist the President in his/her duties.
2. The Vice-President will automatically succeed the President, if the President's office becomes vacant for any reason. This term would be for the remainder of the normal term of office. If the Vice-President assumes the position of President, he/she may appoint a substitute Vice-President from the Executive Board to fill his/her vacancy until the next election. At that time the position will be up for vote.
3. The Vice-President will oversee any President's duties in the President's absence.
4. If needed, the Vice-President will assist any Executive Board member needing help with service and fundraising activities.
5. The Vice-President will be in charge of maintaining the bylaws and proposing any amendments that might be necessary.
6. The Vice-President shall update and maintain the local Pi Chapter website on TUNLIVE
7. The Vice-President will lead the vote for new board executive members in the spring semester

### Section 3. **Secretary**

1. The Secretary shall take minutes at all meetings.
2. The Secretary is responsible for reserving rooms for meetings and submitting monthly inserts for Touro University Nevada news media.

### Section 4. **Treasurer**

1. The Treasurer shall oversee procurement and management of funds: \$65 membership dues are to be collected from each new member
2. The Treasurer shall put together an annual budget and report to the Executive Board.
3. The Treasurer shall function as a liaison between SSP and the V.P. of Finance at Touro University Nevada O.M.S.G.A in regard to financial affairs.
4. The Treasurer shall oversee the disbursements of funds.
5. The Treasurer shall at all times comply with SSP Financial Policies and Procedures.
6. The Treasurer is responsible for maintaining a spending ledger and reconciling the SSP account.
7. The Treasurer is required to be a Touro University Nevada D.O. student.
8. The Treasurer will compile a list of members and their AOA#s and update that list with new members after each application cycle. This list, along with collected dues, will be sent to the National SSP.

### Section 5. **National Liaison Officer**

1. The National Liaison Officer will act as the primary liaison between the local chapter and national SSP. The National Liaison Officer may entrust this responsibility to the Vice-President if necessary. If the Vice-President is unable to fulfill this responsibility, then it may be passed on to any Executive Board member.

2. The National Liaison Officer will attempt to gather information quarterly and work with the secretary in submitting monthly inserts for the Touro University Nevada news media.

3. Responsibilities will include: Web site maintenance and advancement of public relations between Touro University Nevada, national SSP and the community surrounding Henderson, Nevada.

#### Section 6. **Faculty Advisor**

1. The Faculty Advisor will be a recognized faculty member of Touro University Nevada.

2. The Faculty Advisor will provide guidance and arbitration on any issue pertaining to club business as needed.

3. Should the position of Faculty Advisor be vacated for any reason, a new Faculty Advisor will be decided by the same process as any Executive Board member.

### ARTICLE VIII – COMPLIANCE WITH TOURO UNIVERSITY NEVADA

#### O.M.S.G.A. BY-LAWS

1. Touro University S.O.S.A must comply with Article XIV, Section 1-2, of the O.M.S.G.A. bylaws which states as follows:

##### ***ARTICLE XIV: Student Groups***

###### ***Section 1. Registration***

***A. Student groups may request OMSGA recognition by submitting an official registration application to the Executive Cabinet. It is the OMSGA Executive Cabinet's responsibility to review the groups' applications and grant group recognition and classification (per standing rules).***

###### ***Section 2. Privileges***

***A. Only recognized student groups may use the following terms or insignias: "Touro University Nevada", "Touro", "TUN", "TUNCOM", or a Touro University seal, or otherwise indicate any relationship to the University or Program.***

***B. Student groups are to show affiliation to TUNCOM by including some form of the University's name in their official student group's title.***

***C. Recognized student groups may apply to the OMSGA for funding by guidelines set in the Standing Rules. Submissions are to be made to the Vice President of Finance.***

2. SSP-Pi Chapter must comply with all other bylaws of Touro University Nevada and Touro University Nevada O.M.S.G.A. as they are ratified and pertinent.

### ARTICLE IX - ELECTIONS/VOTING

1. Elections for the following year are to be held by March 3rd of the spring semester during a General Meeting.

2. A notification of open nominations must be sent through email 2 weeks before the day of the election.
3. Elections should occur by March 3rd of the spring semester and a candidate must win by a majority vote.
5. If there are more than two nominees for a position of office and no one wins by majority, a run-off must be held between the two remaining nominees with the highest votes.
6. Quorum of paid club members is not required for elections provided:
  - A. The meeting is held during an open period of regular business hours and;
  - B. 2 weeks prior notification of elections is provided via written communication to all club members and;
  - C. The exception has expressed written consent of the Faculty Advisor.

#### ARTICLE X - RESIGNATION

1. Any member of the Executive Board may resign by giving written notification to the President. This will take place immediately. The local chapter is responsible for finding a replacement for vacant delegate positions.
2. The President may appoint a replacement from the Executive Board for a member who has resigned from Local Office. This will be for the remainder of the current term.
3. Resignation of the President requires written notification to the Faculty Advisor.

#### ARTICLE XI - IMPEACHMENT

1. Any Executive Board member may be impeached for justifiable reasons by three-quarter vote of the paid members present during a meeting, provided at least 2 executive officers are present.
2. Any member being considered for impeachment shall have thirty days prior notification to said proceedings to prepare defense of their position.

#### ARTICLE XII – OFFICER TRANSITIONS

1. Following election/appointment of a new officer to the Executive Board, the newly elected officer will immediately assume all rights, responsibilities, and materials of the position, under the supervision of the previous officer. If the previous officer is not available, the previous President will assume the supervision responsibility. This period of supervision will extend until the end of the academic year, at which point, the power of the previous officer is terminated.
2. All rights and responsibilities of the newly elected officer must be approved by the previous officer during the transition period. If the previous officer is not available or if otherwise decided by the President or Faculty Advisor, the newly elected officer will be supervised by a delegate appointed by the Executive Board.

#### ARTICLE XIII – FINANCIAL TRANSITIONS

1. The Treasurer is responsible for maintaining a physical and electronic ledger of club finances at all times. A copy of both forms of the ledger must be provided upon request within 1 business day and both forms of the ledger must agree.
2. All financial records must be transferred to the newly elected Treasurer within 1 business day and the previous Treasurer must instruct the newly elected Treasurer on the protocols for maintaining the financial records of the club.
3. The previous Treasurer and the newly elected Treasurer must reconcile financial records with Touro University Nevada O.M.S.G.A. VP of Finance before the last day of the academic year.
4. According to Touro University Nevada O.M.S.G.A. policy: Club funds will be managed by the O.M.S.G.A. VP of Finance and his/her committee and disbursed per O.M.S.G.A. procedures.
5. The Treasurer must attend mandatory O.M.S.G.A. orientation reviewing all O.M.S.G.A. financial procedures.
6. In the event of the dissolution of Touro University Nevada chapter of SSP, all funds will be transferred to the Touro University Nevada O.M.S.G.A. general account for re-appropriation. All unexpected funds will be transferred if SSP. does not re-register at the next registration cycle.

#### ARTICLE XIV - RULES OF ORDER

Each meeting will follow Robert's Rules of Order Newly Revised when business is conducted only when practical, as determined by a majority vote of the Executive Board.

#### ARTICLE XV - COMMITTEES

Standing committees may be established by majority vote of the Executive Board members present. The President will oversee the functioning of each committee.

1. Each committee must select a chairperson.
2. Each committee chairperson is responsible for reporting to Executive Board of any progress made and must make a report at each convention, either orally or in writing.
3. Ad Hoc committees may be formed at the discretion of the President.

#### ARTICLE XVI - CODE OF ETHICS

Touro University Nevada chapter of SSP subscribes to and adopts the code of ethics of the American Osteopathic Association and Touro University Nevada and requires members to adhere to its provisions as so set forth and revised, amended and/or interpreted.

#### ARTICLE XVII- REIMBURSEMENTS

Reimbursements for member travel to conferences will be determined on a case by case basis by the Executive Board. The member must inform the Executive Board of intention to travel 30 days prior to the event in order to be eligible for reimbursement, although

accommodations will attempt to be made when possible. The member must provide the Executive Board with an itemized list of anticipated expenses for the trip (plane tickets, gas, hotel, registration fees, etc). The Executive Board will respond to the member's request within one week informing the member how much they will be reimbursed and when they can expect to receive reimbursement.

## ARTICLE XVIII - AMENDMENTS

### Section 1. Initial Approval of Proposed Amendments

1. A majority vote of Student members present is required for proposed amendments to be accepted by Pi Chapter of Sigma Sigma Phi for consideration.
2. A proposed amendment shall be dealt with in one of the following ways:
  - A. If the proposed amendment is tabled by the SSP membership at the time of initial presentation, no action, except discussion, on this issue will occur until the following scheduled SSP meeting when a vote for ratification or rejection shall take place.
  - B. If the SSP membership does not table the proposed amendment, the proposed amendment can be discussed and voted on at the initial meeting to become a temporary amendment. A temporary amendment is an amendment that is in effect until the following meeting when a vote for ratification or rejection shall take place.

### Section 2. Approval of Proposed Amendments

1. All amendments must have the support of a majority vote of all SSP members present before being incorporated into the SSP Constitution and Standing Rules.
2. Proposed amendments must be voted on by SSP members present at the next meeting following submission of the proposed amendment.
3. If the amendment is defeated or is not voted on at this meeting, it may be resubmitted for final vote at the next SSP meeting.
4. Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.
5. Executive Board members and SSP members must be in quorum.
6. Quorum of paid club members can be temporarily suspended until the following General Meeting provided:
  - A. The meeting is held during an open period of regular business hours and;
  - B. 2 weeks prior notification is provided via written communication to all club members and;
  - C. The exception has expressed written consent of the Faculty Advisor.



## **SIGMA SIGMA PHI – NATIONAL BY LAWS**

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 at Orlando, Fl. This 23rd day of October, 2005

### **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 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 I. 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 October 1st to September 30th 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

Nine members shall be elected to serve as voting members of the Board of Directors. One Student-non-voting member will also be elected. These nine 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, 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.

### 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 23rd, 2005

### 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. 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 compiling 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.

#### 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 \$10.00 a year. Honorary members shall pay dues and assessments, may vote and hold office and shall receive a certificate of Honorary membership.

##### Section 2. Subordinate Chapter Fee

Each subordinate chapter shall pay to the GRAND CHAPTER a fee of five dollars(\$35.00) 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.

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 I. 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 I. Auditing

The auditing committee shall consist of the Secretary/Treasurer.

The 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 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 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 Active Chapter reports
5. Reports of Officers
6. Reports of Standing Committees
7. Old Business
8. New Business
9. Election of Officers
10. Installation of New Officers
11. 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.