

# Psi Phi Bylaws

These are the bylaws of Psi Phi. As per [Article VII](#) of our [Constitution](#), each Bylaw must first be approved by a simple majority of the Senior Officers, then by a simple majority of members present at the next scheduled meeting.

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## Section 1: General Gatherings of Psi Phi

### Article I. Disruptions during Science Fiction television programs

When any member of the Psi Phi club present at the viewing of a science fiction program has made it known that he or she has not seen the particular episode before, disruptions are to be kept to a bare minimum while the program is in progress.

Occasional outbursts are acceptable (e.g. laughing at a joke) at the discretion of the viewer who has not seen the program before.

Discussions are perfectly acceptable during any commercial breaks or intermissions.

Any members or guests who wish to discuss something during the program should move to a different area or keep their voices at a low enough level so as not to disturb those wishing to watch the program.

"Spoiler" comments (i.e. comments that reveal, in any way, the plot resolution) are unacceptable before or during the program, even during commercial breaks or intermissions.

If at any time any member or guest causes a disruption as outlined above, he or she may be asked to cease the disruption or, in extreme cases, to leave the room in which the program is being watched.

## Section 2: Psi Phi Login

### Article I. Responsibilities

[Created on March 6, 1995  
First voted on April 5, 1995  
Approved on April 5, 1995]

1. **Login.** In this document, the computer account `psiphi@lydia.bradley.edu` shall be called the "Login".

2. **Term.** In this document, the term of office shall be called the Term.
3. **Users.** The Login shall be used solely by the [Chief of Operations](#) and [Communications Officer](#) of the current Term, except in the case of Transfer of Login. In this document, the Chief of Operations and Communications Officer shall be called the "Users".
4. **Transfer of Login.** The Login shall be transferred as soon as possible after the election of [Senior Officers](#) at the beginning of each Term. The Transfer shall involve changing the password of the Login, and giving control of the Login to the Users of the current Term by those of the preceding Term. If the Users of the current Term are the same as those of the preceding Term, the Login need not be transferred.
5. **Control.** The Login is under the primary control of the Chief of Operations of the current Term. The Communications Officer has access to all documents, but has primary control of only the membership documents, [minutes](#), attendance, mailing list, Psi Phi Log, and other records.
6. **World-Wide Web.** The documents accessible through the [World-Wide Web](#) are to be contain only documents pertaining to Psi Phi in some regard, including but not limited to club activities, information, records, information about [officers](#), and science fiction resources.

## Section 3: Reduction of Dues

[Approved by Senior Officers on February 3, 1999  
Approved by Active Membership on February 3, 1999  
Rescinded by Bylaw 7 on December 8, 2004]

### Article I.

1. Dues are hereby set at \$5.00 per year, or \$2.50 for people joining in the Spring Semester.

## Section 4: Meetings

[Approved by Senior Officers on November 19, 2003  
Approved by Active Membership on December 3, 2003]

### Article I. Definitions

1. **Commanding Officer.** The Officer, by default the Captain, who presides over meetings and ensures they proceed according to Article IV of this Bylaw.
2. **Recorder.** The member, by default the Communications Officer, who takes attendance and records the minutes for the meeting according to Article V of this Bylaw.
3. **Quorum.** For the purpose of holding a meeting, a quorum shall be a minimum of one third of the active membership, and a minimum of three Senior Officers.
4. **Minutes.** A written, detailed synopsis of the meeting, as specified in Article V of this Bylaw.

5. **Returning Members Meeting.** The first meeting of the Fall semester shall be designated the Returning Members Meeting, and shall be used to plan for the coming year.
6. **New Members Meeting.** The second meeting of the Fall semester shall be designated the New Members Meeting, and shall be used to introduce Prospective Members to the atmosphere and workings of the club. This Meeting may but is not required to include introductions by the Officers and/or entire club, descriptions of committees, refreshments, and/or other activities designed to welcome new Prospective members.
7. **End of the Semester Party Meeting.** The final meeting of each semester shall be designated the End of the Semester Party Meeting. Elections shall be held at the end of this meeting, as specified in the Constitution and Bylaws.

## **Article II. Frequency**

1. Meetings shall generally be held every Wednesday of the Fall and Spring semesters of the Bradley University academic calendar. However, no meeting shall be held on the Wednesday before Thanksgiving, the Wednesday of Spring Break, or other Wednesday holidays that Bradley University may designate. Additionally, no meeting shall be held during the days of final exams.
2. Generally, weekly meetings shall be held at 10:00pm, for a length of time up to an hour. End of the Semester Party Meetings shall take place at a time determined at a previous meeting, typically midnight in the early morning of Wednesday on Study Day. The day, time, and/or length of any meeting may be changed by a simple majority of the Senior Officers and a simple majority of the present membership.

## **Article III. Location**

Generally, meetings shall be held in the Student Center, with the exact meeting room to be decided by the Senior Officers and announced to the club in advance. The End of the Semester Party Meeting shall be held at a location to be determined by the club.

## **Article IV. Order of Meeting**

1. A quorum must be present in order to hold a meeting.
2. The minutes of the meeting shall be taken by a recorder, generally the Communications Officer. If the Communications Officer is not present, another Officer may take over the duties of recorder. If no other Officer is available or willing to act as recorder, any member may act as recorder, given Senior Officer approval. A recorder is required to hold a meeting.
3. The meeting shall be called to order by the commanding officer, generally the Captain. If the Captain is not present, the commanding officer shall be the highest-ranking Officer in the chain of command.
4. Attendance shall be taken by the recorder, and the number of attendees announced. If the recorder does not know all attendees' names, each shall be asked to state his or her name.

5. The Communications Officer shall read the previous meeting's minutes, according to Article V. Any member may motion for a correction of the minutes at this time. After any corrections, the minutes shall be approved by the membership.
6. Each Committee shall, in turn, be called by the First Officer to give a report. This report shall be given by the chairman of the Committee; or if the chairman is not present, then by another member previously designated by the chairman to give the report; or if no member has been designated, then by any member of the Committee. If no Committee members are present, the Committee shall have no report. After each Committee's report, there shall be an opportunity for any member of the club to offer information or ask questions of the Committee. The order of the committees' reports shall generally be standing committees, then recurring committees, then ad hoc committees, though the order may be modified by the First Officer.
7. Each Senior Officer shall, in turn, give a report pertaining to his or her office. The reports shall be given in reverse order of rank. An Officer who is not present may designate another member to give a proxy report. If an Officer is not present and has not sent a proxy report, that Officer shall have no report. After each Officer's report, there shall be an opportunity for any member to offer information to or ask questions of the Officer. During the Grand Nagus's report, the current Treasury balance shall be reported, along with any transactions having occurred since the previous meeting.
8. Old business shall be called for. Old business is any item which had been previously tabled or a new development regarding an item mentioned in a previous meeting. Any member may offer items of old business.
9. New business shall be called for. New business is any item concerning the club. Any member may offer items of new business.
10. Other organizations' announcements shall be called for. These are any items concerning other clubs or organizations on campus or in the community, which may be of interest to Psi Phi members.
11. Sci-fi news shall be called for. This is any item concerning the world of science fiction, fantasy, or related genres, and includes but is not limited to news about upcoming or recent movies, books, programming, games, or merchandise; news about actors, writers, or other people associated with science fiction.
12. Time permitting and at the discretion of the commanding officer, other non-sci-fi news may be called for.
13. The meeting shall be adjourned by the commanding officer.

## **Article V. Minutes**

1. The recorder will be responsible for distributing the minutes to the club.
2. The minutes shall include:
  - The date and time the meeting was called to order
  - The list of attendees
  - Any corrections to the previous meeting's minutes
  - The reports for each Committee, and for each Senior Officer
  - Any items brought up in old business, new business, and other organizations' announcements
  - Any items of sci-fi news and non-sci-fi news

- The time of adjournment
  - Any other item or occurrence from the meeting which the recorder deems relevant
3. All items pertaining to the club from the previous week's minutes, other than the sci-fi news, shall be included in the reading of the minutes during the meeting.
  4. When practical, the minutes should be made available to the club within six days of the meeting. If at all possible, any events of a timely nature from the minutes should be made available before the event.

## Section 5: Committees

[Approved by Senior Officers on February 25, 2004  
Approved by Active Membership on March 3, 2004]

[Amended Spring Semester, 2006: IV.2.h added]

### Article I. Definitions

1. **Committee.** A Committee is a group of Psi Phi members organized for a particular task or function. There are three classes of Committee:
  - a. **Standing Committee.** A Standing Committee is one which is a permanent and fixed part of Psi Phi for an indefinite amount of time.
  - b. **Recurring Committee.** A Recurring Committee is one which has a limited lifespan, but which may be re-formed from time to time to meet similar needs. A Committee which is formed once each year and is disbanded a few weeks later, for example, would be a Recurring Committee.
  - c. **Ad Hoc Committee.** An Ad Hoc Committee is one which has a limited lifespan and serves a one-time purpose.
2. **Chair.** The Chair of a Committee is responsible for organizing any Committee members to carry out the purpose and goals of the Committee, and for reporting at club meetings on the status of the Committee.
3. **Disband.** When a Committee is disbanded, it does not give a report and does not conduct business.
4. **Psi Phi Library.** A collection of science fiction media, including for example books, video cassettes, software, DVDs, audio tapes, and CDs. Psi Phi members may borrow items from the Library consistent with rules established by the Office Resource Committee.

### Article II. Procedures

1. **Creation, Disbanding, Re-forming**
  - a. A new Ad Hoc Committee may be created during the New or Old Business portions of the meeting. Any club member may motion to form a new Committee. After being seconded, the First Officer shall select a Chair. If he or she accepts, a

simple majority of Senior Officers and a simple majority of the present Active membership must approve the creation of the Committee.

- b. An Ad Hoc Committee may become a Recurring Committee during that Committee's report. Any Committee member may motion to reclassify the Committee, and after being seconded by any club member, a simple majority of the Senior Officers and a simple majority of the present Active membership must approve the reclassification of the Committee. Alternatively, a previously disbanded Ad Hoc Committee which is re-formed shall automatically become a Recurring Committee.
- c. An Ad Hoc Committee may become a Standing Committee during that Committee's report. Any Committee member may motion to reclassify the Committee, and after being seconded by any club member, a two-thirds majority of the Senior Officers and a two-thirds majority of the present Active membership must approve the reclassification of the Committee.
- d. A Committee may be disbanded during that Committee's report, or during Old or New Business. Only a Committee member may motion for the disbanding, though any Active club member, regardless of Committee membership, may second the motion, in order for a vote to be held. The Senior Officers must approve of the disbanding, then the present Active club membership must approve of the disbanding, in the following amounts: For an Ad Hoc Committee to be disbanded, or for a Recurring Committee to be temporarily disbanded, a simple majority is required in both votes. For a Recurring Committee to be permanently disbanded, or for a Standing Committee to be disbanded, a two-thirds majority is required in both votes.
- e. A Recurring Committee which has been disbanded may be re-formed using the same procedure as creating a new Committee.
- f. This Bylaw shall be amended under the following circumstances:
  - i. Upon the upgrade of a Committee to Recurring or Standing, a new section shall be added under Article III (for Standing Committees) or Article IV (for Recurring Committees). A list of the duties, goals, purposes, and/or responsibilities must be drafted by the Chair or the First Officer, and be approved by a two-thirds majority of the Senior Officers, to be included in the new section. The date the Committee was created shall also be added to the new section.
  - ii. Upon the disbanding or re-forming of a Committee, a note shall be added to the corresponding section, noting the action and the date on which the action occurred.
  - iii. Upon any change in the duties, goals, purposes, and/or responsibilities of a Committee by the First Officer or the Chair, and after being approved by a two-thirds majority of the Senior Officers, the corresponding section shall be amended, and a note shall be added describing the change and the date on which it was made.
- g. Any amendments described in paragraph f shall bypass the normal Bylaw amendment procedures.

## 2. **Chairs, Membership**

- a. The Chair of a Committee shall be selected by the First Officer, or by the president of the meeting if the First Officer is not present. Generally, volunteers should be requested.
- b. The Chair of a Committee must be an Active club member. A club member may be the Chair of more than one Committee, and may hold any other position or positions, consistent with the Constitution and Bylaws.
- c. Unless approved by the First Officer, all Committee members must be Active club members. Any club member may join a Committee with the approval of the Chair or the First Officer. Any Committee member may leave the Committee by informing the Chair or the First Officer.
- d. The Chair of a Committee shall inform the First Officer of any changes in the status of the Committee and its members.
- e. The First Officer shall maintain a list of existing Committees, their Chairs, and their members.

## Article III. Standing Committees

### 1. **Movie Committee**

[Created 10/26/1994.]

- a. The Movie Committee shall organize regular movie and television showings by planning events, securing media, and obtaining facilities and equipment on which to display them.

### 2. **Recruitment and Relations Committee**

[Created (as the Recruitment Committee) 01/25/1995. Renamed the Recruitment and Relations Committee 09/13/1995.]

- a. The Recruitment and Relations Committee shall be in charge of recruiting new members to the club, and maintaining relationships with Alumni.
- b. This Committee shall be in charge of securing a table at the Bradley Activities Fair.
- c. This Committee shall maintain a list of alumni contact information.
- d. This Committee shall report on any known alumni activities, and shall announce any new visitors to meetings.

### 3. **No Report Committee**

[Created 02/24/2000.]

- a. The No Report Committee shall have no report.

### 4. **Office Resource Committee**

[Created (as the Office Renovation Committee) 11/06/2002. Renamed the Office Resource Committee on 02/18/2004. Informally called the OЯC. Paragraph h added on 03/10/2004 with a 6-0-0 vote of Senior Officers.]

- a. The Office Resource Committee shall maintain, improve, and geekify Psi Phi's office in Sisson Hall.
- b. This Committee shall dehideate the furniture. This item shall self-destruct following its complete implementation.
- c. This Committee shall maintain good relations with any organizations with which Psi Phi may share an office, and coordinate with such organizations on scheduling and other issues which may arise.



- d. This Committee shall be responsible for distributing the office lock combination, or other mechanism for entering the office, to the Senior Officers and the Chairs of the Movie, Acquisition, and T-Shirt Committees.
  - e. This Committee shall maintain the Psi Phi Library.
  - f. This Committee shall keep records of all items in the Library, including the date each item was added to the collection.
  - g. This Committee shall develop and implement procedures for lending items from the Library, and keep records of all items borrowed from and returned to the Library.
  - h. The Chair of this Committee must be a student active enrolled at Bradley University.
5. **Acquisition Committee**  
[Created 10/29/2003.]
- a. The Acquisition Committee shall acquire science-fiction- and fantasy-related items for the Psi Phi Library, using the following procedure:
    - i. The Committee shall request ideas for potential purchases from the club.
    - ii. The Chair shall set budgetary guidelines based on the advice of the Committee members.
    - iii. The Committee shall meet to discuss the submitted ideas, as well as their own, producing a list of items consistent with the budgetary guidelines.
    - iv. The Committee shall propose the list to the club during their report. This list shall include, where known, prices per item, including any taxes, shipping charges, or other fees; where that information is unavailable, an estimated price and a maximum acceptable complete price shall be included.
    - v. If no objections are raised to specific items, the list shall be voted on by the club as a whole. Otherwise, each item raised in objection shall be voted on separately, and any remaining items shall be voted on as a group.
    - vi. The Grand Nagus shall give the Committee the approved amount, and the Committee shall purchase all approved items, on the condition that the price not exceed the approved amount.
    - vii. The Committee shall remit to the Nagus all receipts showing the price of the items purchased, and return any unused funds to the Nagus.
    - viii. The Committee shall present the purchased items to the Office Resource Committee for addition to the Library.

## **Article IV. Recurring Committees**

### **1. T-Shirt Committee**

[Created 11/08/1995, disbanded 08/28/1996. Re-formed 09/29/1999, unofficially disbanded 12/09/1999. Re-formed 09/06/2000, disbanded 12/06/2000. Re-formed 09/12/2001, disbanded 09/11/2002. Re-formed 10/23/2002.]

- a. The T-Shirt Committee shall organize the planning, ordering, purchasing, and distribution of Psi Phi T-shirts, using the following procedure:
  - i. The Committee shall request ideas for T-shirt designs.
  - ii. The Committee shall meet to discuss the submitted ideas, as well as their own, producing a list of ideas to propose to the club.

- iii. The Committee shall present the list of ideas to the club, and a vote shall be held to select a design. If demand warrants it and a majority of the Senior Officers approve, more than one design may be selected.
  - iv. The Committee shall determine approximate individual shirt prices, and shall collect orders from the club membership, including Alumni members.
  - v. The Committee may propose that a quantity of extra shirts be ordered; if approved by a majority of the club membership, these shirts shall be added to the order.
  - vi. After allowing a reasonable amount of time for orders to come in, the Committee shall calculate the total price of the shirts, including any fixed costs.
  - vii. If the club approves the expenditure, the Grand Nagus shall allocate sufficient funds for the ordered shirts to be purchased, and the Committee shall place the order.
  - viii. Shirts shall be stored in the Office after purchase. Shirts may also be brought to meetings for distribution.
  - ix. Orders shall be fulfilled upon payment. Additional shirts may be purchased on a first-come-first-served basis by paying the corresponding cost.
  - x. If demand warrants, the Committee may collect additional orders and purchase additional shirts.
- b. This Committee should generally be re-formed each school year by the end of September, and the T-shirts should generally be ordered and available for distribution before the final meeting of the fall semester.

## 2. **Party Committee**

[Unofficially created 04/25/2001, unofficially disbanded 05/09/2001. Re-formed 11/28/2001, disbanded 01/23/2002. Re-formed 04/17/2002 (as Bryce's Basement Committee), disbanded 05/08/2002. Re-formed 03/26/2003 (as Andromeda's Basement Committee), disbanded 04/09/2003. Re-formed 11/05/2003 (as Bryce's Basement Committee), disbanded ???. Re-formed 03/31/2004.]

- a. The Party Committee shall organize the End of the Semester Party, generally to be held on the day before Study Day each semester.
- b. This Committee shall find and secure a location for the party.
- c. This Committee shall make such preparations as are necessary to show movies at the party, for example by reserving or securing video equipment.
- d. This Committee shall purchase and deliver or arrange to have delivered such food and beverage as approved by the club.
- e. Generally, each graduating senior shall be offered one selection of a movie or other video to be shown at the party, time permitting.
- f. This Committee shall obtain the movies selected by the club, for example by renting, purchasing, or borrowing them.
- g. This Committee should be re-formed, time permitting and if approved by the club, at least three meetings before the end of the semester.
- h. This Committee shall automatically be disbanded after the end of the party.

## 3. **Shack-a-Thon Committee**

[Created 10/24/2001, disbanded 12/05/2001. Re-formed 10/23/2002, presumably unofficially disbanded 11/20/2002. Unofficially re-formed 09/10/2003, unofficially disbanded 09/24/2003.]

- a. The Shack-a-Thon Committee shall organize the creation of a shack at Habitat For Humanity's Shack-a-Thon.
- b. This Committee shall make any necessary arrangements to participate, for example by signing up and paying a fee.
- c. This Committee shall gather materials for, design, and construct the shack; ensure a continual presence throughout the duration of the Shack-a-Thon; and tear down the shack at the conclusion of the event.
- d. This Committee should be re-formed, time permitting and if approved by the club, at least two meetings before the Shack-a-Thon.

## Section 6: Officers

[Approved by Senior Officers on April 14, 2004  
Approved by Active Membership on April 21, 2004]

### Article I. Definitions

1. **Treasury.** The financial assets and liabilities of Psi Phi. The Treasury may consist of currency, credit from or deposits at a financial institution, and other types of funds.
2. **Armory.** A collection of futuristic science-fiction-related weaponry, such as phasers and blasters. The Armory is used to maintain order at meetings and events. The Armory may not include serviceable firearms, ammunition, explosives, fireworks, or combustible devices, or any device classified as a weapon by 720 ILCS 5/24-1. All items in the Armory must comply with the Bradley University Standards of Conduct policy, as well as all applicable laws and statutes from the City and County of Peoria, the State of Illinois, the United States of America, and any other applicable authorities.
3. **Bapper.** A foam-covered plastic bat, around which the Constitution and Bylaws are bound.
4. **Bap-Free Zone.** An area, anyone inside which may not be bapped by the Bapper. All Founding Members are in bap-free zones.
5. **Impeachment.** Charging an Officer with official misconduct.

### Article II. Responsibilities and Requirements of Officers

1. Officers are expected to regularly attend meetings.
2. Officers may not besmirch the name of Psi Phi.
3. Officers shall deliver a report at each meeting, or designate another Member to do so in their place.
4. A simple majority of the Senior Officers each semester must be enrolled as students at Bradley University.

### Article III. Captain

The Captain (President) has the following responsibilities:

1. To preside over Psi Phi meetings.
2. To represent Psi Phi to all other organizations, and to Bradley University as a whole.
3. To ensure that mail is collected from the Psi Phi mailbox. All items of mail obtained from the mailbox shall be presented to the membership at the next meeting, except for unsolicited non-Bradley, non-science fiction advertising; confidential material, for example instructions containing passwords; and material addressed to a particular person other than the Captain, which the Captain shall ensure is delivered to the appropriate person.
4. To interact with the Student Activities Office to maintain Psi Phi's existence as a student organization ("register"), to secure the Psi Phi office, to secure facilities for Psi Phi meetings and events, and for any other purpose.
5. To obtain the office lock combination from the Student Activities Office, the office key from Security, and/or otherwise acquire such means for accessing the office as shall be made available by the University; and to give the office combination to the Office Resource Committee.

The following items also apply to the Captain:

1. The Captain must be enrolled as a student at Bradley University, in accordance with Student Activities Office guidelines.
2. The Captain must have a Social Security Number.
3. Any change of Captain shall be reported to the Student Activities Office in a timely manner; in addition, any access lists maintained by a bank, credit union, or other financial institution must be updated with the identity of the new Captain.

## **Article IV. First Officer**

The First Officer (Vice-President) has the following responsibilities:

1. To fulfill the duties of the Captain when he or she is unable to fulfill them.
2. To oversee Committees by presiding over the Committee Reports portion of meetings, selecting Chairs, and keeping records of Committee members and Chairs. The First Officer shall serve as a member of all Committees.

The following item also applies to the First Officer:

1. The First Officer must be enrolled as a student at Bradley University.

## **Article V. Grand Nagus**

The Grand Nagus (Treasurer) has the following responsibilities:

1. To maintain the Psi Phi Treasury by faithfully recording and tracking all debits and credits to keep the club in good financial standing, and to secure the Treasury from loss.
2. To collect dues, if the club votes to require dues.

3. To create a budget, if the club votes to require a budget.
4. To disburse funds when approved by the club.

The following items also apply to the Grand Nagus:

1. The Grand Nagus must be enrolled as a student at Bradley University.
2. The Grand Nagus must have a Social Security Number.
3. Any change of Grand Nagus requires a transfer of the Treasury to the new Nagus, including passwords, passbooks, and any other mechanism as may be required to access any Psi Phi account; in addition, any access lists maintained by a bank, credit union, or other financial institution must be updated with the identity of the new Nagus.

## **Article VI. Chief of Operations**

The Chief of Operations (miscellaneous important person) has the following responsibilities:

1. To maintain the Psi Phi club's website.
2. To conduct elections according to the Constitution and Bylaws.

## **Article VII. Constable**

The Constable (Sergeant-at-Arms) has the following responsibilities:

1. To know and enforce the Constitution and Bylaws.
2. To maintain the Psi Phi Armory.
3. To maintain order during meetings, including removing disruptive members from meetings or events.
4. To conduct the club in a rousing, non-copyright-infringing rendition of the "Letters" song, when so directed by the Captain during his or her report.

## **Article VIII. Communications Officer**

The Communications Officer (Secretary) has the following responsibilities:

1. To record and distribute the meeting minutes in accordance with the Meetings Bylaw.
2. To maintain the Psi Phi Log.
3. To record the attendance.
4. To keep other records as may be required of the position.

## **Article IX. Vice Admiral**

The Vice Admiral (Facility Advisor) has the following responsibility:

1. To advise the club in a facilitating manner.

The following items also apply to the Vice Admiral:

1. The Vice Admiral must be employed as a member of the faculty, administration, or staff at Bradley University, in accordance with Student Activities Office guidelines.
2. Any change of Vice Admiral shall be reported to the Student Activities Office in a timely manner.

## **Article X. Impeachment**

1. Officers may only be impeached after following this process:
  - a. Any member having a complaint against an Officer should approach the Officer in question to discuss the complaint. A member who does not feel comfortable discussing the complaint with the Officer should approach another Officer, who shall bring the complaint to the attention of the Officer in question; the interceding Officer should not mention the name of the complainant, but should act on behalf of the complainant. If the complaint is resolved, this process ends.
  - b. If the complainant or interceding Officer is unable to resolve the complaint, then a group of Senior Officers should approach the Officer in Question to attempt to resolve the dispute. If the complaint is resolved, this process ends.
  - c. If the Senior Officers are unable to resolve the complaint, the un-complained-about Officers shall hold a private vote regarding whether or not to impeach the complained-about Officer. If less than four fifths of the Officers vote for impeachment, this process ends; the results of the voting are to be kept confidential by the Officers.
2. If the above process is followed and four fifths of the Officers or more vote for impeachment, then the Officer in question is impeached, and an announcement must be made to the club that a vote on the removal of the impeached Officer will take place at the first meeting not less than four days after impeachment, and not less than four days after the announcement is made.
3. At the first meeting which fits the above criteria, the following special procedures shall take place:
  - a. If the impeached Officer is the Captain, then the First Officer shall call the meeting to order instead of the Captain.
  - b. If the impeached Officer is the Communications Officer, then the Captain or other presider shall appoint another Member to act as recorder.
  - c. If the impeached Officer is the Chief of Operations, then the Captain or other presider shall appoint another Member to conduct the election, if the club votes to remove the Officer.
  - d. After taking attendance, if quorum is reached, the trial of the impeached Officer shall be the first order of business.
  - e. The Officers who voted to impeach shall choose a willing Active Member to act as a spokesman.
  - f. The spokesman shall announce that the Officer in question has been impeached, and shall give arguments for the removal of that Officer from office, limited to a total of five minutes of remarks.

- g. After the spokesman has concluded, the impeached Officer may give arguments against his or her removal from office, or may select a willing advocate to speak on his or her behalf, limited to five minutes of remarks. The advocate need not necessarily be a Member of Psi Phi.
  - h. If the spokesman wishes to rebut the impeached Officer's remarks, he or she may speak for up to one additional minute.
  - i. If the impeached Officer wishes to rebut the spokesman's rebuttal, he or she (or his or her advocate) may speak for up to one additional minute.
  - j. The presider of the meeting shall call for a vote on the removal of the impeached Officer from office.
  - k. If two thirds of the present membership vote to remove the Officer, then he or she shall be immediately removed from office, and a new election shall be held to replace the Officer, subject to the following special provisions:
    - i. Nominations shall only be open to Active Members attending the meeting. The removed Officer is ineligible to be nominated.
    - ii. If the removed Officer was the Captain, the First Officer shall be eligible to run for the position. If the current First Officer is elected Captain, another election shall be held to choose a new First Officer, subject to these same amendments.
    - iii. The provisions of Article IV, Section Three, Subsections B through G of the Constitution shall apply to the special election, except that proxy votes shall not be accepted.
    - iv. The winning candidate takes office immediately.
  - l. If the impeached Officer was the Captain or Communications Officer, then the original Officer, if the impeached Officer was not removed, or the newly elected replacement, if the impeached Officer was removed, may at his or her discretion assume the role of presider or recorder, respectively, for the remainder of the meeting.
4. Removal as an Officer does not affect Membership in the club.

## **Section 7: Retroactive Reduction of Dues**

[Approved by Senior Officers on December 8, 2004  
 Approved by Active Membership on December 8, 2004]

### **Article I.**

- 1. Bylaw 3, passed February 3, 1999, is hereby rescinded.
- 2. Retroactive to the Spring Semester of 1999, dues are set at \$0 per semester. All active members from Spring 1999 to Fall 2004 are hereby in good financial standing with the club with relation to the paying of dues.