



PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

Election of Undergraduate Officers Memo

To: Undergraduate Chapter Presidents
Copy: Field Secretaries, Section Chiefs, Purple Legionnaires
From: Logan McLendon, Director of Chapter Services – East
Emily Sledd, Director of Chapter Services - West

Laws Regulating Elections

As Chapter President, it is important that you understand Phi Gamma Delta's laws regarding election of chapter officers. These are listed in Section 19.70 – 19.74 of the **Bylaws of the Fraternity**:

“Section 19.70 **Requirements for Election of Undergraduate Chapter Officers; Installation; Indoctrination.** All officers of undergraduate chapters shall be chosen only from members in good standing who are not under any social discipline, not in default in any respect as to their financial or other obligations to the chapter, and who have a cumulative grade point average of 2.5 or higher on a 4.0 scale (or its equivalent on other scales), provided that formal installation shall be held according to the Rituals after three weeks from the date of election in order that the old officers may properly indoctrinate the new officers in all their duties and responsibilities. Each chapter shall have the authority to set a higher grade point average requirement if it so elects or to grant an exemption to the requirement due to personal injury or tragedy.”

“Section 19.71 **Term of Office; President and Treasurer in House.** All officers shall serve for a period of 12 calendar months or until their successors have been elected and installed. The President and the Treasurer shall live in the chapter-house, if any, during the regular scholastic year or shall move into the chapter-house as soon as practicable after their election, unless the chapter operates on a lodge system.”

“Section 19.72 **Removal of Officers for Default, or Violation of Law.** If an officer shall have become in default of financial or other obligations to the Fraternity and shall have remained in default for 60 days, or if an officer's grade point average is below 2.0 on a 4.0 scale (or its equivalent on other scales) for any academic term while in office and enrolled for a full course of study, or if convicted of violation of any law of the Fraternity, the office shall become vacant and thereupon a successor shall be elected.”

“Section 19.73 **Expulsion or Suspension of Chapter Officer.** The expulsion or suspension of any officer of a chapter shall automatically render vacant the office.”

“Section 19.74 **Vacancies Filled, Undergraduate Offices.** Vacancies in any office shall be filled for the unexpired term by ballot at the first regular meeting after the same shall occur.”

Our laws provide for the following elected officers: President, Treasurer, Recording Secretary, Corresponding Secretary and Historian – no others.

Other Important Bylaws to Remember:

Section 19.2 **Chapter Meetings, Voting**
Applicable parts of Bylaw state in summary:

*Only undergraduate members in attendance may vote

*Proxy voting is not allowed

Section 19.60 Duties of the President

Applicable parts of Bylaw state in summary:

*Chapter President only casts a vote when breaking a tie

Section 19.62 Duties of the Recording Secretary

Applicable parts of Bylaw state in summary:

*Recording Secretary is to inspect the results of all balloting

If your chapter bylaws do not lead to more clarification, please then refer to **Robert's Rules of Order**.

Remember to check your chapter Bylaws for more election procedures.

Reporting the Results

Once the new officers have been elected and installed, a current officer must log into the [Chapter Manager](#). Click on each of the old officers' names under the "Members" tab. Click here to see [directions to update your chapter roster](#).

Selection of Your Purple Legionnaire

Section 16.20 of the **Bylaws of the Fraternity** calls for your Section Chief to select a Purple Legionnaire and for the chapter to confirm that selection with an affirmative majority vote of the undergraduate members EACH YEAR at the time of undergraduate officer elections.

See Section 16.21 of the Bylaws for the duties of the Purple Legionnaire.

Certification of the Purple Legionnaire's Selection

The Chapter President and Section Chief should complete the [Purple Legionnaire Selection Form](#). The Section Chief will then forward the Selection Form to the International Headquarters. If you do not have the contact information for your Section Chief, please contact International Headquarters at phigam@phigam.org.

Installation of New Officers & Purple Legionnaire

The new officers should be duly installed according to our Rituals. Your Purple Legionnaire should also be installed upon his selection by your Section Chief.

Purchase of Esoteric Supplies & Equipment

Upon installation into office, the new officers may wish to check the chapter's need for esoteric items. A list of these supplies and equipment can be obtained from the International Headquarters.

Perge!