



Policy & Procedure Manual
of the
Professional Fraternity Association
As Amended August 2015

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Per the Bylaws, Robert’s Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of the Professional Fraternity Association.

MISSION STATEMENT

MISSION: To promote and enhance professional fraternities.

PURPOSE: To improve the perception and understanding of the professional fraternity

To enhance communications among member fraternities, interfraternal organizations and academic and professional communities.

To facilitate the sharing of ideas and resources among member fraternities. To support the development of local professional fraternity councils.

FOREWORD

This Policy and Procedure Manual has been prepared as a reference for the Professional Fraternity Association, Inc. (PFA) Board of Directors. It describes the duties of each officer, the standing committees, and the procedures for operation of the Professional Fraternity Association, Inc.

The duties and responsibilities of the Board of Directors and standing committees are dictated by parliamentary law, Robert's Rules of Order, and ordinary practice.

The role of each officer and committee member is vital to the productivity of the Professional Fraternity Association, Inc.

It is essential that all obligations be fulfilled promptly and with a spirit of interfraternal dedication.

Revision dates for particular policies made after March 2001 are indicated at the end of each such amended policy.

A. RESOLUTION ON HAZING

(resolved 9/11/81)

WHEREAS, the Professional Fraternity Association, Inc. and its individual member organizations, have long and continuously condemned the hazing of prospective initiates; recognizing and affirming that the period of affirmation prior to initiation is a time for education, inspiration, and dedication for the candidate; and a time for the promotion of professionalism, ethics, and dignity through exposure to the privileges and responsibilities of membership, as exhibited by our respective chapters on campuses throughout the world; and

WHEREAS, the PFA and its individual member organizations have heretofore published their individual and collective opposition to the practice of hazing, having defined the same and provided for disciplinary action against those who would engage in the same; and

WHEREAS, it is deemed by the members of PFA, in meeting assembled at Scottsdale, Arizona, this eleventh day of September 1981, essential to the well-being of all professional fraternities, to the PFA, and to the professional fraternity system, that a vigorous and continuous condemnation and opposition to the practice be maintained, pursued, and published;

NOW, THEREFORE, BE IT RESOLVED, that the Professional Fraternity Association, Inc. reaffirm its stand against hazing, encouraging emphatically each of its member organizations to do the same, while adopting vigorous campaigns to eliminate the practice and resulting image of destructive immaturity which is conveyed to the world by its continuance.

B. STATEMENT OF SUBSTANCE ABUSE

(adopted 9/19/87)

The Professional Fraternity Association, Inc. and its individual member organizations are dedicated to the promotion of professional competency and achievement within the various disciplines.

Substance abuse in any form, be it through the abuse of alcohol, the use of illegal substances, or the abuse of controlled substances, is an issue which plagues society. As such, it has an impact on professional fraternities and cannot be condoned in any fashion. Such substance abuse is unconditionally and unequivocally condemned by the Professional Fraternity Association, Inc.

The Professional Fraternity Association, Inc. urges its member fraternities to abide by all federal, state, local and university laws concerning alcohol and drug abuse.

The PFA encourages its individual member fraternities to promote positive and responsible programs whereby members are educated about the problems inherent in substance abuse; its consequences, and methods to help others. In addition, the PFA encourages its member fraternities to support educational programs that foster the responsible use of alcohol.

The PFA recognizes that drug and alcohol impairment programs are a positive way to help others and encourages its member fraternities to support and promote these programs.

C. ANCILLARY ORGANIZATIONS

The Professional Fraternity Association, Inc. supports various organizations for the benefit of interfraternal exchange. These organizations include, but are not limited to:

1. Professional Fraternity Executives Association
2. Fraternity Communications Association
3. North American Interfraternal Foundation
4. Center for the Study of the College Fraternity

D. SETTING AND AMENDING POLICY AND PROCEDURE

Policy 1. Policy - Policy for the Professional Fraternity Association, Inc. is set at the annual convention. Between conventions, and for matters not discussed at conventions, the Board of Directors may set policy. Policy may not conflict with the PFA Constitution and Bylaws, or Robert's Rules of Order.

Policy 2. Procedure - Procedure may be set by the Board of Directors, committees, or by member fraternities. Policy and procedure will be approved by the Board of Directors using current voting procedures. The Executive Director will duplicate approved policies and procedures and distribute to the Board of Directors.

Policy 3. Amendments - Policies and procedures of PFA may be created or amended by a majority vote of the Board of Directors present at a meeting or participating in a teleconference; or by a majority mail or electronic vote of the full Board. The Executive Director will advise the Board of Directors of the result of any mail or electronic vote within 14 days of the due date for said vote. All policies will be added to the Policy and Procedure Manual posted on the PFA web site within 60 days of approval.

Policies and procedures approved or revised after March 2001 will be dated with revision dates at the end of each revised policy or procedure.

E. BOARD OF DIRECTORS

Policy 1. General Responsibilities - Expectations of all officers and directors include:

1. Assist with objectives and purposes of the Professional Fraternity Association, Inc.
2. Attend the annual convention.
3. Participate in all Board of Directors meetings.
4. Chair committees as appointed.
5. Participate on standing committees as directed by the President.
6. Prepare an annual report.

7. Review the PFA Bylaws and Policy and Procedure Manual and make recommendations to the Board of Directors.
8. Collectively evaluate the responsibilities and performance of the Executive Director annually.
9. Assist with duties as requested by the President or Board of Directors.

Policy 2. Board Eligibility - Individuals must be supported by their member fraternity their entire term. Lack of support will require immediate resignation and/or their termination from the Board.

Policy 3. Vacancies - Candidates to fill vacancies may be presented by either the President or the Board of Directors. Should the Board of Directors choose to fill a vacancy only candidates who meet the criteria for election under nomination guidelines will be considered.

Policy 4. Meeting Responsibilities

A. Interim Board Meeting:

1. Board of Directors selects the site and date.
2. President plans the agenda.
3. President and the Executive Director investigate contract with the associate members for:
 - a. Transportation (air and ground)
 - b. Hotel accommodations
 - c. Meeting rooms
 - d. Meals
4. Executive Director coordinates accommodations for the Board of Directors.

B. Annual Convention:

1. Board of Directors selects the site and dates.
2. President plans the agenda for and presides at business sessions.
3. Vice President plans the program. Consideration is given to past evaluations and consulting with the Board of Directors and Executive Director.
4. Executive Director: promotes the meeting; collects registration fees; coordinates printing of the programs; prepares registration packets, including nametags, list of registrants, promotion of future meetings, Constitution and Bylaws, pending legislation, minutes of previous convention, financial statements, list of former convention sites and dates, and business agendas; conducts registration; assists with evaluation of contracts for accommodations, meals, breaks and meeting space; notifies the membership and collects fees for attended functions from unregistered convention guests; sends thank you letters; reviews and ensures all bills are paid.
5. Associate Member Liaison communicates meeting information to all associate members; coordinates sponsored social functions and meals; and consults with the Vice President on such issues and functions.

F. OFFICER RESPONSIBILITIES

Policy 1. President -The President, in addition to those duties stated in the Bylaws:

1. Prepares the agenda for and presides over all meetings.
2. Is authorized to establish accounts for the deposit and withdrawal of Association funds at the financial institution selected by the treasurer. (Along with the Treasurer and Executive Director.)
3. Is authorized to disburse funds.
4. Explains the procedure for selection of Associate Member Liaison during the annual associate member meeting.
5. May represent, or designate a member to represent, if fiscally feasible, PFA on the Board of Directors of the North American Interfraternal Foundation (NIF), Fraternity Communications Association annual convention and/or the Center for Study of the College Fraternity.
6. Is authorized and empowered to apportion budgeted funds for interfraternity activities or events at his or her discretion.
7. Assures proper and timely performance of duties by each officer, the Executive Director, Associate Member Liaison and committees.

Policy 2. Vice President - The Vice President, in addition to those duties stated in the Bylaws:

1. Assist with supplying relevant fraternal information for PFA Publications, including, but not limited to PFA Today, annual convention program and website.

Policy 3. Past President - The Past President, in addition to those duties stated in the Bylaws:

1. Serves as an advisor and link between the previous Board of Directors and the current Board, providing information and counsel to facilitate continuity of efforts and programs.
2. Installs the newly elected officers during the annual convention.

Policy 4. Secretary - The Secretary, in addition to those duties stated in the Bylaws:

1. Presides in the absence of the Vice President.
2. Within thirty (30) days of the close of each Board meeting and the annual convention provides the minutes to the Executive Director for distribution.

Policy 5. Directors at Large -The Directors at Large, in addition to those duties stated in the Bylaws, play an active leadership role during the annual convention.

Policy 6. Treasurer - The Treasurer, in addition to those duties stated in the Bylaws the Treasurer ensures that the Financial policy is being followed and Executive Director's financial duties are being accomplished on a monthly bases.

Policy 7. Executive Director - The Executive Director's responsibilities are stated in the Bylaws, these Policies and the agreed upon scope of service outline.
(Amended 2015)

Policy 8. Associate Member Liaison -The Associate Member Liaison, in addition to those duties stated in the Bylaws:

1. Represents the Associate Members through attendance at all Board of Directors meetings and the annual convention.

2. Recruits and suggests prospective Associate Members for the Board of Directors consideration.
3. Welcomes new Associate Members, along with the Executive Director.
4. Assists the Executive Director in locating and negotiating potential convention sites.
5. Reports to Associate Members as appropriate.
(Amended 2010)

G. FINANCIAL POLICIES

Policy 1. Assets -This policy provides guidelines for desired amounts of assets, investment tools and liquidity. This is to be used by PFA members, the Board of Directors and the Treasurer when establishing fees, dues and managing the investment portfolio.

Policy 2. Level of Funds -The overriding need for funds is to perpetuate PFA and the programs established for the good of the membership. The desired level of cash or cash equivalent assets is 1-1.5 years of cash flow for continuing programs, assuming no additional income.

Policy 3. Investments -The overriding desire of any investment policy is to protect the assets of the organization. Therefore, cautious investment is necessary. Diversified growth mutual funds, money market, certificates of deposit, and USA treasury bills are examples of appropriate investments. No more than 30% of investments shall be directly or indirectly invested in the stock market. There shall be no direct investment in the stock of an individual company.

Policy 4. Liquidity Guidelines - Cash or cash equivalents should at least be equal to 10% of assets at any time. An appropriate liquidity strategy is to mirror the anticipated use of funds. That is, 25% liquid within 3 months, 25% within 6 months, 25% within 9 months and 25% within 12 months. This is a guideline and details of alternatives should be considered based on relative returns, minimum investment and specific details of financial instruments.

Policy 5. Programs - Individual programs should sustain themselves. That is, income should equal expenses for the annual convention, conferences, special meetings or training sessions.

The sustaining expenses of PFA are:

1. Expenses for publishing and communication, including the PFA website.
2. Executive Director Honorarium and expenses.
3. Board of Directors and committee expenses.
4. Development of new programs.

Policy 6. Administrative Expenses -

GENERAL STATEMENT- Professional Fraternity Association, Inc. money is spent to further PFA and its member fraternities. No one should incur expenses lavishly or exorbitantly, nor seek their own pleasure and advancement at the expense of the PFA. Even though some expenses are reimbursable, they should be incurred in the most

economical way possible. Should an individual decide not to seek reimbursement, they should inform the Treasurer of the expenses that are being spared PFA.

Funds available to meet the expenses and reimbursement policies of PFA are contingent upon the continued growth and success of PFA.

Policy 7. Approved PFA Expenditures - Approved expenditures are those expenditures, previously approved and/or budgeted for by the Board of Directors, including but not limited to:

1. Those needed to maintain the integrity and viability of the PFA.
2. Those needed to support and serve member fraternities.
3. Those needed for the operation of the Board of Directors to accomplish the above.
4. Those needed for the annual convention.
5. Those needed to bond the President, Treasurer, and Executive Director in an amount established annually by the Board of Directors, not less than \$10,000.

When an issue involving PFA expenditures is before the Board of Directors, a statement of the budgeted amount versus the current balance remaining in that account, along with the recommendation of the Treasurer, shall be circulated for consideration.

Policy 8. Reimbursements

A. General Statement:

1. All expenditures of PFA shall be made with attention to quality, but also with attention to thrift. When possible, all air travel for PFA related business shall be done at discounted airfares and purchased through associate members.
2. Actual receipts or replicas of receipts shall accompany signed expense vouchers. These shall be sent to the Executive Director for reimbursement.
3. Any check in an amount over \$5,000 shall require approval from two of the following: President, Executive Director, or Treasurer.
(Amended 2015)

B. Board of Directors:

In addition to those restrictions and requirements under Bylaws Article VIII.

"Disbursements," the following apply:

1. Interim Board of Directors meeting expenses shall be defined as: transportation (air, parking, mileage, proportionate car rental); housing (hotel and reasonable tips) and scheduled meals (group meal functions).
2. Annual convention expenses for the Board of Directors shall be defined as: Transportation (air; parking, mileage, proportionate car rental) and housing (hotel and reasonable tips).
3. Travel by auto shall be reimbursed at the current IRS business mileage rate.
4. When travel involves personal trips in conjunction with PFA business, only the discounted airfare for PFA related business will be reimbursed.

C. Executive Director:

The Executive Director shall be:

1. Reimbursed for all expenses necessary to attend the annual convention and Board of Directors meetings.
2. Reimbursed for all actual expenses incurred during the performance of PFA duties.
3. Given an honorarium at the discretion of the Board of Directors. Amount is to be determined by the Board of Directors.

D. Associate Member Liaison:

The Associate Member Liaison shall:

1. Be reimbursed for all expenses necessary to attend Board of Directors' meetings.
2. Not be reimbursed for expenses incurred to attend the annual convention.

E. Committees:

1. A committee may receive reimbursement for allowable expenses.
2. All funding must receive prior approval by the Board of Directors.
3. Allowable expenses include: postage, telephone, paper, and duplicating services.

F. Award Recipients:

1. One full registration fee and one night's lodging (one room) for the annual convention shall be paid for the recipients (or group representatives) for the following awards:
 - a. Career Achievement
 - b. Faculty Award of Excellence Outstanding Volunteer of the Year
 - c. Outstanding Professional Program
 - d. Outstanding Community Service
2. The recipient's travel and other expenses to the annual convention shall be the responsibility of the nominating fraternity and/or the recipient.

Policy 9. Dues and Fees

1. The Executive Director shall prepare and send dues statements to Member Fraternities and Associate Members by June 1st for the following fiscal year.
2. Associate Member annual dues must be received in advance of the opening session of each annual convention in order for them to participate during that convention.
3. Dues accompanying applications for organizational or Associate Members received during the last quarter of the fiscal year will be credited to the subsequent fiscal year.
4. Organizational dues are billed at \$250 per year in advance.
5. Associate Member dues are \$250 in advance the first year, and each subsequent year for non-convention attending members. Associate Member dues, Annual Convention registration fee and Exhibit fee for on Associate Members are set annually by the Board of Directors (2015 Dues Bundle: \$1,125).

(Amended 2015)

H. MEMBERSHIP

Refer to Constitution, Article III. Membership and Bylaws Article I. Membership as well as:

Policy 1. Organizational (fraternal) Membership

1. Application Process: In addition to the process outlined in the Bylaws:
 - a. Applications may be accepted at any time. Once Board approval is provided and dues are submitted membership will begin.
2. Good Standing: To be considered in "good standing": All dues and fees must be paid prior to the opening session of the annual convention. This allows for full participation and voting rights of a member fraternity.
3. Recruitment:
 - a. The membership committee and the Executive Director are responsible for recruitment efforts.
 - b. The Executive Director shall send newsletters and other informational materials to fraternities expressing an interest in affiliating with PFA.

(Amended 2015)

Policy 2. Associate Membership

1. Application Process:
 - a. Applications may be accepted at any time and must be accompanied by annual dues.
 - b. Applications received during the last quarter of the fiscal year will be credited to the subsequent fiscal year.
 - c. Failure of a Board member to respond within 30 days will be considered an affirmative vote.
2. Recruitment:
 - a. Along with the Executive Director, the Associate Member Liaison recruit and reviews prospective new associate members at the direction of the Board of Directors.
 - b. The membership committee may assist with recruitment efforts.
3. Participation:
 - a. All Associate Members are invited and expected to participate on PFA standing committees.
 - b. All Associate Members in attendance at the annual convention are required to pay their prorated share of Associate Member costs prior to any Associate Member sponsored events.
 - c. All Associate Members not participating in the annual convention must contribute \$250 toward sponsorship of the convention.
 - d. All dues and fees must be paid prior to the opening session of the Annual Convention in order for any Associate Member to participate in the convention or in any Associate Member function.

- e. Associate Member participation in Annual Conventions shall receive recognition as determined by the Board of Directors.
- 4. Presentations:
 - a. An opportunity for a brief self-introduction of each Associate Member may be offered during the Annual Convention.
- 5. General Policies:
 - a. Professional Fraternity Association, Inc. does not endorse any particular Associate Member or their products.
 - b. Associate Members with current dues and fees may list in their advertisements: "Associate Member of the Professional Fraternity Association, Inc."

I. MEETINGS

Policy 1. Annual Convention

1. Site Selection: The location, facility and dates of the Annual Convention will be decided at the discretion of the Board of Directors. Final selection will be made no later than the beginning of the preceding fiscal year in which the Annual Convention will be held.
2. Planning: The Annual Convention will be planned by a committee, consisting of the Board of Directors, Executive Director, Associate Member Liaison, and others as directed by the Vice President, who chairs the committee.
3. **Suggested Meeting Agenda:**
 - a. Welcome
 - b. Roll Call
 - c. Approve minutes of previous annual convention
 - d. Officer Reports
 - e. Committee Reports
 - f. Unfinished Business
 - g. New Business
 - h. Programs/Proposals
 - i. Announcements
 - j. Adjournment
4. **Attendance:**
 - a. Attendance by prospective member fraternities is welcome. Prospective members may be given one complimentary registration to one annual convention.
 - b. The only commercial interests that may attend or participate in a PFA function or meeting are Associate Members, unless previously authorized by the Board of Directors.
 - c. Guest attendance is open to non-member fraternity individuals, pursuant to approval by the annual convention committee.
5. **Registration:**

- a. Reduced rate registrations may be given to each associate member, as determined annually by the Board of Directors.
- b. Daily registration fees for partial attendance may be determined at the discretion of the Board of Directors.
- c. Guests who are not fully registered, and wish to attend social and food events, will be charged a per-function fee determined by the Board of Directors.

6. Registration Materials:

- a. Registration materials will be prepared by the Executive Director. Registrations may include the following:
 - 1) Name badge, including title, organization and field;
 - 2) Committee member and duty list;
 - 3) Printed program;
 - 4) Pending legislation;
 - 5) Prior convention minutes;
 - 6) Attendance list, including organization or business and email addresses of attendees;
 - 7) List of previous annual convention dates and sites;
 - 8) List of previous award winners;
 - 9) Financial statements (prior year and current year budget, actual and balance sheets);
 - 10) List of donors; and
 - 11) Any other items as decided by the annual convention committee.

PFA lapel pins will be given as a gift to first time annual convention attendees with acknowledgment to the donating Associate Member (if any).

(Amended 2015)

- 7. Refund Policy:** Annual convention registration is fully refundable up to 14 days prior to the start of convention. Thereafter NO REFUNDS will be made.
- 8. Contract Provisions:** The contract for the annual convention must be signed by the President and Executive Director. Requests made of potential facilities will include the following provisions, and preference will be given to those who best honor the requests:
 - a. Complimentary suite for three nights for the President.
 - b. Complimentary room for three nights for the Executive Director.
 - c. Complimentary one-hour hot hors d'oeuvres and open bar reception for 75 people.
 - d. Complimentary meeting room space.
 - e. Discounted sleeping room rates.
 - f. One complimentary room for every 50 sleeping rooms picked up by PFA.

Policy 2. Interim Board Meetings - Interim Board meetings may be held between annual conventions. Interim Board meetings may be in person, by teleconference, or by other electronic means. The Board of Directors, Executive Director and Associate Member Liaison shall attend.

Location, facility and date of the interim Board meeting will be decided by each newly reorganized Board of Directors. This selection shall occur during the Board meeting following the annual convention or in no case later than January 1.

Policy 3. Board Meetings - The Board of Directors, Executive Director and Associate Member Liaison shall attend. A Board meeting shall be held immediately prior to the annual convention. A Board meeting shall be held after the close of the annual convention. Business to be transacted by the Board of Directors may be conducted by phone conference, fax, electronic mail, or any other means as determined necessary by the current Board of Directors.

Policy 4. Associate Member Meeting - The PFA President and Associate Member Liaison act as co-chairs of the Associate Member meetings held during the annual convention. Suggested agenda:

1. Welcome
2. Express appreciation to all associate members.
3. Explain and discuss participation in PFA, including financial requirements.
4. Answer any specific questions.
5. Explain the nomination and voting procedure for the Associate Member Liaison position.
6. Hold nominations and election of Associate Member Liaison. Associate Member Liaison to the PFA Board of Directors shall be selected by nominations from the floor followed by secret ballot vote. Only one vote may be cast per paid associate membership.

J. NOMINATIONS

Policy 1. Slate - A slate of eligible and willing candidates for elected positions shall be presented to the membership at the annual convention.

Policy 2. Nominating Committee - The nominating committee shall be appointed by the PFA President-Elect no less than 12 weeks prior to the annual convention and shall develop a slate of nominations for the Board of Directors positions. The members of the nominating committee shall be announced in a newsletter prior to the annual convention. Committee members shall include: Immediate Past President (Chair) and two additional members from a PFA member group. Member fraternities shall be asked to submit nominations to the committee chairperson. The nominating committee shall secure the consent to each potential nominee prior to inclusion on the proposed slate. The proposed slate shall have two nominees for the Director at Large positions and one nominee for all other applicable offices.

Policy 3. Qualifications for Nomination

1. No two individuals from the same discipline or fraternity shall serve concurrently as Directors at Large.
2. Nominees must have written support from their fraternity.
3. Nominees must submit a Board of Directors nomination form.
4. Nominees must have attended at least two PFA annual conventions.
5. Candidates nominated from the floor are subject to the same criteria as the slate offered by the nominating committee.
6. If the members desire to offer additional candidates from the floor the President should be notified prior to elections, and the above criteria met.

K. OFFICER ELECTIONS AND INSTALLATION

Policy 1. Voting

1. Voting will take place during a business session scheduled no sooner than the second day of the annual convention. The time will be announced during the first business session. Elections are by majority vote and may be done by show of hand or written ballot. If there is one candidate per position, the slate may be accepted as presented by majority vote. Roll call will be taken prior to elections, with validation that a quorum is present.
2. Voting representatives are: one individual per member fraternity with dues paid.
3. Representatives may cast only one vote for the President, Vice President, Secretary and Treasurer. Voting representatives must cast two votes for the Directors' position, selecting two different candidates. Incomplete ballots will be disregarded.
4. If more than one person has been nominated for a position, the election will be by secret ballot. If one candidate does not receive a majority of votes, than a run-off vote will be held between the two candidates receiving the most votes.

Policy 2. Installation Ceremony

1. **Installation Ceremony:** The installation ceremony shall take place near the end of the annual convention. The specific time will be determined by the planning committee. The individual who will become the Immediate Past President shall preside over the ceremony. The installation ceremony will include raising of the right hands of those individuals to be sworn in as officers and a promise from them to abide by the Constitution, Bylaws and Policies of PFA. The installation ceremony may be written by the individual presiding over the installation or one of the following examples may be used.
2. **First Sample Installation Ceremony:** Officers to be installed are called upon and introduced with the office they shall hold. All officers to be installed shall stand in front of the instilling officer. Installing officer states:

- a. "Please raise your right hand. Do you solemnly swear to fulfill the duties of your office and abide by the Constitution, Bylaws and Policies of the Professional Fraternity Association? If so, answer 'I do'."
 - b. Officers being installed answer in unison: "I do."
 - c. Congratulations are offered by the installing officer.
3. **Second Sample Installation Ceremony:** Officers to be installed are called upon and introduced with the office they shall hold. All officers to be installed shall stand in front of the installing officer. Installing officer states:

"The mission of PFA is to promote and enhance professional fraternities. The purpose of PFA is to improve perception and understanding of the professional fraternity, enhance communications among member fraternities, interfraternal organizations, academic and professional communities. The purposes include facilitation of sharing ideas and resources among member fraternities.

The role of each officer is vital to the productivity of the Professional Fraternity Association. It is essential that all obligations be fulfilled with a spirit of interfraternal dedication.

Please raise your right hand and repeat after me.

I do solemnly and sincerely promise and swear that I will faithfully execute the duties of the office /

I am about to assume /

I will adhere to the /

purposes, principles, and mission of the Professional Fraternity Association as expressed in its Bylaws and Constitution /

insofar as they do not conflict with my religious or civil duties"

Installing officer states:

"I now install": (state the name of the individual(s) and the office(s) they are to hold, beginning with the President.)

Congratulations are offered by the installing officer.

L. AWARDS

Policy 1. Categories - The PFA Awards Program will honor member fraternities or individuals who have made significant contributions to PF A, their profession or the fraternal world. PFA may present the following awards during the Annual Convention:

1. **Career Achievement Award:** Presented to an individual member of a PFA member fraternity. This award recognizes an individual of national or international renown who is actively engaged in the fraternity discipline and is a full member of the fraternity.
2. **Faculty Advisor Award of Excellence:** Presented to an individual member of a PFA member fraternity. This award recognizes an individual who serves the collegiate chapter(s) of a member fraternity and who has outstanding relationships with students on campus.
3. **Outstanding Volunteer of the Year Award:** Presented to an individual member of a PFA member fraternity. This award recognizes an individual who deserves recognition for exceptional service or extraordinary commitment to their fraternity during the preceding year.
4. **Outstanding Professional Program Award:** Presented to a PFA member fraternity subgroup (collegiate or alumni chapter, etc.). This award recognizes a subgroup of a member fraternity that has created and maintained a meritorious professional project.
5. **Outstanding Community Service Award:** Presented to a PFA member fraternity subgroup (collegiate or alumni chapter, etc.). This award recognizes a subgroup of a member fraternity that has displayed dedicated personal and financial support for the betterment of their community.
6. **Distinguished Service Award:** Presented at the election of the President to one or more individual members of a PFA member fraternity or associate member(s) for service to the PFA. This award recognizes longevity and dedication.
7. **Past President's Award:** presented to the Past President as leaving the board, and no longer serving. Presented in appreciation of past board service (Amended 2010)

Policy 2. Eligibility and Selection -All member fraternities with dues paid are eligible to compete for the above awards through the nomination process. A committee of five individuals will select the recipients of each award. The awards committee may include Associate Members. The previous year's recipients of PFA awards may be included on the committee. A committee member who is nominated or whose fraternity is nominated will not be involved in the selection of that awards recipient. The committee should generally not name the same winner, for the same activity, in the same category in consecutive years.

Policy 3. Award Items -The Board of Directors may present a plaque, honorarium, or gift to award recipients. In addition, recipients of all awards except the Distinguished Service Award receive:

1. One full registration fee for the Annual Convention.

2. One night's lodging for the Annual Convention. The recipient's travel and other expenses to the Annual Convention shall be the responsibility of the nominating fraternity and/or the recipient. All award costs, including those related to the Annual Convention, shall be included in the annual budget approved by the Board of Directors and funded by dues or other revenues -but not by the Annual Convention registration fee.

M. PROFESSIONAL FRATERNITY COUNCILS

The Board of Directors will support, but not charter local professional fraternity councils. It will observe these practices:

1. Professional fraternity councils may be on campuses with student chapters of PFA member fraternities or in metropolitan centers with member fraternity alumni groups.
2. PF A will provide guidance to professional fraternity councils if requested, regarding a possible local structure.
3. Local professional fraternity councils will not be officially endorsed under the aegis of the PFA.
4. No local professional fraternity council is authorized to use PFA insignia.
5. All chapters participating in a local professional fraternity council need not necessarily be PFA affiliated, and it is not a purpose of the PFA to regulate such organizations.
6. Professional fraternity councils located near the annual convention site may be invited to attend and to subscribe to the PFA newsletter.
7. Professional fraternity councils may be listed in the PFA Directory.

N. COMMITTEES

Policy 1. General -General committee information is listed in this section. Refer to policy sections for each individual committee for additional details.

1. Committees serve as working groups to provide information, suggestions and products to the Board of Directors for the benefit of the PFA organization.
2. Each committee shall update guidelines for its own use and the use of successors. These guidelines, if approved by the Board of Directors, are included in the PFA Policy and Procedure Manual.
3. No specific survey information from any committee or member fraternity will be disclosed outside of the survey summary. Survey information is available to organizational (fraternities) members only.
4. The Executive Director will provide PFA stationery to committees as needed.
5. PFA stationery may not be used by any ancillary groups.
6. Committee chairs report directly to the PFA President.
7. Written progress reports from the committee chairs are due to the Board of Directors as determined by the President.
8. See Section J. "Nominations" for nominating committee policies.

Policy 2. Standing Committees

1. **Membership Committee:** Responsible for increasing the number of fraternity and associate members.
2. **Local Professional Fraternity Councils Committee:** Responsible for disseminating useful information and support to enable local PFC's to form on campuses throughout the nation.
3. **Legal and Legislative Committee:** Responsible for informing membership of changes in federal and state legislation and practices. Support all other committees with respect to legal counsel.
4. **Nominating Committee** (see Section J. "Nominations" also): Responsible for a slate of eligible and willing candidates for elected positions. This slate shall be selected prior to the first business session of the annual convention. The slate will be presented for consideration by the membership during the annual convention.
5. **Public Relations Committee:** Responsible for a comprehensive public relations plan and coordination and implementation of the promotion of PFA in accordance with the mission statement.
6. **Convention Planning Committee:** Responsible to plan, develop and implement the program of the annual convention.
7. **Audit Committee:** Responsible for the annual audit and review of PFA financial reports. At least one member of this committee shall be an Associate Member.
8. **Awards Committee:** Responsible for the review of existing procedures for selecting award recipients, offering revisions as indicated. Responsible for publicity of the application process, selection process and recommendations.
9. **Member Services Committee:** Responsible for continual improvement of services provided to our fraternity members and associate members.

0. AWARDS COMMITTEE

Policy 1. Purpose - The Awards Committee is charged with implementing the PFA awards program. The PFA awards program will honor member fraternities or individuals who have made significant contributions to PFA, a profession, or the fraternal world. These awards will be based on integrity and accomplishments.

Policy 2. Objectives - Implement the complete PFA awards program. The Award Committee shall:

1. Review the application process and criteria for all awards, offering suggested improvements to the Board of Directors.
2. Publicize and promote the award applications. Applications should be mailed to the membership by the Executive Director on or about February 1.
3. Promote and educate the membership regarding all new awards established.
4. Submit articles for PFA Today, promoting the awards program, announcing award criteria, application process, and application deadlines.

5. Review submitted applications and select recipients for all awards except the Distinguished Service award.
6. Advise the winners of their selection and invite them, their family, fraternity representatives, etc. to the annual convention. Clarify to the winners what expenses are reimbursable and the expectations of them in relation to the presentation ceremonies and any costs.
7. Ensure the Executive Director secures the appropriate award plaques, certificates, etc.
8. The committee may develop additional goals and submit to the Board of Directors for consideration.

Policy 3. Committee Report - Dates-September, December, April (or as requested by the President). Approximate dates for PFA Today articles: December 1, February 1, April1 and June 1.

Policy 4. Resources - Past committee reports, current applications, Policy and Procedures Manual, Board of Directors.

P. LEGAL AND LEGISLATIVE COMMITTEE

Policy 1. Purpose - The legal and legislative committee is charged with keeping abreast of changes in federal and state legislation and practices. This committee shall inform the membership of changes that provide opportunities or barriers for successful operation of our member fraternities and PFA. This committee shall also support all of the other committees with respect to legal counsel.

Policy 2. Objectives - The legal and legislative committee shall:

1. Monitor changes in legal issues, communicate those changes and make recommendations to PFA and member fraternities.
2. Support all other committees with legal counsel as needed.
3. Keep abreast of changing laws and interpretations of laws at the federal and state levels and communicate to the PFA membership potential impact on their operations.
4. Keep abreast of changing university rules and communicate trends to membership.
5. Keep abreast of litigation that may have impact on professional fraternity operations.
6. Recommend changes to the PFA and member fraternities to reduce risk.
7. Recommend whether any additional policies should be adopted by PFA for all member fraternities.
8. Submit articles for PFA Today on legal changes of importance to the members.
9. The committee may develop additional goals and submit to the Board of Directors for consideration.

Policy 3. Committee Report Dates-September, December, April (or as requested by the President). Approximate dates for PFA Today articles: December 1, February 1, April1 and June 1.

Policy 4. Resources- Past committee reports, other committees, Policy and Procedures Manual, Constitution, Bylaws, Board of Directors.

Q. MEMBERSHIP COMMITTEE

Policy 1. Purpose - The membership committee is charged with the responsibility of increasing the number of fraternity and associate members.

Policy 2. Objectives - The membership committee shall:

1. Attempt to recruit two new member fraternities and two new Associate Members annually.
2. Contact former PFA members and seek membership renewal.
3. Assist with maintaining a list of qualifying, potential member fraternities, including names of individuals, date contacted, and status of desire for membership.
4. Assist with maintaining a list of potential Associate Members, including names of individuals, date contacted, and status of desire for membership.
5. Follow-up on previous committee contacts.
6. Submit articles for PFA Today with information on new members.
7. The committee may develop additional goals and submit to the Board of Directors for consideration.

Policy 3. Committee Report - Dates- September, December, April (or as requested by the President). Approximate dates for PF A Today articles: December 1, February 1, April 1 and June 1.

Policy 4. Resources - Past committee reports, Executive Director, past membership directories, Associate Member Liaison.

R. MEMBER SERVICES COMMITTEE

Policy 1. Purpose -The member services committee is charged with the responsibility of continual improvement of services provided to our members. This includes improving existing services as well as adding services not already provided.

Policy 2. Objectives - The member services committee shall:

1. Provide genuine value of membership to our member fraternities and associate members, through continual improvement of services.
2. Serve as an information resource.
3. Facilitate exchange of information among the membership.
4. Develop a speaker/expertise list for networking purposes.
5. Develop a member survey, distribute and compile the results of the survey.

6. Report the results to the Board of Directors. No specific survey information from the committee or any member fraternity will be disclosed outside of the survey summary. Survey information is available to member groups only.
7. Follow-up on previous committee survey results.
8. Identify two member services not currently provided and assess cost to PFA of providing the new service and its value to members.
9. Develop plans for implementation of new services.
10. Submit articles for PFA Today with information on new member services.
11. The committee may develop additional goals and submit to the Board of Directors for consideration.

Policy 3. Committee Report - Dates - September, December, April (or as requested by the President). Approximate dates for PFA Today articles: December 1, February 1, April 1 and June 1.

Policy 4. Resources - Past committee reports, past surveys and results.

S. PUBLIC RELATIONS COMMITTEE

Policy 1. Purpose - The public relations committee is responsible for the promotion of the fraternity system, professional fraternities, and the PFA among their several publics; and to provide suggestions for accomplishing this within individual member fraternities.

Policy 2. Objectives - The public relations committee shall:

1. Provide a public relations plan by enhancing awareness of professional fraternities, activities, and PFA through PFA Today and promotional materials.
2. Develop or revise promotional materials for use by PFA and member fraternities.
3. Develop a public relations kit that may be provided to member fraternities for use by individual chapters promoting professional fraternities.
4. Submit articles for PFA Today to enhance awareness of professional fraternities and benefit all members.
5. Draft press releases announcing participation in the annual convention.
6. The committee may develop additional goals and submit to the Board of Directors for consideration.

Policy 3. Committee Report - Dates- September, December, April (or as requested by the President). Approximate dates for PFA Today articles: December 1, February 1, April 1 and June 1.

Policy 4. Resources - Past committee reports, Executive Director, outside publications