

PSI IOTA XI



OFFICERS HANDBOOK

Revised 5/2023

PSI IOTA XI

CHAPTER OFFICER HANDBOOK OF INFORMATION

This handbook of information is a reference guide for the Chapter. A copy should be kept with each officer's supplies and equipment and given to her successor. Each officer should be familiar with its contents.

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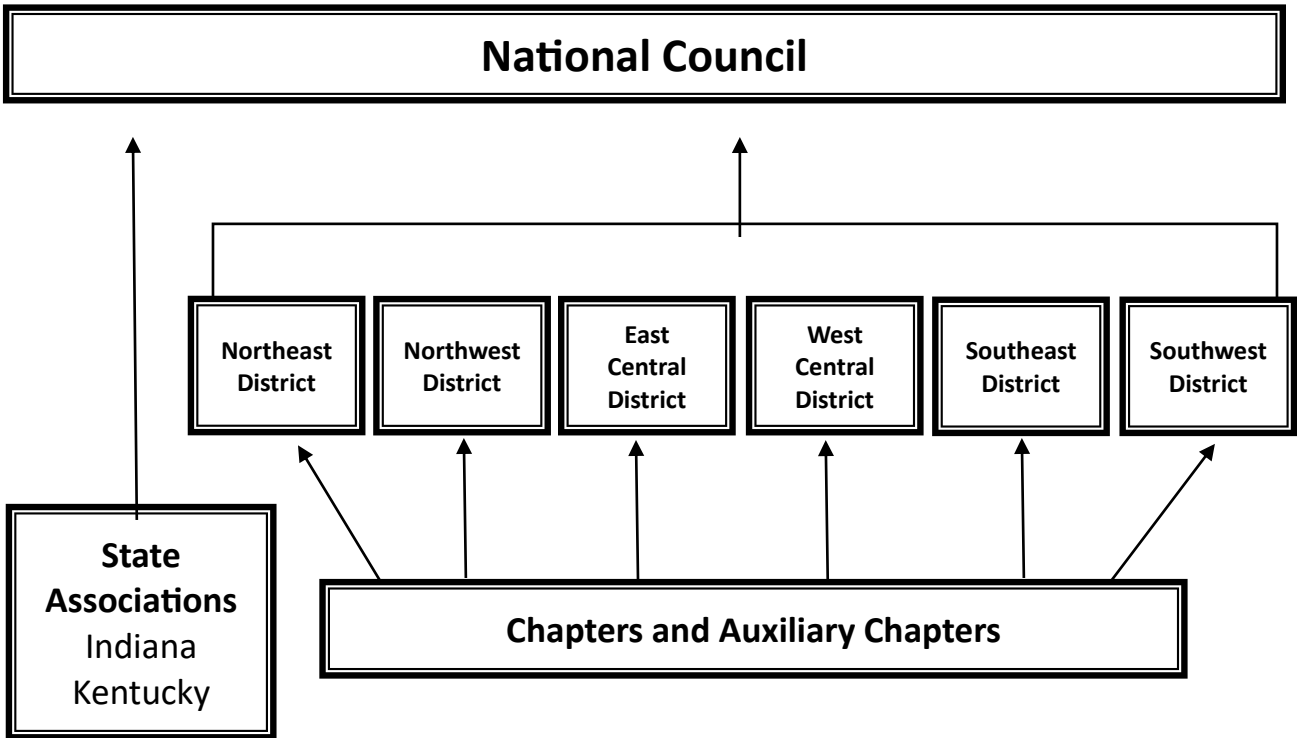
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Psi Iota Xi – Organizational Chart



Psi Iota Xi (PIX) is a national charitable organization dedicated to helping others, especially in the fields of speech and hearing, and enriching communities with art, literature, and music.

CALENDAR OF ANNUAL RESPONSIBILITIES TO PSI IOTA XI

JUNE

- National Convention. Each active chapter must send two (2) delegates. The delegates shall be the newly elected president and another chapter officer or their alternate(s).
- District meetings are held on even numbered years during National Convention.

NOVEMBER 1st

- Postmark deadline for sending all national fees to the National Treasurer. Fee statements will be sent to all chapters with the amounts due to be paid prior to November 1st. The fees due are based on pre-convention reports completed May 1st of the current calendar year.
- Proposed National Bylaw amendments due to the National Vice President.
- Proposed National Projects are due to the National Project Chair.
- District officer applications are due to the National Vice President.
- Indiana State Association fees are due for all Indiana chapters and should be mailed to the Indiana State Association Treasurer.

MARCH

- National Psi Ote of the Year nominee applications should be completed during this time.
- Chapter nominating committee should present a slate of chapter officers for the coming year.

APRIL 1st

- Changes to chapter bylaws must be sent to the National Vice President prior to this date.
- Chapters shall classify their membership (status of all members) before the close of the fiscal year.
- Election of chapter officers must be held no later than the April chapter meeting.

APRIL 15th

- National Psi Ote of the Year nominations are due to the National Conductress.

APRIL 30th

- End of the fiscal year. Close the books, fill out the pre-convention report, and have the books reviewed.

MAY 10th

- Pre-convention reports (PCR) are due to district officers. The preferred method of PCR submission for active chapters is electronically.
- Postmark deadline for pre-convention report original reviewer authorization/signature pages.

MAY 15th

- Helicon article is due to the National Editor. Electronic submission is preferred.
- Postmark deadline to submit National Convention registration forms to the convention host chapter. After this deadline fines will be added to registration fees.
- Memorial service forms are due to convention host chapter and should be emailed to the address on the form.
- Postmark deadline for National Convention sales room reservation forms.
- Convention hotel reservation deadline is normally due.

CHAPTER PRESIDENT DUTIES

OFFICER DESCRIPTION

The President shall preside at all meetings. The President appoints all standing and special committees except the nominating committee. The President shall plan all business meetings including an agenda.

OFFICER DUTIES

- Read and become knowledgeable of your national, state, and chapter bylaws.
- Meet early in the year with all chapter officers. See that each officer of the chapter has a written description of her duties. It is recommended that the outgoing officers meet with the incoming officers so they may give verbal as well as written instructions.
- A directory of chapter presidents is available from your district officer.
- Have any general mailings to other Psi Iota Xi chapters approved by the National President.
- Be responsible for meeting all national and state association deadlines.
- To preside over chapter meetings.
 1. The **gavel** is the symbol of your authority. May you use it always in the best interest of the chapter and never in an arbitrary or dictatorial manner.
 2. Prepare an **agenda** before the meeting. Provide the Recording Secretary with a copy of the agenda before each meeting to assist in the taking of accurate minutes. Email the agenda to chapter members in advance of the meeting or have enough copies for each member in attendance.
 3. Consult with the Recording Secretary about business from the previous meeting which may need to be included.
 4. Consult with the Corresponding Secretary on any current mail.
 5. Conduct the business meeting following the newest "Roberts Rules of Order." Manage the meeting by keeping discussions on track and within a designated time limit.
 6. An order of business is included on the next page.
 7. **Recognize** contributing chapter members. Make sure the recognition is prompt, specific, sincere, individual, and personal.
 8. Perform your duties with integrity. Be a person of your word. Nobody is perfect and everyone makes mistakes. When you do, admit to them, and apologize for any negative impacts they may have caused. How you recover from mistakes is a true indication of your integrity.

APPOINTING OF COMMITTEES

"The best leader is the one who has sense enough to pick good people to do the job and self-restraint enough to keep from meddling with them when they do it." - Theodore Roosevelt

- The President must appoint committees and their chair to assist her in getting the chapter's work done. To do this, it is best to know chapter members well and fit the person to the job.
- Ask each committee chair to be prepared to make recommendations as a motion so the chapter can vote on the matter. If the chapter bylaws make the President an ex-officio member of all committees, this gives her the right to attend committee meetings, although not as the chair. Act in an advisory capacity only.
- See **Appendix D** for list of suggested committees.

ORDER OF BUSINESS

with President's Phrases

(See Appendix E for Parliamentary guidelines)

- CHAIR:** Call to order (Rise and call the meeting to order. Sound the gavel once.)
"We will open the meeting with the opening verse. All please rise."
- CHAIR:** *"The Secretary will call the roll."*
- CHAIR:** *"The Secretary will read the minutes of the previous meeting."*
- CHAIR:** Minutes – Recommend printed or emailed minutes. **It is advisable to email all minutes before the meeting, asking that corrections be sent to the Secretary.** *"Are there any corrections to the minutes? (Pause) If there are none the minutes are approved as sent/printed/read." (If there are corrections) "The Secretary is instructed to make the necessary corrections. Are there any other corrections? (Pause) The minutes are approved as corrected."*
- CHAIR:** *"The next order of business in order is hearing correspondence. Has the corresponding Secretary any communications NOT requiring action?" (Pause)*
- CHAIR:** *"The Treasurer will now report. (Pause) Are there any questions? (Pause) The report will be filed for audit."*
- CHAIR:** *"The next business in order is hearing reports of committees." (Do not call on every committee unnecessarily. Know which ones need to report each month.)*
- CHAIR:** *"The next business is unfinished business." (Have a list from the last meeting.)*
- CHAIR:** *"The next business is new business. Does the Corresponding Secretary have any communication requiring action? (Pause) Is there any other new business?"*
- CHAIR:** *"Is there any further business to come before the chapter? (Pause) If there is no further business, this meeting is adjourned. We will recite the closing verse. Please stand."*

CHAPTER TREASURER DUTIES

OFFICER DESCRIPTION

The Treasurer maintains the financial records of the chapter and is responsible for the preparation of the pre-convention report (PCR) and any information required by the IRS. It is highly recommended that the Treasurer be bonded. This paperwork would be available from the insurance company currently used by National Council, or probably through a local insurance company in the chapter's community.

OFFICER DUTIES

- Keep an up-to-date calendar of all national and state deadlines. See Calendar of Annual Responsibilities on page 3.
- Send dues notices and/or delinquent notices to chapter members. Dues should be received in time to pay national and state fees by November 1st.
- The Treasurer, along with appointed members of the executive committee, prepares a budget (both general fund and project fund) each year, to be presented and approved at a designated chapter meeting prior to the beginning of or early in the calendar year.
- The Treasurer should prepare a monthly report to be presented at each chapter meeting, fully disclosing all expenditures, receipts, and balances since the prior report/meeting.
- The Treasurer receives all money and makes all payments by chapter checks after a vote of the chapter, using the budget as a guide. All remittances for bylaws, rituals, membership certificates, bookkeeping supplies, and music (including shipping fee) are to be made to the National General Fund at the time of placing the order. Remember, all items are ordered from the National Office. Select items may be available at the Indiana State Meeting or National Convention sales table.
- When taking in "cash" from any projects/dues, it is recommended to use a receipt book, and issue receipts. It would also be good practice to have another chapter member/officer help to count large sums of cash to help verify amounts.
- General fund monies received from Psi Otes may be placed in the general fund and can be transferred to the project fund. All money spent for the enjoyment of Psi Iota Xi members such as parties, pledging, or initiation must come from the general fund.
- Project fund monies are received from the public (non-Psi Iota Xi members).
 - Project fees should be paid entirely from the project fund.
 - All expenses from money making of the project fund should be taken from the project fund.
- ALL checking/savings/investment accounts/balances maintained by a chapter need to be reported on the annual pre-convention report (PCR). Any questions concerning the reporting of these balances should be directed to your district officer.
- The Treasurer shall close the books before, or at the end of the fiscal year, April 30th, and immediately have them reviewed by a qualified person, who is not a member of the chapter. This must be done before the completed pre-convention report can be sent to the district officer. The preferred method for submitting PCRs is electronically via email with a due date of May 10th.
- The Treasurer is responsible for the preparation of the financial portion of the pre-convention report pertaining to the Treasurer's records. She shall retain the books of the Treasurer until the records are reviewed and the reviewer's report is adopted by the chapters' executive committee and the district officer.
- Also see duties of the Treasurer in the National Bylaws, Part III, Article III, Section 3, A through F, and calendar of responsibilities (page 3 of this handbook).

ADDITIONAL SUGGESTIONS

- Involve appropriate chapter officers/members when completing the non-financial portion of the PCR. The Vice President should supply information to complete the Membership Worksheet portion of the pre-convention report. The Recording Secretary should supply new officer information. (If this is not possible in all cases, see (†) below)
- An electronic ledger is available which allows the Treasurer to make financial entries that tie right into the pre-convention report entries and requirements. Contact your district officer and ask her for a current copy of this spreadsheet.
- If a membership status sheet is included with the dues statement, this notice should go out at an appropriate time to allow for any change in membership status to be noted prior to the end of the fiscal year (April 30th).
- It would be best fiscally, for dues to only be collected between May 1st and mid-October, to keep straight which year's dues are being paid.
- When depositing checks from individuals making purchases, write on the memo line, the name of the chapter member that sold the item, to better track down the individual, should the check come back "NSF."
- Upon chapter vote, up to 10% of the "**profit**" **OR** the "profit from sales to members" of a project can be moved to the general fund.
- Chapters might consider having an assistant treasurer, or "treasurer in training," so the responsibility is less overwhelming to the next person coming into this position.
- There is a line item on the PCR for "other donations" by members of clothing, food items, school supplies, etc. It is helpful to write down donated items and their monetary worth when they are collected so the information can be recorded in the treasurer's ledger for reporting on the PCR.
- Write project donation checks early enough in the year so they clear the bank before you close the books. You do NOT have to wait until April 30th to "close" the books. They can be closed well prior to that date to allow additional preparation time for the PCR.

(†) Keep your own record of attendance at meetings, to fill in page one of the Pre-Convention Report, as this includes the record of attendance at meetings.

VICE PRESIDENT DUTIES

OFFICER DESCRIPTION

The Vice President maintains accurate membership records for the chapter and assumes the duties of the President when she is unable to perform them.

OFFICER'S DUTIES

- Prepare membership records showing the initiation date, active years, and any changes in status of each member. Keeping these accurate records is of extreme importance.
- Keep National Council informed of any member's change of status by contacting National Office.
- Chapters may give their Vice President other specific duties. These may include program chair, publicity chair, or scrapbook maintenance, etc.
- Assist the Treasurer with the Membership Worksheet portion of the pre-convention report.

The following calendar may be helpful for keeping the membership records current:

March – April

- Be familiar with the membership records, verifying they are up to date prior to April 30th.
- Contact temporary inactive members, encouraging them to resume their active status.
- Check with the Recording Secretary for attendance records. If a member has not attended five meetings during the Psi Iota Xi fiscal year (May-April), the year does not count as an active year toward honorary status. Mark this on the membership card. (See National Bylaws, Part II, Article V, Section 1, A)

June

- Have current active and honorary active members' cards checked for accuracy.
- Make new membership cards for initiates. A separate filing may be used for college girls.
- Update honorary status records. Determine which members have completed 20 ACTIVE years and notify the President of their new honorary active status. A sister may have been a member for 20 years but may not have attended 50% of the meetings in each of those years. These years do not count toward honorary status.
- Check to see if anyone has reached 30 + years of active status. There are recognition certificates available from the National Office for 20, 25, 50, and 60 active year recognitions.

July

- Anytime a member changes status, make a note on their membership card. If inactive, remove that card from the active file and date it appropriately.

RECORDING SECRETARY DUTIES

OFFICER DESCRIPTION

The Recording Secretary records and communicates pertinent information for Psi Iota Xi. The recording Secretary keeps a complete and accurate list of the membership to use for taking attendance at all meetings. She records and keeps the minutes of the meetings.

OFFICER DUTIES

- Take **attendance** at all meetings.
- Record **minutes** of all business meetings.
 - Record what was done, not what was said.
 - Before the meeting, prepare skeletal minutes from the president's planned agenda.
 - Copies of the minutes should be made and ready for approval at the following business meeting.
 - If any corrections or additions are presented at a meeting, make the corrections or additions in red.
 - Send a copy to the President (and the auxiliary chapter where applicable) and keep a copy for your files.
- The minutes are extremely important, as they make up the **legal record** of the chapter.
 - Record the name of the members making a motion and the result of the vote on the motion.
 - When in doubt of the working of a motion, ask to have it repeated. You may ask to have it submitted in writing if the motion is particularly long or difficult.
 - You need to list the names and duties of newly appointed committees and the chair of each.
 - Include in the minutes, summaries of all committee reports.
- The minutes should be **typed** in their final form and after approval, placed into permanent storage. The President may informally direct the correction of simple errors.
- The Recording Secretary should supply the President with a copy of the minutes for all meetings to help in preparing the agenda. The President should provide the Secretary with a copy of the agenda before each meeting to assist in the taking of accurate minutes.
- Keep track of all motions made and passed on a **MOTION SHEET**. Include the date the motion carried, who made the motion, and who seconded it. Document whether the motion carried or failed. Motion sheets provide a quick reference and keep you from having to flip through old minutes for this information. Retain the motion sheet with your minutes from the year.
- If changes in bylaws or standing rules are voted on at a meeting, the complete new standing rule or bylaw should be written in the minutes as a permanent record.
 - Any change to Chapter Bylaws or Standing Rules must be sent to the National Vice President prior to April 1.
- If there is no publicity chair, submit pertinent (but not confidential) meeting information to the local newspaper and/or post on social media. Always be sure to include the date of the next meeting.
- If there is an auxiliary chapter, provide a copy of the monthly minutes to the auxiliary secretary.

CORRESPONDING SECRETARY

OFFICER DESCRIPTION

The Corresponding Secretary reads all correspondence to the chapter and sends correspondence as directed by the President. She is also responsible for ordering supplies from the National Office.

OFFICER DUTIES

- Reads all correspondence at each meeting as directed by the President. All National Council correspondence is printed on blue stationery and is to be read in its entirety. The President may highlight sections to be read if it is lengthy. Important notices, dates, and changes are communicated to chapters this way.
- Make a list of correspondence each month. This will be kept with all correspondence in a file, and these must be kept for at least three years.
- It is the responsibility of the Corresponding Secretary to notify the National Office if there is a change in your officers or their address, phone number, or email address.
- Order materials and supplies (ex: pins, certificates) in preparation for initiation, installation of officers, and award certificates for members. Please allow 30 days for all materials ordered.
- Write the Helicon article and submit it electronically to the National Editor prior to the May 15 deadline.
- Be responsible for Psi Ote of the Year selection, completing the nomination form for national consideration.

The following calendar may be helpful for keeping the membership records current:

July – February

- As you get the correspondence, start your log. Make note of special dates or deadlines and give those to the President.

March

- Chapter Psi Ote of the Year selection should happen in March. Write the bio and prepare for the presentation when your chapter recognizes her.
- A Psi Ote of the Year certificate will be given at the National Convention for you to present to her from National Council. It is usually placed in the delegates' folder or at their table.

April

- The deadline date to send National Psi Ote of the Year nominations to the National Conductress is April 15th.
- Write the Helicon article and return it electronically to the National Editor by the deadline date of May 15th.
- Order the pins and certificates for initiation as directed by the President.
- Remind the President of all convention deadlines and Treasurer of the PCR deadline.

CONDUCTRESS

OFFICE DESCRIPTION

The Conductress shall have charge of all candidates to be presented for membership into the chapter. It is the responsibility of the Conductress to see that all new members are properly informed as to the history of the sorority and their responsibilities to it.

OFFICER DUTIES:

- The Conductress sees that all things necessary to conduct a pledge service or initiation service are prepared. She makes certain that membership certificates and pins (or charms) have been ordered and will arrive on time. She sees that there are sufficient copies of bylaws, both national and local, and chapter program books/yearbooks available for each new member.
- The Conductress is the official keeper of the music, robes, initiation and installation equipment, and supplies. The chapter may have a team designated to perform the actual pledge and initiation services.
- This office is most important as the Conductress is often the closest contact new members have with the chapter. Qualifications for this office should include a good knowledge of national, state, and local sorority affairs. She must follow the ritual carefully and maintain our traditions.

NEEDED FOR INITIATION:

- Table cover
- Blue card with Greek letters
- Crest
- Record book and pen for initiates' signatures
- Bible
- Candles and candle holders
- Pin cushion

ITEMS THAT MUST BE PROVIDED FOR EACH INITIATE:

- Yellow rose
- Local chapter bylaws
- Standard pin or charm, ordered from the official jeweler.
- Membership certificate, ordered from the national vice president.
- These items must be ordered well in advance of initiation to allow time for shipping/handling.

ADDITIONAL HELPFUL INFORMATION

- "Highlights" may be ordered from the National Office. This history, combined with your chapter history, may be used for pledge training.

APPENDIXES AND FORMS

APPENDIX A

MEMBERSHIP AND STRUCTURE OF PSI IOTA XI

MEMBERSHIP CLASSIFICATION

- Chapters shall classify their members annually, before April 30. See National Bylaws, Part II, Article V, regarding classification of members.
- Members may be classified as Active Members, Honorary Active Members, Honorary Retired Members, Sustaining Members, Temporary Inactive Members, Alumnae Members, Lapsed Members, and Honorary Conferred Members.
- Withdrawal of members, see National Bylaws, Part II, Article VI.
- Transfer of members, see National Bylaws, Part II, Article VII. Transfer forms are provided at the back of this book.
- Dismissal of members, see National Bylaws, Part II, Article VIII.

NATIONAL OFFICERS

- National Council governs the Sorority and is made up of five elected officers and eight appointed positions.
- The elected officers are the President, Vice President, Secretary, Treasurer, and Project Chair.
- The eight appointed positions are Conductress, National Editor, and six district officers.

DISTRICTS

- Psi Iota Xi membership is divided geographically into six districts, each guided by a district officer who is appointed by the National Vice President with National Council approval. Contact your district officer for a map of these districts.

STATE ASSOCIATIONS

- At the present time there are two state associations: Indiana and Kentucky.
- When a state has five or more active chapters, a state association may be formed with the approval of National Council.
- Chapters in each state association meet annually and decide which projects should receive funding.

- State officers vary according to their state association bylaws.

NEED MORE INFORMATION?

- Your district officer will be able to provide contact information for National Council, state officers, and chapter presidents.
- Contact information for the National Office and National Jeweler can be found on the website www.psiiotaxi.org.
- Contact information for the insurance company currently used by the national organization can be obtained by contacting the National Office.

APPENDIX B

PSI IOTA XI FINES

HELICON ARTICLE

- A fine is imposed on a chapter for failure to submit their Helicon article to the National Editor by the designated deadline date (see Calendar of Responsibilities for specific date).

PRE-CONVENTION REPORT (PCR)

- A fine may be imposed on a chapter for failure to submit their completed PCR and authorization/signature pages to their district officer by the designated deadline date (see Calendar of Responsibilities, page 3, for specific date).
- If you have difficulties or fail to receive your PCR, contact your district officer immediately.

NATIONAL FEES

- The General Fee, Project Fee, Liability Insurance Fee, and Helicon/Marketing Assessment Fee are due to the National Treasurer by the designated deadline date (see Calendar of Responsibilities, page 3, for specific date).
- You will be sent a fee statement from the National Treasurer with all fees itemized, remittance address, and postmark deadline date.
- A fine is imposed on a chapter for failure to send their fees to the National Treasurer by the designated deadline date (see Calendar of Responsibilities, page 3, for specific date).

APPENDIX C

REQUIRED MEETINGS WITH DEADLINES

STATE ASSOCIATION MEETING

- If a chapter is unable to attend a state association meeting, write a letter, call, or email the state President as soon as you realize you will not be able to attend, preferably as soon as you receive the invitation/registration materials.
- It is important that you COMMUNICATE with the state President, as she may be able to excuse your absence resulting in no fine to your chapter.
- Send registration fees prior to the postmark deadline to the designated hosting chapter.
- Other fines may be established and imposed by individual state associations if deemed necessary. See state association bylaws for more information.

NATIONAL CONVENTION

- If a chapter is unable to attend the National Convention, write a letter, call, or email the national president as soon as you realize you will not be able to attend, preferably as soon as you receive the invitation/registration materials.
- It is important that you COMMUNICATE with the National President, as she may be able to excuse your absence resulting in no fine to your chapter.
- District meetings are held during National Convention on even numbered years.
- A fine of fifty dollars (\$50.00) per delegate plus the registration fee and meal cost for each delegate will be imposed if the required official delegates do not attend the National Convention or do not remain until the close of the National Convention, unless excused by the National President.

APPENDIX D

SUGGESTED CHAPTER COMMITTEES

The following describes committees that may be helpful when conducting affairs of your chapter:

Bylaws	Nominations (see National Bylaws)
Budget or Finance	Publicity/Social Media
Membership	Volunteer Service Hours
Ways and Means	Gifts and Flowers
Project	Initiation
Program Book/Yearbook	Calling
Scrapbook	

Committees should be appointed to meet the needs of the chapter. Committee reports presented at chapter meetings should be short and to the point.

BYLAWS

- It is recommended that a chapter's first bylaws be simple: as a chapter grows, the need for amendments will become apparent. Remember that your chapter bylaws should be made to suit your chapter and its specific circumstances and can be as elaborate or as simple as you like, but they must NEVER conflict with the National Bylaws and Standing Rules.
- Any amendments for revisions to Chapter Bylaws and Standing Rules MUST be sent to the National Vice President for review and approval.
- Many chapters adopt the National Bylaws as their local Chapter Bylaws. Doing this ensures the Chapter Bylaws are always in agreement with the National Bylaws.
- It is suggested that Chapter Standing Rules contain provisions that could change, such as chapter dues, fines, etc., as it is easier for a chapter to change their Standing Rules than to change bylaws.

BUDGET or FINANCE

- Chapter money comes from various sources, including dues, assessments, fines, and special money-making activities. The Budget or Finance Committee (whichever you wish to call it) must prepare a budget for both the general and project funds, at the beginning of the calendar year, listing all known expenses. The budget should include all dues and fees, supplies, postage, expenses of delegates to national convention and state meeting (if applicable), printing, etc. Remember to separate the General Fund from the Project Fund, and that money received from the public cannot be used for the General Fund expenses.
- Remember that a budget is only a plan, an organized attempt to anticipate your chapter's expenses, and how these expenses are to be met. This gives your chapter an idea of the amount of money necessary to be earned for the coming year.

- It is recommended that the chapter Treasurer be a member of the Budget or Finance Committee, if not the chair.

MEMBERSHIP

- The purpose of the Membership Committee is recruitment and retention of members. This committee may also be prepared to investigate proposed members.

WAYS AND MEANS

- This committee should propose ways and means by which sufficient money can be earned to balance the budget.
- Money received from the public cannot be placed in the general fund or used to pay general fund expenses.
- The Ways and Means Committee must have chapter approval for proposed projects before a project can be initiated.

PROJECT

- This committee investigates where and how to spend project fund money. They report and make recommendations to the chapter.

PROGRAM BOOK/YEARBOOK

- In some chapters the vice president is the Program Book/Yearbook Chair.
- The duties could include planning and printing the program book/yearbook, which should be ready no later than the September meeting.
- Planning the details concerning time, place, program, etc., for all social functions, and planning for at least one program each year dealing with art, music, or literature could be part of the duties.

SCRAPBOOK

- A scrapbook is essential as it gives the history of the chapter. It should contain newspaper articles, photographs, and memorabilia.

NOMINATING

- This committee is responsible for presenting a slate of officers. See the National Bylaws, Part III, Article III, Section 2, A through E.

PUBLICITY/SOCIAL MEDIA

- The chapter President appoints the chair of this committee.
- In some chapters, this is the Vice President's responsibility.
- The Publicity/Social Media Chair must see to it that the work a chapter does in their community is not kept a secret. Good public relations are key to success.

GIFTS AND FLOWERS

- Many chapters have one person responsible for sending relevant cards to members who are ill, hospitalized, etc., or to send flowers when necessary, and choose gifts for new initiates, outgoing president, etc. Other chapters use a committee for the responsibility.

INITIATION

- Some chapters have an Initiation Team to conduct initiation services. This team may serve for several years.

CALLING

- The function of this committee is to remind members of meetings, special events, reservations for socials, etc.
- Chapters may utilize phone calls, text messages, email, or other messaging apps to remind members of upcoming events.

APPENDIX E

PARLIAMENTARY HELP

MOTIONS

- Motions: The formal presentation of an idea for action by the group.
- To postpone: To put aside a motion, usually for consideration at a future meeting.
- To refer to committee: To place a certain work in the hands of a committee for consideration, whether indefinitely or to a fixed date.
- To call for the previous question: To close debate on the pending motion; this vote merely decides whether debate on the pending motion is to be closed. If carried, the pending motion is immediately put to a vote.
- To rescind: To undo or revoke a previous motion not already carried out. This requires a two-third (2/3) vote.
- Point of order: A motion 1) questioning the statements of a speaker; 2) questioning her right to speak; or 3) calling attention to a violation of the rules. The speaker must yield to the consideration of the point raised and cannot resume until it is decided.
- The following is a general outline of the management of a motion:
 1. Obtain the floor (Member must address the chair and receive recognition).
 2. Make the motion (if long or complicated, it should be submitted in writing).
 3. Second the motion (Motions made by a committee do not need a second).
 4. Statement of the motion by the president.
 5. Remarks and discussion.
 6. Call for the question by the president.
 7. Vote on the question.
 8. Announcement of the result by the president.

PARLIAMENTARY TERMS

Adjourn - to bring a meeting to a close.

Adopt - to make a part of the action of the chapter. Resolutions are adopted, reports are accepted, minutes are approved, and motions are carried.

Agenda - items of business to be considered during a meeting; usually submitted by the president and noted by the secretary.

Amending a Motion - changing its wording by either adding, removing, or substituting something; the usual form is "I move to amend the original motion by..."

Bylaws - the detailed rule governing the organization.

Consent - action taken without a formal vote, usually by everyone saying “yes” or “no”, where no member objects. May be for or against any proposal.

Ex Officio - “by the office,” acting because of official capacity. The president may, under the bylaws, be a member “ex officio” of all committees, with the right to attend their meetings; however, unless given the right in the chapter bylaws, the right does not exist.

Floor - that part of the meeting space set aside for members which is distinguished from the platform which the officers occupy. The “right to the floor” is the right to speak to the exclusion of all others. The president gives this right by stating “the _____ has the floor”, or by merely calling the member’s name.

Minutes - the official records of the meeting, kept by the recording secretary.

Motion - when a matter is presented for consideration, it is called a motion; when it is stated by the president for the purpose of discussion, acceptance, or rejections (vote), it is called the question and when voted on it becomes the order of the chapter.

Pending – undecided; any motion before the body that has not been acted on or voted on. Generally, a pending motion must be acted on before a new subject can be discussed or voted on.

Pro Tem - “for the time being”; acting temporarily in the absence of an officer.

Quorum - the required number of members necessary to legally transact business, as stated in the chapter bylaws.

Seconding - supporting a motion that has been made by saying “I second that motion”.

Standing Committee - a committee appointed by the president, whose task is to carry out the regular work of the chapter.

Unanimous - of one mind; refers to a vote where no one dissents.

Unfinished Business - business carried over from a previous meeting.

APPENDIX F

DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy of Psi Iota Xi outlines the record retention responsibilities of the National Council, national executive council, district officers, and /or the officers of the chapters.

National Council and chapter officers under the terms of retention below will retain paper or electronic documents. All other paper documents may be destroyed after three years.

Records Retention Schedule

Audit Reports	Permanently
Legal Correspondence	Permanently
Minute Book of Council or Chapter	Permanently
Chapters and Bylaws	Permanently
Tax Returns	Permanently
Financial Records, ledgers	Permanently
Pre-Convention Reports	7 years
Payroll records	7 years
Cancelled Checks	7 years
Bank Statements	3 years
Duplicate Deposit Slips	3 years
Expired Insurance Policies	3 years
Employee/employment records	3 years

Updated 5/2023

APPENDIX G

PSI IOTA XI CONFLICT OF INTEREST POLICY.

Article I – Purpose

1. Psi Iota Xi is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operation of Psi Iota Xi as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.
2. There exists between Psi Iota Xi and its National Council, State Associations, Chapter Officers, employees, and the public a fiduciary duty, which carries with it a broad and unbending requirement of loyalty and fidelity. The National Council, State Association Officers, Chapter Officers, and employees have the responsibility of administering the affairs of Psi Iota Xi honestly and prudently and of exercising their best care, skill, and judgment for the sole benefit of Psi Iota Xi. Those persons shall exercise the utmost good faith in all transactions involved in their duties and shall not use their positions with Psi Iota Xi or knowledge gained there for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.
3. Conflict of interest policy is to protect Psi Iota Xi's interests when it is contemplating entering a transaction or arrangement that might benefit the private interests of an officer or chairperson of Psi Iota Xi or might result in a possible excess benefit transaction.
4. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article III – Areas of Conflict

1. **Decisions on contributions of Psi Iota Xi National Project Funds**
 - a) No National Council member or her chapter may sponsor a new National Project Proposal.
 - b) ***The National Project Chair and her chapter along with any member of the National Project Screening Committee may not submit a National Project Proposal; if a chapter described above has an existing National Project that project will need to be sponsored by another chapter.***
 - c) A Chapter sponsoring a National Project Proposal with a chapter member that has business interests in said organization requesting funds must disclose that interest to an Executive Council member or the National President. This information should be included on Project Proposal form.
 - d) A chapter may not have two individuals on a national project committee.
2. **Persons with business or family members with business from whom Psi Iota Xi may purchase, lease, or rent.**
 - a) It is the policy of Psi Iota Xi that the existence of any of the interests in #3 shall be disclosed before any transaction is consummated.

- b) It shall be the continuing responsibility of the officers to scrutinize their transactions and outside business interests and relations for potential conflicts and to immediately make such disclosures.
- c) No money shall be accepted from a third party dealing with Psi Iota Xi. Receipt of any gift is disapproved except gifts of a value less than \$50.00 which could not be refused without discourtesy.

3. Review of Annual Pre-Convention Reports (PCR)

- a) Any District Officer who is also a chapter Treasurer within the same district that they are a District Officer must have her PCR audited by Senior District Officer.
- b) If the Senior District Officer is also a chapter Treasurer, she must have her PCR audited by the National Treasurer.
- c) Reviewer must be a qualified person who is neither a Chapter member nor a Chapter member's family member.

Contact the National Office to obtain the Conflict of Interest Policy in its entirety.

APPENDIX H

WHISTLEBLOWER POLICY

This Whistleblower Policy of Psi Iota Xi:

- 1) encourages National Council Members, chapter members, and employees to come forward with credible information on illegal practices or serious violations of adopted policies of Psi Iota Xi.
 - 2) Specifies that the organization will protect the person from retaliation; and
 - 3) identifies where such information can be reported.
- Appropriate subjects to raise under this policy include financial improprieties, accounting or audit irregularities, ethical violations, or other similar illegal or improper practices or policies.
 - Psi Iota Xi prohibits retaliation by or on behalf of Psi Iota Xi against staff or members for making good faith complaints, reports, or inquiries under this policy or for taking part in a review of investigation. This projection extends to those whose allegations are made in good faith but prove to be mistaken.
 - Psi Iota Xi reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
 - Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should be directed to Psi Iota Xi's National Executive Council or the National President.

APPENDIX I

ANTI-DISCRIMINATION POLICY

- Psi Iota Xi is a national charitable organization dedicated to helping others especially in the fields of art, literature and literacy, music, speech, and hearing, and enriching the world around us.
- The national organization and local chapters are nonpolitical and nonreligious.
- Psi Iota Xi membership is by invitation only and open to all persons who wish to develop themselves socially, morally, and intellectually without regard to culture, race, or creed.

Psi Iota Xi Membership Transfer Form

Member Name _____

Maiden or other name _____

Current Chapter _____ Town _____ District _____

Transfer to _____ Chapter, of _____ (town), District _____

Current Address _____

E-mail _____ Phone _____

Year Initiated into Psi Iota Xi _____ Initiating Chapter _____

Years of Active Membership _____

It is my wish to transfer from _____ Chapter to _____ Chapter of Psi Iota Xi.

Signature _____

For the current Chapter President:

(Name) _____ is a member in good standing of _____ (current Chapter).

President's signature _____

For the transfer Chapter President:

(Name) _____ is welcomed into _____ (transfer Chapter).

Signature of transferred Chapter President _____

A copy of this completed form should be kept in the membership records of both the original and transferring chapters. The member should keep a copy and a copy should be sent to the district officer(s) of both chapters, who will send the information to National Council to be added to the membership database.

Revised May 2023