Pi Sigma Epsilon, Inc. National Constitution

Revised May 1st, 2026

This Constitution governs the National Fraternity, its National Officers, its members, and the relationship of the collegiate chapters, professional affiliates and alumni associations with the National Fraternity.

National and Theta Alpha Chapter Articles

ARTICLE I NAME, NATIONAL AND CHAPTER

SECTION 1

1.1.1 The name of the Fraternity shall be Pi Sigma Epsilon, Inc., National Professional Fraternity in Sales, Marketing, and Management (hereinafter referred to as "Pi Sigma Epsilon", "PSE" or the "Fraternity").

SECTION 2 TRADEMARK

1.2.1 "Pi Sigma Epsilon," "PSE," The National Professional Fraternity in Sales, Marketing, and Management," and the PSE crest design (collectively, the "Trademarks") shall be trademarks of Pi Sigma Epsilon, Inc. Active chapters, alumni associations, and professional affiliates ("Affiliates") are authorized and licensed on a royalty free basis to utilize the Trademarks in connection with their operations and members of PSE and such Affiliates so long as such Affiliates maintain their active status with the Fraternity; provided that such license shall not extend to selling merchandise or other tangible or intangible property to other chapters, alumni associations, or professional affiliates or their respective members without the prior written consent of the Fraternity's National Headquarters. Upon discontinuation of an Affiliate's active status with the Fraternity, the Affiliate shall discontinue its use of the Trademarks.

ARTICLE II MISSION AND PURPOSE, NATIONAL AND CHAPTER

Pi Sigma Epsilon, Inc. is a non-profit corporation organized under the laws of Delaware, and shall be operated as a non-profit corporation, governed by the laws of the state of Delaware.

SECTION 1 MISSION PSE

2.1.1 Develops the sales and marketing skills of its members through lifelong opportunities.

SECTION 2 PURPOSE

2.2.1 The purpose of this non-profit fraternal corporation shall be: (a) to create a collegiate organization of students who are interested in the advancement of sales, marketing, and management as a career and a profession; (b) to promote the study of marketing, selling, management and related fields in colleges and universities; (c) to encourage in colleges and universities the establishment of courses preparing students for careers in professional marketing, selling and management; (d) to stimulate improved methods and techniques in the fields of professional sales, marketing, and management; (e) to instill in its members and the profession the highest possible ethical standards, and to do all things necessary for the accomplishments of the primary objectives stated above.

ARTICLE III MEMBERSHIP, NATIONAL AND CHAPTER

SECTION 1 ELIGIBILITY OF MEMBERS

3.1.1 Pi Sigma Epsilon shall not deny membership to any individual on the basis of gender, age, national origin, creed, or disability. Membership consideration shall be open to all individuals who demonstrate an interest in professional marketing, sales, and sales management.
3.1.2 Individuals who meet these criteria and the expectations outlined in **Article III, Section 1(A) and (B)(a)**, including academic requirements and any additional standards established by the local chapter, shall be eligible for membership.
3.1.3 An individual shall be deemed a member of Pi Sigma Epsilon, Theta Alpha Chapter, upon impartial initiation, provided that national, local, and academic standing are satisfactory to the terms set forth by this Constitution and its bylaws.

A. Theta Alpha Evaluation Criteria
    a. The rubric and points-based system is established to ensure all recruitment practices comply with Kenan-Flagler Business School standards regarding fairness and nondiscrimination.
    b. All applicants must be in good standing with the University of North Carolina at Chapel Hill.
    c. All applicants shall be evaluated according to a standard rubric approved by the Executive Board prior to the commencement of recruitment.
    d. The rubric shall assign points across predetermined categories, including but not limited to: Person-Organization match, differentiation, leadership style, time management, teamwork, development opportunities, and commitment to chapter.
    e. No decision shall be made on the basis of personal bias, demographic background, or non-rubric-based considerations, unless the applicant is a legitimate concern to organization safety and/or has received multiple legitimate concerns by interviewers.
    f. To remove any applicant who has exceeded the predetermined minimum acceptance point threshold from the recruitment process, the Executive Board must come to a two-thirds (2/3) majority vote and have written justification in accordance with Kenan-Flagler recruitment standards.

B. Theta Alpha Rubric Scoring
    a. Point tabulations shall be the sole basis for decisions regarding invitations to subsequent rounds, interviews, and final membership offers.
    b. Executive Board shall determine the acceptance point minimum threshold. The minimum may be informed by the Nationals minimum recruitment quota and may deviate from said quota

upon approval by the Executive Board.

   c. Rubrics shall be scored by a minimum of two (2) separate individuals. Scores shall be averaged at the conclusion of each recruitment round.
      i. Following the final recruitment round, round averages shall be summated and divided by the total number of possible points. Applicants shall be ranked strictly on resulting point percentages.
   d. Any deviation below the nationals recruitment minimum, assuming the number of applicants exceeds the minimum quota, shall require co-signature by the current Chapter Faculty Advisor.

C. Oversight
   a. The Vice President of Human Resources shall oversee recruitment and ensure adherence to the established rubric and point system.
   b. Any concerns about compliance must be reported to the Executive Board immediately.

SECTION 2 NATIONAL AND CHAPTER FOUNDERS

3.2.1 Members of the original group who participated in the preliminary organization and who accepted the Charter of the Corporation shall be deemed the Founders of this Fraternity. The Founders of the Fraternity are: Lloyd L. Antle, Lewis F. Gordon, William H. Harris, and Henry Baker. The Founders of the Theta Alpha Chapter at the University of North Carolina at Chapel Hill are: Anna Gore, Kathryn Bolick, and Klaire Starr.

SECTION 3 CHARTER MEMBERS

3.3.1 Members who are initiated at the time new chapter charters are granted by the National Council shall be deemed Charter Members of those chapters.

SECTION 4 COLLEGIATE MEMBERS

4.1.1 Collegiate members shall be students with an expressed interest in professional sales, marketing, and management. Said students must be properly registered and attending The University of North Carolina at Chapel Hill, in which an active chapter is located or in which a new chapter is granted by the National Council. Minimum academic standing shall be that required for continued pursuit of graduation at The University of North Carolina at Chapel Hill; local chapters may set higher standards if desired.

A. Theta Alpha Academic Standing Requirement
    a. Members must remain in good academic standing with the University of North Carolina at Chapel Hill.

SECTION 5 ALUMNI MEMBERS

4.5.1 Any collegiate member upon leaving school shall automatically qualify for continued membership as an alumni member.

SECTION 6 PROFESSIONAL MEMBERS

4.6.1 Any person with at least two years of experience in sales, marketing, and/or management shall be eligible for membership, provided their activities beyond the scope of their normal occupation indicate an evident interest in helping to further the field of marketing and selling as a career and a profession.

SECTION 7 EDUCATOR MEMBERS

4.7.1 Any college or university educator, directly or indirectly related to or interested in any phase of education which will contribute to the development and dissemination of knowledge and concepts which will in turn better qualify students for careers in sales, marketing, and management, shall be eligible for membership.

SECTION 8 ASSOCIATE MEMBERS

4.8.1 Any person who does not fall into the classification of collegiate, alumni, professional or educator member and who demonstrates an expressed interest in sales, marketing, and/or management shall be eligible for membership. Associate members shall enjoy all of the rights and privileges of a member of PSE. Any person who meets the qualifications for membership who is not located in close geographic proximity to a collegiate chapter may affiliate with the national organization.

SECTION 9 LIFE MEMBERS

4.9.1 Any member who has procured a Life Membership through the National Organization by following the rules and regulations set from time to time by the National Council shall be a Life Member. Life Membership exempts the member from payment of any further National Dues. However, nothing in this section shall be construed as exempting any member from payment of Initiation Fees or local chapter dues.

SECTION 10 HONORARY LIFE MEMBERS

4.10.1 Honorary Life Membership shall be granted as an honor and distinction by the National Council. Candidates for Honorary Life Membership shall be selected on the basis of outstanding contribution to the Fraternity, to the professions of marketing, sales, and management, and to the welfare of the community and/or nation as a whole. A chapter may nominate a candidate for such membership; however, the selection shall be conducted by the National Council.

SECTION 11 NATIONAL STANDING

4.11.1 Members who are not in national good standing shall be those who have either not paid their National Dues, or have been suspended or expelled by their local chapter, alumni association or professional affiliate. Members not in national good standing shall lose their rights to use the Pi Sigma Epsilon trademarks, name, and the ability to use benefits affiliated with membership in the Fraternity.

SECTION 12 DEFINITION OF ACTIVE MEMBER

4.12.1 Only currently enrolled UNC-CH students who have paid dues in full and are in local good standing as defined in Article III, Section 14, and with Article III, Section 17 “Member Points System”, and have completed the initiation process, can be active members with the right to vote and hold office (specifically Directors and the Executive Board) in Pi Sigma Epsilon at UNC-CH.

SECTION 13 NON-DISCRIMINATION STATEMENT

4.13.1 The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

A. Membership and participation in the organization must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.

B. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status, or, unless exempt under Title IX, sex.*

***Single Gender Organization Statement:** Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are cultural- and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through the Office of Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

SECTION 14 EXPECTATIONS OF MEMBERS

4.14.1 To be classified as in "local good standing", members must meet all expectations outlined below. Members are required to attend all mandatory events and meetings, and must remain in good standing with Article III, Section 11 (Nationals – Good Standing) as well as comply with the Member Points System. Additionally, members who are classified as being in local good standing must:

a. Fulfill all financial obligations, including but not limited to the timely payment of dues as defined in Article III, Section 15.
b. Maintain professional conduct at all Pi Sigma Epsilon events, both on and off campus.
c. Adhere to all applicable codes of conduct, including but not limited to those of the University of North Carolina at Chapel Hill, the Kenan-Flagler Business School, and Pi Sigma Epsilon.
d. Represent Pi Sigma Epsilon in a manner consistent with its creed and principles.
e. Actively contribute to the growth, success, and operations of the chapter.
f. Support official recruitment and outreach initiatives.
g. Treat all members with respect and uphold the creed and principles of Pi Sigma Epsilon.

SECTION 15 DUES

4.15.1 Local dues will be required upon joining Pi Sigma Epsilon, Theta Alpha Chapter, due two weeks after their first New Member Education Meeting (excluding extenuating circumstances). For returning members, local dues will be due two weeks after the first chapter, paid every semester of membership (excluding extenuating circumstances). Dues will be determined based on operating expenses and competition fees of the organization prior to the start of classes in each semester.

4.15.2 Failure to meet the initial deadline — or to notify the executive board of extenuating circumstances (which will be reviewed for potential dues waivers) — will result in a written warning along with a one-week extension for local dues. If dues are still not paid by the extended deadline, membership removal from the chapter will follow by the processes detailed in Article III, Section 16.

SECTION 16 REMOVAL OF MEMBERS

4.16.1 Members include regular chapter members as well as those in roles above regular membership but below the Executive Board, such as committee members and directors.

4.16.2 The Executive Board, consisting of the President, Vice President(s), Treasurer, etc., reserves the right to remove any member whose actions or omissions are deemed detrimental to the reputation, integrity, or proper functioning of the Chapter. Grounds for removal shall include, but are not limited to: conduct unbecoming of a member, violation of member expectations outlined in Article III, Section 14, Gross Non-Participation (accumulation of -5 points) as defined in Article III, Section 17, Clause G, or failure to respond to a Formal Warning (-3 points), persistent non-attendance, violation of Chapter policies or university regulations, conduct, violation of member expectations outlined in Article III, Section 14, or any behavior that may reflect negatively upon the Theta Alpha Chapter or Pi Sigma Epsilon as a whole.

4.16.3 A written report including evidence of member actions must be submitted to the President to initiate the warning and thus removal process. Reports may come from both Chapter Members and Executive Board Members. This report must only be presented to the entire Executive Board for discussion. By a two-thirds vote by the Executive Board, action may be taken towards the member as outlined below.

4.16.4 Prior to removal, the member shall receive one formal written warning, separate from the member removal timeline outlined below, clearly outlining the behavior in question and the necessary corrective actions. This warning shall serve as the member's sole opportunity to rectify the conduct at issue.

4.16.5 If substantiated evidence is presented to the Executive Board that the member has failed to demonstrate meaningful improvement following the written warning, the Board may initiate removal proceedings as outlined in the timeline below. This warning will be provided to the aforementioned member 7 days before officially removing them from the organization. At this stage, the member forfeits the right to submit further excuses or claims of attempted behavioral improvement as grounds to halt the process.

4.16.6 Except as explicitly provided within this Article, no appeals based on repeated claims of attempted behavior improvement shall be permitted. The decision of the Executive Board shall be final and binding.

4.16.7 The 7 days prior to official removal of a member will be structured as follows:
Day 1 - Email notification 1
Day 3 - Email notification 2
Day 5 - Final notification of removal
Day 7 - Removal

4.16.8 If members fail to schedule a hearing with the Executive Board, and no communication is received from said member, the member will continue to be removed by the Day 7 deadline.

SECTION 17 MEMBER POINTS SYSTEM

4.17.1 The Chapter Points System is designed to promote active participation, accountability, and engagement among members within the organization. This system serves as a structured method to recognize and reward members' contributions to chapter activities, events, and initiatives. This system is used to evaluate local good standing in accordance with Article III, Section 14.

4.17.2 The system is governed by transparent guidelines and criteria outlined in these bylaws, ensuring fairness and consistency in its implementation. Points will be allocated based on specific actions, responsibilities, and contributions as detailed herein, encouraging collaboration and sustained involvement among all members.

4.17.2.a **Attendance Policy for Mandatory Events**
Attendance is required for all mandatory events. Missing these events without valid prior notice results in one negative point per missed mandatory event.

i. Excused absence. An absence from a mandatory event shall be deemed excused upon satisfaction of the following conditions:

1. Valid Justification. The absence is due to academic obligation (exams, required classes), work or professional commitments, illness or medical appointments, family emergency, or reasons pre-approved by the Executive Board.
2. Proper Notification. The member notifies the Vice President of Administration, via the provided absence form prior to the commencement of the event. In case of emergency, notification must be provided as soon as reasonably possible.

ii. Unexused absence. An absence shall be deemed unexcused if the member fails to attend a mandatory event and does not satisfy both conditions for an Excused Absence as stipulated in Article III, Section 17.A.i

A. Earning Positive Points
    - Members can earn positive points by participating in:
    - Social Activities (ex. game nights)
    - Volunteering Activities (ex. service projects)
    - Professional Development Activities
    - Other activities, assignments, and events up to the Executive Board's discretion.

   Note: Events may have different point weights based on their importance or effort required. These weights will be determined by the Executive Board.

B. Tiered Points Requirement for Major Events
    - Certain key events (ex. mixers, formal, retreats) have a points threshold for eligibility:
    - Formal: Requires X points by the event date. (Room selection can be based off of seniority and then who has the highest points within the seniority)
    - Mixers: Requires X points by the event date
    - Other events: (if there is a cap on attendance, whoever has the most points will be prioritized first, then seniority)

   Note: The executive board will determine the required number of points (X) to attend events based on the timing within the semester.

C. Tracking and Transparency
    - A shared Google Sheet will be shared with members to track point progress.
    - Members shall be allowed the ability to view their points in real time to stay informed of their progress.

D. New Member Negative Points

   ii. Failure to complete required new member homework (Ex. Meetups, group projects, etc.) results in one negative point per incident. Failing a new member quiz (below 50%) results in one negative point per incident.

   iii. New members who receive -3 points prior to initiation will be at risk of removal from PSE. The member will be contacted by the executive board and be given a chance to appeal. If a new member chooses to appeal, the executive board will vote in a majority fashion on the member's disciplinary action and/or removal.

E. Executive Board, Committee Members, and Class Presidents

   Executive Board: does NOT earn points. However, it is implied because of the responsibility of their positions that they are first prioritized in terms of event attendance.

i. Directors, Committee Members, and Class Presidents: Individuals holding these positions shall be awarded two (2) points per semester unless otherwise stated under Article IV, Section 3.

ii. Class President term: The role of Class President, and the associated points, shall apply only to the first term they are recruited in within the chapter.

iii. Eligibility for Awarded Points: The awarding of points specified in this section is conditional upon the member's satisfactory fulfillment of all responsibilities, as defined by the supervising Vice President.

F. **Negative Point Thresholds and Removal:** To prevent gross non-participation, the following thresholds regarding point accumulation shall be enforced:

i. Formal Warning (-3 Points):

1. Upon reaching a balance of **negative three (-3) points** at any time during the semester, the member shall receive a **Formal Warning** via email from the **Vice President of Administration.**
2. **Response Period:** The member shall have exactly **seven (7) days** from the date of the warning notification to respond in writing by scheduling an **in person** meeting with the Executive Board.
3. **Failure to Respond:** If no written response is received by the Executive Committee within this seven-day period, the member is deemed to have abandoned their membership and shall be **removed from the chapter** immediately, bypassing the vote requirement in **Section 16.**

ii. Automatic Removal for Gross Non-Participation (-5 Points): any member who reaches a balance of **negative five (-5) points** at any point in the semester shall be designated as engaging in *Gross Non-Participation.*

1. **Initiation of Removal:** removal proceedings for Gross Non-Participation shall be initiated **only** if the member has failed to provide clear communication to the Executive Board regarding valid justifications for their absences.
    a. **Valid Justification:** As defined in **Section III, Article 17, Clause A.i,** valid justifications are limited to health issues, study abroad programs, academic conflicts, or personal emergencies.
        ai. The Executive Board has the authority to deem any other situations as extenuating circumstances or not based on the context of situation(s).

2. **Removal Status:** In the absence of such communication, this status constitutes grounds for immediate removal from the chapter, superseding the standard warning process.

iii. Appeals and Reinstatement Process:

1. **Right to Appeal:** A member facing removal under this clause (due to -5 points or the -3 point warning) may request a special hearing to defend standing. This request must be submitted within the notification period defined in the removal notice.
2. **Mandatory DEI Oversight:** In accordance with **Article IV, Section 3, clause C.iv.g,** the **Director of Diversity, Equity, and Inclusion (DEI)** must be present at this hearing. Their role is to provide specific recommendations to the Board requiring equity, accessibility, or extenuating personal circumstances that may have contributed to the point loss.
3. **Hearing Procedure:** The member shall present their defense to the Executive Board and the Director of DEI.
4. **Final Vote:** Following the hearing and recommendations of the Director of DEI, the Executive Board shall vote on the member;s reinstatement. The Executive Board will have **48 hours** to discuss and vote on the reentry of the removed member, and must notify the member of their status **24 hours** after the decision has been made
    - **i.** The vote must be **unanimous** to be valid, and re-entry be granted.
    - **ii.** If the vote is **not** unanimous, reentry is **not** granted.
    - **iii.** A member who is granted re-entry to Pi Sigma Epsilon **must acknowledge and accept** their re-entry via email within **48 hours** of the re-entry approval notification.
5. **Reinstatement:** If reentry is approved, the member must set and attend another **in-person** meeting with the Executive Board to discuss the **actions required** by the member to make up for the negative points to be in good standing for the future semester(s).
    - **i.** The **actions required** must be **voted on unanimously** by the Executive Board before being presented to the member awaiting re-entry.
    - **ii.** The approved and voted-on **actions required** must be **completed to the satisfaction of the Executive Board** by the **end of the semester in which the removal took place** for the member to be officially reinstated.

iii. If reentry is denied, the member is removed and **cannot appeal again** or **recruit for Pi Sigma Epsilon** in future semesters at UNC.

G. Additional Stipulations

i. Members are expected to achieve a minimum of 7 points per semester. If not, they will be placed on probation the following semester (refer to Article III, Section 18). To return to 'local good standing' and regain full privileges, members must earn 7 points the following semester. Members must maintain or regain seven (7) total points by the conclusion of the semester, regardless of fluctuations in their point balance throughout.

ii. Points shall be non transferable between members and may not be carried over to subsequent semesters.

iii. Any member submitting a fraudulent point claim shall be subject to disciplinary action per Section 16.

iv. Point earning opportunities are not automatically renewed. The executive board shall retain sole discretion to designate all valid point opportunities for each semester, basing decisions on the chapter's current priorities and programming calendar.

H. **Graduating Senior Status**: Members in their final semester may petition for *Graduating Senior Status* which shall modify their semesterly obligations as follows:

i. Eligibility and Declaration

1. Formal Declaration: To secure this status, the member must formally declare their intent and graduation date to the **Vice President of Administration no later than the second chapter meeting of the semester.**

2. Clear Standing Prerequisite: Eligibility is strictly reserved for members whose record is **cleared and settled** upon commencement of their final semester. Any member classified as being on **Probation** (as defined in **Section 18**) at the start of the semester is **ineligible** for this reduction. Such members shall remain subject to the **standard seven (7) point requirement** and all restorative mandates stipulated by their probation terms.

ii. Modified Engagement Requirements: Members granted *Graduating Senior Status* shall be required to accrue a minimum of **five (5) total points** (reduced from the standard seven) to maintain a local good standing.

iii. Event eligibility and Temporal Deadlines

1. Pre Event Mandate: Retention of eligibility for *Limited Attendance* or *Major Events* (including, but not limited to **Formal**), a member with *Graduating Senior Status* must have fully satisfied X point requirements no later than **one (1) week (7 days) prior** to the scheduled event date.

a. The Executive Board has discretion on the required amount of points (X) needed two weeks before a scheduled event, **AND** must notify members a **month (4 weeks)** in advance to allow time for members to acquire X points.
b. If the Executive Board fails to announce the X amount of points required for such an event **4 weeks** in advance the event has **no point requirement**.
c. For any such space-limited event requiring a X point requirement, members shall be ranked in order of point ratios.
d. Seniors who opt into the reduced point requirement will have a ratio of X/5.
e. All other members will have a ratio of X/7.

2. Revocation of Privilege: Failure to satisfy this 7 day deadline shall result in the revocation of the members eligibility to attend said event, notwithstanding proper seniority or payment.

I. Points Reporting

Points will be submitted via Google form for each specific event. Google forms will include details of the event, ask for photo proof, and require the signing of an honor code statement. If students are found in violation of this honor code statement, they will be placed on probation for the next semester.

SECTION 18: PROBATION

4.18.1

A. Grounds for probation

i. Probationary status shall be determined at the conclusion of each semester A member shall be placed on probations for reasons including, but not limited to, the following

1. Failure to meet the member point system requirements for that semester (unless the member has triggered the “Gross Non-Participation” removal under Section 17, Clause G, which takes precedence), which shall result in automatic probation for the following semester, per Section 17.F

2. Violation of the University's Code of Conduct or Pi Sigma Epsilon Code of Conduct

B. Probationary period

i. The probationary period shall last for the entirety of the following semester during this period, members on probation must actively work to meet or exceed the member point system requirements to return to local good standing, defined in Article III Section 14.

C. Responsibilities while on probation

i. Members on probation must continue to attend all mandatory events and meetings.
ii. Members on probation shall be ineligible to run for or hold leadership positions, including Executive or Director roles.
iii. The executive board may require members on probation to complete corrective actions, such as additional service hours or written reflection.

D. Removal from probation

i. A member may be removed from probation by earning two (2) points by the fourth week of the semester following the one in which their probationary status was enacted.

ii. If a member fails to obtain two (2) points by the fourth week, they may still be removed from probation upon having a total of seven (7) points at the end of the semester, as outlined in Article III, Section 17. Members must maintain or regain seven (7) total points by the conclusion of the semester, regardless of fluctuations in their point balance throughout.

iii. The Executive Board shall review all probation cases to verify the completion of all stipulated conditions prior to removal from probationary status.

E. Consequences of continued non compliance

i. Any member who fails to meet the terms of their probation may be subject to removal from the chapter in accordance with Section 16.
ii.Any member who is on probation for more than two (2) semesters shall face automatic removal from the chapter.

ARTICLE IV ELECTED OFFICIALS OF THE UNC-CH CHAPTER

SECTION 1 ELIGIBILITY AND PROCESS FOR EXECUTIVE ELECTIONS, DIRECTOR POSITIONS, AND COMMITTEE POSITIONS

5.1.1

A. EXECUTIVE BOARD ELECTIONS

i. Any member who remains in local good standing (Article III, Section 14) and meets the definition of an active member (Article III, Section 12) is eligible to be nominated for an Executive Board position and vote during the Executive Board Election Process.

ii. To run for an Executive Board position, members must not be currently on probation and must have earned a minimum of three (3) points prior to the start of chapter on Election Night. No exceptions or extensions shall be made to this requirement.

iii. The position of President may be held only by a member who is in local good standing and has served at least one full term on the Executive Board of Pi Sigma Epsilon at the University of North Carolina at Chapel Hill. Members running for President may also run for one additional Executive Board position, which shall only be considered if they do not win the Presidency. No other positions are permitted to run for multiple roles.

iv. Candidates other than those running for President may run for only one (1) Executive Board position during the election cycle.

v. All major officers of the organization must be full-time, registered students at the University of North Carolina at Chapel Hill and must maintain a minimum cumulative GPA of 3.0 both at the time of election and throughout their term in office.

5.1.2

A. EXECUTIVE BOARD ELECTIONS PROCESS

i. Elections are held every November, and the length of office is one term for each position.

ii. Before candidates are considered for executive board elections, they must be nominated by two local good standing members, one to introduce the nomination and another to second. Only after a candidate has been seconded and have met the requirements in Article IV, Section 1A are they an official member on the ballot.

1. Nominations will be gathered during Chapter the week prior to Election Night.

iii. Each member in local good standing may introduce only one (1) introductory nomination throughout the election process for that term. There is no maximum amount of seconding nominations that each local good standing member can announce.

iv. On election night, each nominated candidate shall present a 3 minute speech to the full chapter in attendance, expressing their campaign strategies and plans to better the chapter. Following each speech, the candidate will exit the room, and the membership will engage in a pro-con-pro discussion. If no initial “pro” statement is offered to begin discussion, no discussion shall occur. After the second “pro” statement has been made, the discussion will be concluded, and the next candidate will deliver their speech.

1. The pro-con-pro discussion will be moderated by the sitting Chapter President.
2. No member may make more than one “pro” or “con” statement per candidate.
3. During the voting process, no candidates for the position being voted upon may be present in the voting room.

v. The election will be conducted through a blind vote with votes gathered by a neutral, non-running member of the current Executive Board. If all Executive Board members are re-running for election, the votes will be gathered by the Faculty Advisor. Executive Board positions will be awarded in a vote by majority fashion (50% of eligible members present +1).

5.1.3

A. DIRECTOR POSITIONS

i. Reporting Structure

All director positions shall report directly to a designated member of the Executive Board as specified in the organizational chart

ii. Eligibility for Appointment

All applicants must be members in local and national good standing with both Pi Sigma Epsilon and the University of North Carolina at Chapel Hill.

iii. Appointment Process

The selection of Directors shall be an application based process administered by the incoming Executive Board.

iiia.

The incoming board shall be responsible for distributing applications, communicating all relevant deadlines, reviewing all submitted applications, and conducting panel interviews with selected applicants

iiib.

Final appointments shall be determined by the incoming Executive Board.

ivb.

Duties and Responsibilities
Specific duties and responsibilities for each Director shall be determined, refined, and communicated annually by the supervising member of the executive board.

B. COMMITTEE POSITIONS

i. Reporting Structure

All committee positions shall report directly to a designated member of the Executive Board as specified in the organizational chart.

ii. Eligibility for Appointment

All applicants must be members in local and national good standing with both Pi Sigma Epsilon and the University of North Carolina at Chapel Hill.

iii. Appointment Process

The selection of the committee shall be an application-based process administered by the incoming Executive Board.

iiia. The incoming board shall be responsible for distributing applications, communicating all relevant deadlines, and reviewing all submitted applications.

iiib. Final appointments shall be determined by the incoming Executive Board.

iv.

Specific duties and responsibilities for each committee shall be determined, refined, and communicated semesterly buy the supervising member of the executive board.

SECTION 2 EXECUTIVE OFFICER REMOVAL

5.2.1 Executive Officer Removal due to disciplinary or performance issues can include but is not limited to:

5.2.2 Absence at any 3+ meetings without 24 hours notice

5.2.3 Absence at any 2+ meetings without any communication

5.2.4 Lack of communication/ unable to reach. Ex: after repeated attempts to get an answer, no response

5.2.5 If a two-thirds majority of the Executive Board agrees that an officer's behavior should be remedied, the Executive Officer shall receive one formal written warning, separate from the member removal timeline outlined below, clearly outlining the behavior in question and the necessary corrective actions. This warning shall serve as the Executive Officer's sole opportunity to rectify the conduct at issue.

5.2.6 If substantiated evidence is presented to the remaining Executive Board that the Executive Officer has failed to demonstrate meaningful improvement following the written warning, the Board may initiate removal proceedings as outlined in the timeline below. This warning will be provided to the aforementioned member 7 days before officially removing them from the organization. At this stage, the member forfeits the right to submit further excuses or claims of attempted behavioral improvement as grounds to halt the process.

5.2.7 Except as explicitly provided within this Article, no appeals based on repeated claims of attempted behavior improvement shall be permitted. The decision of the Executive Board must be supplemented by Faculty Advisor approval. Once Faculty Advisor approval is secured, the decision shall be final and binding.

5.2.8 The individual will receive adequate notice (7 days) and a report detailing reasons for removal. They will have the right to speak on one's behalf or appeal this decision at a special meeting, or hearing, with the Executive Board.

5.2.9 The 7 days prior to removal of an officer will be structured as follows:

a. Day 1 - Email notification
b. Day 3 - Hearing
c. Day 5 - Final notification of removal
d. Day 7 - Removal

SECTION 3 EXECUTIVE BOARD POSITION 30-60-90 PLANS AND DESCRIPTION

5.3.1

A. PRESIDENT RESPONSIBILITIES

Captain the chapter

Attend Headquarters Business Reviews with National Headquarters Team Schedule and guide Executive Team and General Chapter Meetings weekly.

Ensure execution and escalation

Delegate relevant responsibilities to the officers and general members. Check in regularly to ensure that responsibilities are being carried out by team.

Nationals contact

Responsibilities include: Calendarize Executive Team Meeting to Set Expectations, Plan Semester and Complete A-1 Report. Schedule and attend Quarterly Headquarters Business Review. Ensure delivery of Risk Management Policy to entire Chapter. Guide Chapter Focus to Recruitment. Benchmark Goal Progress with Executive Team and Chapter. Guide Chapter Focus to Projects and National Event Attendance. Schedule & Attend Quarterly Headquarters Business Review. Guide Chapter Focus to COG Reporting.

DESCRIPTION:

Official chapter contact for PSE National Headquarters. Captain the team by delegating responsibilities to the officers and see that responsibilities are being carried out. Call and preside over all general member and executive board meetings Promote chapter attendance at National Convention and Regional Conference. Serve as your chapter’s delegate to the President’s Retreat, or designate an alternate if you are unable to attend.

Important Tasks for President:

- Meet with your faculty advisor at least once a week or biweekly
- Review chapter's COG standings regularly
- Contact National Chapter Consultant with any and all questions
- Become very familiar with the PSE Risk Management Policy and closely oversee all chapter projects, events, and other activities to ensure compliance

B. VP ADMINISTRATION RESPONSIBILITIES

Master the Chapter Operations Guide

Manage COG deadlines and ensure timely report submissions by each officer. Collaborate with Executive Team to Complete & Submit A-1 Report Develop understanding of the Chapter Operations Guide. Plan successful meetings with concise, professional Agendas. Calendarize COG Report Deadlines & Important Dates for Academic Year. Maintain COG Program Reports. Ensure timely submission of all mandatory COG reports. Prioritize Membership Reports & Initiation Logistics. Ensure all COG Reports are up-to-date. Galvanize Executive Team and Project Managers to complete Project Reports. Schedule first Executive Team Meeting for next semester

Delegate to your team

Educate all E-Board officers on the COG, which reports they are each responsible for submitting, and how to submit reports.

DESCRIPTION:

- Understand the Chapter Operations Guide and ensure all mandatory reports are submitted on time to remain in national good standing.
- Manage chapter calendar throughout school year
- Develop meeting agenda to create consistency and the flow of meeting it and make available to all chapter members before meeting
- Take meeting minutes (start/end time and day, attendance number, outline of content being discussed)
- Email minutes to members with an excused absence for not attending the meeting

- Reserve meeting room for chapter meetings

- Assist the President in the performance of duties and, in the absence of the President, succeeds to his/her authority and duties

Important Tasks for VP of Admin:

- Manage COG deadlines and ensure timely report submissions by each officer

- Educate all E-Board officers on the COG, which reports they are each responsible for submitting, and how to submit reports

- Adhere to National Awards Program submission guidelines

- In order to compete for Top Gold, Silver or Amethyst Chapter, 100% of mandatory reports must be submitted/completed.

- A chapter can still reach each level and be in national good standing as long as no more than three mandatory reports are missing. However, if a chapter fails to turn

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- in/complete any mandatory report, they will be forfeiting their opportunity to compete for these award categories.

- Monitor chapter attendance and spearhead Member Points System communication to the member body (including points management, tracking, and enforcement).

- In accordance with Kenan-Flagler policies, the individual holding the position, Vice President of Administration, must be a declared business major

The Vice President of Administration shall be responsible for supervising, guiding, and holding the Director of Risk accountable for the fulfillment of designated duties. The Vice President of Administration shall be responsible for the management, monitoring, and training of the Bylaws Committee
Director of Risk

i. Appointment

1. The Director of Risk shall be an appointed officer, reporting directly to the Vice President of Administration.
2. The Director of Risk must be a Kenan-Flagler student and have been a member of Pi Sigma Epsilon at UNC-CH for a minimum of one complete academic semester.

ii. Mandate

The primary mandate of the Director of Risk is to ensure Pi Sigma Epsilon Theta-Alpha's strict compliance with all governing policies, procedures, and safety standards.

iii. Term of Office and Removal

The Director of Risk shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Risk. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities
The Director of Risk is charged with the following duties:

a. To maintain strict confidentiality and impartiality in all matters pertaining to risk and member conduct.

b. To serve as the primary liaison between the Executive Board and any and relevant university or external risk management officials.

c. To monitor all member conduct and organizational activities to ensure adherence to all bylaws, university policies, and applicable laws.

d. To collaborate with the Vice President of Administration to establish, implement, and enforce risk management protocols for all chapter events, meetings, and member activities.

e. To oversee and maintain the formal process for incident reporting and the documentation of any violations, safety concerns, or policy infractions.

f. To coordinate and implement mandatory risk management education and training for all members each semester.

g. To provide recommendations to the Executive Board regarding disciplinary action, probation, or policy amendments in response to risk-related concerns.

h. Conduct regular reviews of the chapter's risk management policies to ensure compliances with updates from Pi Sigma Epsilon Nationals, UNC-Chapel Hill, and Kenan-Flagler.

i. Develop and distribute event-specific risk management checklists to event leads and ensure proper submission prior to all social, recruitment or off-campus activities.

k. Maintain an annual record of all risk management trainings, incident reports, and event compliance forms.

Accountability and Compensation

a. The Director of Risk is directly accountable to the Vice President of Administration for regular oversight and performance evaluation.

b. The awarding of points to the Director of Risk, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv

C. VP HUMAN RESOURCES RESPONSIBILITIES

Design Recruitment Plan & New Member Training

Calendarize important Recruitment Dates & Events. Interest Meeting, Interviews, New Member Join Deadline, Initiation, etc. Plan Recruitment & align roles. Execute Full-Cycle Recruitment Plan. Drive General Member Engagement. Collaborate with VP Administration to complete relevant COG Reports in timely manner. Design & Deliver New Member Training Program. Ensure all New Members meet all requirements prior to Initiation Initiate New Members. Drive General Member Engagement. Drive General Member Engagement. Conduct Retrospective Meeting with 3Executive Team to improve processes for Plan Fall Recruitment. Submit Chapter Update Report to National Headquarters (S-7).

Drive Chapter Engagement

Enlist Active Member Support for New Member Training Program
Conduct Member Satisfaction & Retention Analysis. Surveys, Open Forum Meetings, Polls, Suggestion Box, Etc.

DESCRIPTION:

- Schedule classroom talks with faculty and chapter members for recruitment Be aware of involvement fair dates and create/manage booth schedule

- Plan and schedule recruitment activities TWICE a year and manage member involvement with activities

- Responsible for the completion of A-2, A-3, A-7, A-8, A-9 and P-13 reports in the Chapter Operations Guide

- Work with VP of Finance to ensure names and information of each new member and renewal member are reported to Headquarters using the designated processing sheets (A-7 & A-9) by HQ deadlines.

- Facilitate new member training program with HQ provided New Member Orientation Workbook (weekly meetings with new members teaching them about PSE History, local chapter history, projects, events, Convention, Regionals, etc.)

Important Tasks for VP of HR:

- With VP of Finance, ensure National Dues are paid on time

Ensure new member initiation is conducted according to the PSE Constitution

- Lead New Member Orientation using the Orientation Workbook supplied by National Headquarters

Director of New Member Education

i. Appointment

The Director of New Member Education shall be an appointed officer, reporting directly to the Vice President of Human Resources.

ii. Mandate

The primary mandate of the Director of New Member Education is to ensure Pi Sigma Epsilon Theta-Alpha's new member class is properly educated on the history, policy, and general professional development to attain the level of knowledge a full member must have.

iii. Term of Office and Removal

The Director of New Member Education shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of New Member Education. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of New Member Education is charged with the following duties:

a. To maintain strict confidentiality and impartiality in all matters pertaining to new member education, development, and evaluation.

b. To serve as the primary liaison between the Executive Board and the new member class, ensuring consistent communication, transparency, and support.

c. To oversee all new member activities and conduct to ensure alignment with chapter values, bylaws, and university policies.

d. To collaborate with the Vice President of Human resources and other Executive Board members to design, implement, and enforce educational and developmental programming for new members.

e. To oversee and maintain accurate records of new member progress, attendance, and completion of all required educational sessions and chapter obligations.

f. To provide training in the form of leadership, career, and professional development workshops that prepare new members for success both within the organization and beyond.

g. To provide recommendations to the Executive Board regarding new member advancement, recognition, or disciplinary action as appropriate, based on engagement and adherence to chapter standards.

Accountability and Compensation

a. The Director of New Member Education is directly accountable to the Vice President of Human Resource for regular oversight and performance evaluation.

b. The awarding of points to the Director of New Member Education, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv

Director of Diversity Equity and Inclusion

i. Appointment

The Director of Diversity Equity and Inclusion shall be an appointed officer, reporting directly to the Vice President of Human Resources.

ii. Mandate

The primary mandate of the Director of Diversity, Equity, and Inclusion is to foster an inclusive environment within Pi Sigma Epsilon Theta-Alpha by promoting education, awareness, and professional development in DEI. The Director ensures compliance with all national, Kenan-Flagler, and local chapter regulations during all events, recruitment, and social media activity, while upholding member conduct standards both inside and outside of meetings.

iii. Term of Office and Removal

The Director of Diversity Equity and Inclusion shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Diversity Equity and Inclusion. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of Diversity Equity and Inclusion (DEI) is charged with the following duties:

a. To maintain strict confidentiality and impartiality in all matters pertaining to diversity, equity, inclusion, and member relations.

b. To serve as the primary liaison between the Executive Board and the chapter on all DEI initiatives, ensuring open communication, transparency, and accountability.

c. To oversee all chapter activities, communications, and member conduct to ensure alignment with Pi Sigma Epsilon's values, bylaws, university policies, and DEI principles.

d. To collaborate with the Vice President of Human Resources and other Executive Board members to design, implement, and enforce inclusive programming, events, and policies that foster belonging and respect for all members.

e. To oversee and maintain documentation of DEI programming, participation, and compliance with all national, Kenan-Flagler, and local chapter regulations.

f. To provide training in the form of diversity awareness, cultural competency, leadership, and professional development workshops that promote equity and inclusion within the organization and beyond.

g. To provide recommendations to the Executive Board regarding improvements to DEI strategy, member education, disciplinary action, or policy amendments to ensure an inclusive and equitable chapter environment.

Accountability and Compensation

a. The Director of Diversity Equity and Inclusion is directly accountable to the Vice President of Human Resource for regular oversight and performance evaluation.

b. The awarding of points to the Director of Diversity Equity and Inclusion, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv

Director of Recruitment

i. Appointment:

The Director of Events shall be an appointed officer, reporting directly to the Vice President of Human Resources.

ii. Mandate:

The primary mandate is to lead all recruitment efforts and ensure a smooth, organized, and effective process.

iii. Duties and Responsibilities:

The Director of Recruitment is charged with the following duties:

- Serve as the head of the Recruitment Committee and Oversee all related activities.

- Plan, coordinate, and execute recruitment events and initiatives.

- Develop strategies to attract a diverse and qualified pool of candidates.

- Act as second in command to the Vice President of Human Resources, providing support as needed.

- Delegate tasks within the Recruitment Committee and ensure accountability.

- Manage timelines, applications, and communication throughout the recruitment process.

- Evaluate recruitment outcomes and identify areas for improvement.

- Ensure a positive and professional experience for all potential new members.

Director of Marketing Project

i. Appointment:

The Director of Marketing Project shall be an appointed officer, reporting directly to the Vice President of Human Resources.

ii. Mandate:

The primary mandate is to lead the New Member Marketing Project and ensure a meaningful, organized experience for participants.

iii. Duties and Responsibilities:

The Director of Marketing Project is charged with the following duties:

- Identify and secure a partner organization or client for the marketing project.
- Serve as the primary point of contact between the organization and the chapter.
- Attend new member meetings (in coordination with the Director of New Member Education) to provide guidance, updates, and support.
- Organize new members into teams and clearly define expectations and deliverables.
- Monitor progress and hold teams accountable to deadlines and quality standards.
- Provide mentorship and troubleshooting support throughout the project.
- Ensure the project runs smoothly from start to finish, culminating in a polished final deliverable.
- Coordinate final presentations and evaluate overall project success.

D. VP FINANCE

Keep Track of all income & expenses in an organized manner

Keep Personal & Business Expenses Separate. Manage Local Chapter Bank Account and Omella Account. Provide A-6 & A-8 COG Reports to PSE HQ to submit your Chapter's Tax. Fillings. Also play a large role in the A-1 Strategic Plan & A-7 Mid Year Review. Cross-reference Chapter Roster with PSE HQ Membership Reporting. Found in the upper right hand corner of the PSE Member Portal in Chapter Leader Tasks. Collecting Local Dues if applicable. Utilize recommended platforms such as Omella. Submit proposals for chapter funding on campus. Help Chapter create a budget that is in line with the chapter goals and then compare and communicate the results on an ongoing basis

Manage chapter bank account and budget

Review current bank account information by requesting Bank Statements and checking who the three signors on the account are. Review Last 2 Semesters Budget and Actual Profit & Loss Statement for your contribution to the Chapter's Planning and Situational Analysis (A-1, A-6, A-7, and A-8. A-8 is the last thing that the past officer should have prepared before January 31, 20XX)

Meet with your Executive Team to discuss your plan and SMART goals for the upcoming semester and complete your Chapter's Operating Budget for February 1 through June 30, 20XX. As you recruit, maintain active membership roster and compare to active roster being sent from PSE HQ. Facilitate any unpaid member or chapter fees, you are responsible for ensuring all PSE members in your chapter have paid.

Start the A-6 Chapter Operating Statement by recording any cash receipts on the cash inflows tab and any cash disbursements on the cash outflows tab of the spreadsheet.

Benchmark progress on your Chapter's 3 SMART goals from the A-1. Confirm with PSE HQ that all chapter members are dues paid and that the chapter is in national good standing

Continue to record cash receipts and disbursements on the cash - inflows and cash outflows tab of the A-6 spreadsheet as they occur. Continue progress on your Chapter's 3 SMART goals from the A-1

DESCRIPTION:

- Keep chapter member list organized and up to date with who is active and in national good standing (national dues paid).

- In charge of submitting M-Renewal Member Processing to HQ on time

- Work with VP of HR to ensure all new member dues are paid at least 3 weeks before initiation but no later than due dates set by HQ.

- Keep track of all yearly income and expenses in an organized manner Manage chapter's local bank account

- Responsible for obtaining other signatures on bank account (President and Faculty Advisor)

- Work with office on campus responsible for student organization funding, collect local dues, and spearhead UNC funding process with both UNC Student Government and UNC Kenan-Flagler.

- Work with VP of Marketing to ensure budget and logistics for social events.

Important Tasks for VP of Finance:

- A-1 Annual Strategic Plan

- Includes your Chapter's budgets from February 1 through June 30

DUE: February 15th

- A-6 Fiscal Year-End Operating Statement

- Includes your Chapter's Actual income/expense from February 1 through June 30., with accompanying bank statements.

DUE: July 15th

- A-7 Annual Strategic Plan MID-YEAR Review

- Includes your Chapter's budgets from July 1 through January 31.

DUE: September 15th

- A-8 Chapter Year-End Report

- Includes your Chapter's Actual income/expense from July 1 through January 31, with accompanying bank statements.

DUE: January 31st

Director of Budgeting

i. Appointment

The Director of Budgeting shall be an appointed officer, reporting directly to the Vice President of Finance.

ii. Mandate

The primary mandate of the Director of Budgeting is to assist the Vice President of Finance in ensuring the effective management, allocation, and reporting of all financial resources of Pi Sigma Epsilon Theta-Alpha.

iii. Term of Office and Removal

The Director of Budgeting shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Budgeting. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of Budgeting is charged with the following duties:

a. To assist the Vice President of Finance with the creation, review, and distribution of the chapter budget each semester.

b. To support the Vice President of Finance in preparing and submitting funding requests through UNC Student Government and UNC Kenan-Flagler Business School.

c. To help the Vice President of Finance track and monitor all chapter financial transactions to ensure alignment with approved budgets and funding guidelines.

d. To help the Vice President of Finance maintain accurate records of all budget-related communications, submissions, and approvals.

e. To provide recommendations to the Vice President of Finance and Executive Board on financial adjustments or reallocation of funds as needed.
Accountability and Compensation

a. The Director of Budgeting is directly accountable to the Vice President of Finance for regular oversight and performance evaluation.

b. The awarding of points to the Director of Budgeting, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv.

Director of Apparel

i. Appointment

The Director of Apparel shall be an appointed officer, reporting directly to the Vice President of Finance.

ii. Mandate

The primary mandate of the Director of Apparel is to oversee the creation, coordination, and management of all Pi Sigma Epsilon Theta-Alpha apparel. The Director ensures that all designs, orders, and budgets align with chapter branding, financial guidelines, and member input.

iii. Term of Office and Removal

The Director of Apparel shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Apparel. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of Apparel is charged with the following duties:

a. To collaborate with the Vice President of Finance and President on all apparel-related budgeting, ensuring that proposed designs and orders remain within approved financial limits.

b. To coordinate the creation, design, and ordering of Pi Sigma Epsilon apparel, maintaining consistency with chapter branding and professionalism.

c. To present proposed apparel designs to the Executive Board first, then after approval from the Executive Board, to the chapter for review and facilitate chapter-wide voting on final selections.

d. To communicate clearly with the Executive Board and members regarding apparel timelines, pricing, ordering instructions, and delivery details.

e. To maintain records of all apparel orders, invoices, and communications for financial tracking and future reference.

f. To explore creative and cost-effective apparel options that enhance chapter image and member engagement.

Accountability and Compensation

a. The Director of Apparel is directly accountable to the Vice President of Finance for regular oversight and performance evaluation.

b. The awarding of points to the Director of Apparel, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv.

E. VP PROFESSIONAL DEVELOPMENT

Facilitate Member Professional Skill Development

Curate offering of local resources relevant to active members. Share on-campus opportunities, develop long-standing chapter resources

Build Chapter Relationships with Industry Professionals

Plan and implement a minimum of 2 Professional Development Events each semester that meet COG Requirements. Identify opportunities for new relationships with local and national professionals

Meet Professional Needs of Chapter

- Conduct Needs Analysis with Chapter
- Calendarize Professional Development Events for Spring Semester
- Evaluate current state of Chapter relationships with Industry Professionals Contact and relevant Stakeholders for event logistics. Secure event locations as needed.
- Ensure delivery of Professional Development Programs & Events Benchmark Event Success through Pre & Post Surveys
- Conduct Retrospective Meeting with Chapter evaluating each event's success Complete all P-6 Reports. Capture all relevant details for National Awards Program Submissions for Spring

Semester

- Oversee the Prep Pals program to ensure that members complete assignments on time and develop professional skills, including, but not limited to, interviewing, networking, and public speaking

DESCRIPTION:

- Oversee the planning and implementation of the chapter's professional development program (at least 2 per semester). Coordinate professional development activities by reaching out to local companies, faculty, alumni, and PSE's national corporate partners (see Chapter Resources for contact information).
- Survey membership pre and post development event to gain speaker/ workshop topic ideas
- Promote all professional development activities and encourage attendance to chapter members.

Important Tasks for VP of PD:

- Stays well-versed with the core competencies PSE National HQ seeks to develop in its members.
- Build close relationships with professional advisors such PSE National Corporate Partners, local Corporate Partners, and chapter alumni to leverage their expertise.
- Conduct market research with corporate partners and prospective employers on the types of professional competencies and skills hiring companies are looking for.
- Select appropriate topics and forums for developing core competencies within chapter membership, including organization of events such as:
    - Keynote speakers
    - Workshops
    - Company tours

Speaker Director

i. Appointment

The Speaker Director shall be an appointed officer, reporting directly to the Vice President of Professional Development.

ii. Mandate

The Vice President of Professional Development shall oversee a Speaker Director, who shall be responsible for the following:

Securing a minimum of one (1) professional speaker each month to present to eh chapter membership

- Managing all communication with potential and confirmed speakers, including but not limited to, confirming scheduled and coordinating all presentation details

- Collaborate with the Vice President to make all speakers and presentation topics align with Pi Sigma Epsilon's core goals in marketing, sales, and management

iii. Term of Office and Removal
The Speaker Director shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Speaker Director. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

Competition Director

i. Appointment

The Competition Director shall be an appointed officer, reporting directly to the Vice President of Professional Development.

ii. Mandate

The Vice President of Professional Development shall oversee a Competition Director, who shall be responsible for the following:

- Coordinating all chapter activities related to the Fall and National Conferences, including logistics, schedules, and member participation.

- Preparing members for conferences by providing guidance, expectations, and necessary resources.

- Serving as the primary point of contact with the Pi Sigma Epsilon Nationals for all conference-related communication.

- Attending all Fall and National Conferences, representing the chapter professionally.

- Reporting to the Vice President of Professional Development on conference updates, member participation, and post-event outcomes.

iii. Term of Office and Removal

The Speaker Director shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Speaker Director. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

Professional Development Committee

Appointment: The Professional Development Committee shall consist of active members appointed in accordance with Chapter procedures.

ii. Mandate: The committee is charged with assisting the VP of Professional Development in the execution of chapter initiatives and resources.

iii. Duties and Responsibilities: The Professional Development Committee is charged with the following duties:

- Organize and execute professional development workshops, including but not limited to resume reviews, mock interviews, and career panels.
- Coordinate networking opportunities with alumni and industry professionals in collaboration with the Vice President of Professional Development and the Speaker Director.
- Promote and support all chapter professional events to maximize member attendance and engagement.
- Provide actionable peer feedback to members regarding resumes, cover letters and other career building skills.
- Assist the Director of Competitive Events with the facilitation of competition workshops and the management of associated forms and deadlines.

F. VP MARKETING

Drive Project Management

Create teams for each project executed by chapter. Document entire project process for National Headquarters Submission

Facilitate Chapter Project Ideation

Select a minimum of 1 For-Profit and 1 Non-For-Profit Project each COG year that complies with PSE Insurance Policy & Risk Management Policy. Educate chapter on project impact - for individuals and the chapter Set clear expectations for planning and implementation

Develop Marketing Strategies and Projects

- Develop Project & Marketing Strategy for Semester. Determine Project Scope & Resources needed. Review PSE Insurance Policy & Risk Management Policy

- Drive Project Management & delegation. Ensure general member engagement in each project. Guarantee all projects abide by Insurance Policy & PSE Risk Management Policy

- Conduct Retrospective Meeting with Chapter evaluating each projects success. Complete all Project COG Reports. Capture all relevant details for National Awards Program Submissions for Spring Semester.

- Provide direct oversight and management for the Director of Community Outreach, ensuring all duties of that position are fulfilled:

i. Appointment

The Director of Community Outreach shall be an appointed officer, reporting directly to the Vice President of Marketing.

ii. Mandate

The primary mandate of the Director of Community Outreach is to assist the Vice President of Marketing in planning, coordinating, and executing all chapter-sponsored community service and outreach initiatives that align with the mission and values of Pi Sigma Epsilon, Theta Alpha Chapter.

iii. Term of Office and Removal

The Director of Outreach shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Community Outreach. The Director may be removed or replaced by a majority vote of the Executive Board for failure to fulfill the responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of Outreach is charged with the following duties:

a. Plan and coordinate all chapter-sponsored community service and outreach initiatives.

b. Cultivate and maintain relationships with local nonprofit and service organizations on behalf of the chapter.

c. Engage chapter members in relevant volunteer and community involvement opportunities.

DESCRIPTION:

- Development and implementation of marketing, market research, sales, and community service projects

- Ensure that the chapter is educated on the importance of experiential learning that is gained from participating in the planning and implementation of projects

- Confirm at least one marketing, sales or market research project and at least one community service project a year

- Utilize the COG as a guide when planning

- Responsible for knowing PSE's insurance policy and ensuring all projects fall within insurance guidelines and represent the chapter and PSE in a positive, professional manner.

Important Tasks for VP of Marketing:

VP of Marketing has direct responsibility for:

- All chapter activities pertaining to marketing, selling, and community service

- Analyzes, selects and recommends appropriate projects to the E-Board for chapter execution

- Manages projects from initial idea through implementation by ensuring each project is being carried out properly

- Works with VP of Finance to ensure budget and logistics for social events.

- Determine Project Managers from the social committee to plan and execute approved projects

Director of Events

i. Appointment:

The Director of Events shall be an appointed officer, reporting directly to the Vice President of Marketing

ii. Mandate: The primary mandate is to support the Vice President of Marketing by planning and executing engaging social and marketing related events.

iii. Duties and Responsibilities: The Director of Events is charged with the following duties:

- Brainstorm and propose creative, on brand event ideas that align with organizational goals.

- Oversee and manage the Social Committee, including the delegation of tasks and accountability.

- Assist the Vice President of Marketing in coordinating all event logistics (venue, materials, timeline, communication).

- Ensure seamless execution of events from planning through post event activity.

- Work with the Social Media Director to promote events and maximize attendance.

- Gather and analyze feedback after events to improve future programming.

- Track event performance and engagement tactics.

G. VP PUBLIC RELATIONS

Curate Chapter Brand

Create consistent, recognizable collateral for the COG year that aligns to the annual Communications & Community Impact Plan. Engage Chapter Alumni at least once a semester

Develop Brand Awareness

- Maintain PSE presence at all times in all of the below categories:

- Newsletters, University Press Releases, Social Media, Chapter Website, Campus Student Organization Websites, Digital & Physical Bulletin Boards (TVs in School of Business, etc.), Signage on campus, Flyers, Classroom Presentations, etc.

- Review Social Media Guidelines & Channels & Constituents Guide

- Gain access to all Chapter Social Media Accounts and create additional accounts needed. Create Semester Communication & Community Impact Plan for chapter Set expectations for source content (Photos, Articles, TikToks, etc) with chapter.

- Execute Communication Plan. Enforce Social Media Guidelines. Maintain Chapter Brand

- Highlight Semester achievements across all Channels. Capture Social Media Metrics. Conduct Retrospective Meeting with Chapter evaluating chapter's impact on community.

DESCRIPTION:

- Create your chapter's communication plan for the year

- Manage all social media chapter accounts (LinkedIn, Instagram, etc.) and chapter website

- Be knowledgeable and compliant with the PSE Social Media Guidelines (available online)

- Create and post all chapter updates, announcements, and content via social media, newsletters, press releases, chapter website, etc.

- Keep Pi Sigma Epsilon’s brand consistent and compliant

Important Tasks for VP of PR:

- Manage the chapter’s brand in accordance with PSE National brand guidelines
- Coordinate a number of deliverables for the chapter throughout the year, including:
- Newsletter – distributed to internal and external stakeholders
- Press Releases – distributed to media outlets and stakeholders
- Social Media platforms
- Chapter website content and maintenance
- University/COB website updates and maintenance
- Digital Board/campus TV presence
- Chapter display bulletin board

Director of Social Media

i. Appointment

The Director of Social Media shall be an appointed officer, reporting directly to the Vice President of Public Relations

ii. Mandate

The primary mandate of the Director of Social Media is to assist in creation and management of Pi Sigma Epsilon Theta-Alpha's brand, promotion, and social media accounts.

iii. Term of Office and Removal

The Director of Social Media shall serve a term as outlined by the organization's policies for appointed positions. Notwithstanding the structure reported in A4.S4.A, the Executive Board holds authority over the Director of Social Media. The director may be removed or replaced by a majority of the Executive Board for failure to fulfill responsibilities stipulated herein.

iv. Duties and Responsibilities

The Director of Social Media is charged with the following duties:

a. To assist in managing and creating content for chapter social media accounts.

b. To assist in the creation of recruitment ideas, posts, and other materials.

c. To track engagement and analytics for social media growth.

d. To ensure consistency with branding and public relations strategies.

e. They may receive access to chapter social media accounts, but may not publish or message others without explicit consent from the VP of PR.

Accountability and Compensation

a. The Director of Social Media is directly accountable to the Vice President of Public Relations for regular oversight and performance evaluation.

b. The awarding of points to the Director of Social Media, as defined in the Member Point System reported in Article 3, Section 17, Clause E, is conditional upon satisfactory fulfillment of all duties outlined in Article 4, Section 3, Clause B.iv

Director of Alumni Relations

i. Appointment:

The Director of Alumni Relations shall be an appointed officer, reporting directly to the Vice President of Public Relations.

ii. Mandate:

The primary mandate is to foster long term relationships between the chapter and its alumni network

iii. Duties and Responsibilities:

The Director of Alumni Relations is charged with the following duties:

- Maintain and regularly update a comprehensive alumni database.

- Collect and organize contact information for graduating seniors before departure.

- Develop and distribute a consistent alumni newsletter highlighting chapter updates, achievements, and opportunities.

- Plan and execute alumni engagement initiatives (Networking events, panels, mentorship programs).
- Coordinate at least one alumni focused event per semester to strengthen connections.

- Serve as a liaison between alumni and current members to facilitate professional opportunities.

- Collaborate with the Public Relations Team to highlight alumni successes and involvement.

Director of Multimedia

i. Appointment:

The Director of Multimedia shall be an appointed officer, reporting directly to the Vice President of Public Relations.

ii. Mandate:

The primary mandate is to oversee the creation of visual content to enhance the organization's brand.

iii. Duties and Responsibilities:

The Director of Multimedia is charged with the following duties:

- Capture high quality photo and video content at all chapter events (social service, professional, recruitment).

- Edit and produce engaging multimedia content for various platforms.

- Develop recruitment videos and other promotional materials to support membership growth.

- Collaborate with the Vice President of Public Relations and Director of Social Media on content strategy and campaigns.

- Brainstorm and implement innovative content ideas to increase engagement and visibility.

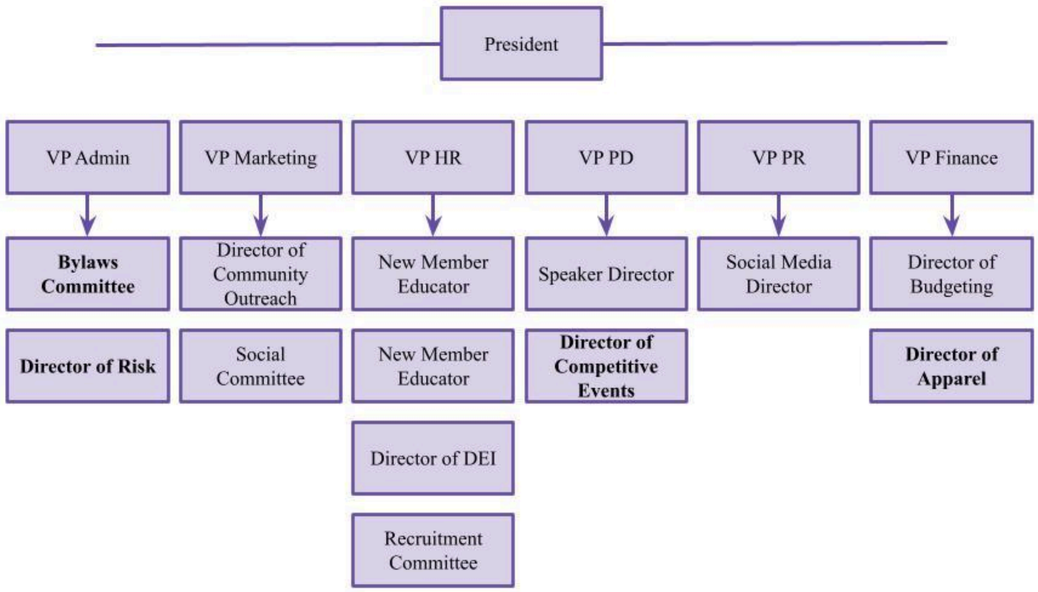
- Maintain an organized archive of photos and videos for future use.

- Ensure all content aligns with the organization's brand and messaging.

SECTION 4 ELECTION ORGANIZATION CHART

4.4.1

A. ORGANIZATION CHART



ARTICLE V PROCEDURES OF THE UNC-CH CHAPTER

SECTION 1 MEETINGS

5.1.1

A. Business Meetings

Business meetings will be held once a month, location and time to be specified by the Executive Board. All members must be present unless prior notice was given for an absence. Refer to Section 17 1.A. for excused absence requirements.

B. Executive Board Meetings

Executive Board Meetings will be held weekly. Location and time will be set by the current President. All Executive Board members must be present unless notice given for an absence.

SECTION 2 CHAPTER ADVISOR

5.2.1

A. Qualifications

The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.

B. Duties

Advisor must meet with the Executive Board a minimum of twice per semester. Though the advisor may not vote, they may offer advice to the organization. The advisor must accept the email invitation and elect to be seen on Heel Life to be visually shown on the RSO's Heel Life page.

SECTION 3 FINANCIAL STRUCTURE

5.3.1 Maintain compliance with both UNC and Kenan-Flagler policy and state law on appropriate use of funds and the allocation of funds. If the organization officially dissolves, any amount owed to the national affiliate will be returned. The remainder will be returned to the available funding for student organizations at the university.

SECTION 4 RATIFICATION OF AMENDMENTS

5.4.1 The stated procedure is enacted to ensure all proposed amendments align with the governing policies and procedures of Pi Sigma Epsilon UNC-CH, Kenan-Flagler Business School, and the University of North Carolina at Chapel Hill.

5.4.2 After the proposed Constitution is ratified, the Executive Board shall upload the copy of the approved document to Heel Life and send Kenan-Flagler's Assistant Director of Student Engagement.

A. Bylaws Committee Composition

i. The Bylaws Committee shall consist of up to four (4) members appointed in accordance with Chapter procedures.

ii. The Vice President of Administration shall serve as chair and as a voting member of the committee, resulting in a committee of up to five (5) members.

B. Amendment: Ratification Process

i. Submission: All proposed amendments to this Constitution must first be submitted in writing to the Bylaws Committee.

ii. The Committee shall review, edit, and, following consultation with the proposing member, determine whether the submission is appropriate for further consideration. They will have seven (7) days from date of proposed bylaw submission to come to a conclusion to submit to executive board.

iii. Committee Approval

1. The Bylaws Committee may, by a two-thirds majority (2/3) vote of its members, approve the proposed amendment for presentation to the Executive Board. If a tiebreaker is needed, the Vice President of Administration will cast the deciding vote.

2. The bylaw committee will have seven (7) days from the date of proposed bylaw submission to come to a conclusion and submit to the executive board.

iv. Executive Board Approval

1. The Executive Board must, by a two-thirds majority (2/3) vote, approve the proposed amendment for presentation to general membership forty-eight (48) hours after committee submission.

v. Notification of Membership

Following Executive Board approval, the Bylaws Committee shall distribute the full text of the proposed amendment in writing to the membership.

1. This distribution must occur at a regular business meeting at least one (1) week prior to the meeting at which the ratification vote is to take place.

vi. Final Ratification

Ratification of the amendment requires approval by two-thirds (2/3) vote of all active members present at the designated regular business meeting.

SECTION 5 PARLIAMENTARY PROCEDURES

5.5.1 The president creates an agenda for each meeting, including items such as approval of minutes, officer reports, committee reports, old business, new business, and announcements. The president calls the meeting to order at the designated time, and members are expected to be punctual and respectful during the meeting. At the conclusion of conducting any official business, attendance is taken. Organization officers, including the president, vice president, treasurer, secretary, and others, provide reports on their respective responsibilities, activities, and upcoming events. These items may include event planning, budget approvals, policy changes, or other relevant topics. The meeting is adjourned by the president. The president thanks members for their participation and sets the date and time for the next meeting, if applicable.