



# Duties of the National President and Vice Presidents

## Constitution and Bylaws (Excerpted)

### ARTICLE II – OFFICERS OF THE FRATERNITY

#### **Article II. SECTIONS 1 & 2.**

**NATIONAL OFFICERS.** The National Officers of Phi Mu Fraternity shall be: a President, six Vice Presidents and the National Panhellenic Conference Delegate. The National Panhellenic Conference Delegate shall serve as an ex-officio (non-voting) member of National Council, as described in Article III.

**ELIGIBILITY.** All those who hold an elective or appointive office shall be alumnae members of Phi Mu Fraternity in good standing. To be eligible for a National Office (Section 1. of this Article), a member shall have previously served as an officer of the Fraternity as specified in Section 5. of this Article. To be eligible for the office of President, she shall have served at least one term as a member of the National Council within the previous three biennia.

#### **Article II. SECTION 4.**

#### **DUTIES OF NATIONAL OFFICERS**

- A. The President shall perform the customary duties of the office and shall:
  - 1. Preside over all sessions of the National Convention and meetings of the National Council and the National Executive Committee.
  - 2. Appoint officers specified herein and in the *Standing Rules and Procedures*, subject to confirmation by the National Council.
  - 3. As chief governing officer of the Fraternity, direct all work of Fraternity officers and committees, interpret policy and provide inspiration to all for continuing service to the Fraternity.
  - 4. Be a voting ex-officio member of all committees, except the Nominating Committee.
  - 5. Preside at the Installation of new collegiate chapters or designate a representative to do so.
  - 6. Serve as Chairwoman of the Board of the Phi Mu Foundation.
  - 7. Appoint special committees with the approval of the National Council.
  - 8. Serve as President of the Board of Trustees of the Phi Mu Fraternity Housing Corporation.

B. The National Vice Presidents shall:

1. With the National President, govern the Fraternity and have general supervision of the affairs of the Fraternity.
2. Perform other duties as may be assigned her by the National Council or the National President.

## **ARTICLE III – THE NATIONAL COUNCIL AND THE NATIONAL EXECUTIVE COMMITTEE**

### ***Article III. Section 1. C.***

#### **Duties of the National Council**

1. Represent the Fraternity and the National Convention in the interim between the Conventions' regular sessions, and do all things incidental to the carrying out of the objectives, purposes and policies of the Fraternity in accordance with the *Constitution and Bylaws*, not inconsistent with specific provisions thereof nor with the delegations of authority therein contained.
2. Manage and control the property and business of the Fraternity.
3. Approve the policies under which the business details of the Fraternity and its executive management shall be conducted at the National Headquarters under the direction of the Executive Director and delegate such authority as may be necessary for the Executive Director to implement such policies.
4. Appoint all officers or employees of the Fraternity designated by these *Bylaws*, unless there is a specific provision in these *Bylaws* for their election or appointment otherwise.
5. Delegate to the National Executive Committee powers or duties to be exercised or performed under the control and direction of the National Council; the delegated powers shall be listed in the *Standing Rules and Procedures*.
6. Delegate to the Linkage Committee powers or duties to be exercised or performed under the control and direction of the National Council; the delegated powers shall be listed in the *Standing Rules and Procedures*.
7. Appoint members of the Fraternity to perform such special duties as may be necessary.
8. Appoint auditors who will supervise and audit the financial records of the Fraternity.
9. Engage, with budgetary recommendation by the Financial Planning Group, a legal advisor, consulting architect and such other advisors as deemed necessary.
10. Remove from office any National Officer for neglect of duty or for any offense against the laws, interest, dignity or welfare of the Fraternity. Such action will be initiated only after a two-thirds (2/3) vote of the National Council and after due notice to the officer, following the opportunity for hearing.
11. Fill all vacancies in National Office, as specified in Article II, Section 3.C.

### ***Article III. SECTION 4.***

#### ***PHI MU FOUNDATION REPRESENTATION***

- A. A Vice President shall be selected by the National Council to serve as a Trustee for Phi Mu Foundation.

# ***Standing Rules and Procedures (Excerpted)***

## **ARTICLE II – OFFICERS OF THE FRATERNITY**

### ***Article II. Section 3. I.B.***

Any Phi Mu alumna in good standing may nominate herself for the position of National President or National Vice President by completing the Candidate Nomination Form obtained from the National Headquarters. Each candidate will be required to submit their current resume or curriculum vitae and the contact information for up to three references.

### ***Article II. Section 4 Duties of National Officers***

#### **PRESIDENT (Section 4.A)**

1. Reports formally to the national convention and informally to the National Officers.
2. Receives basic policy guidance and advice from national convention and National Council. Supervises all National Council members, designated National Officers and the Executive Director and provides guidance to all officers and groups of the Fraternity.
3. Receives summary reports concerning both national finances and collegiate chapter finances from the Controller.
4. With the incoming President and Executive Director, establishes the agenda for the first meeting of the new National Council.
5. Serves as a member of the Financial Planning Group.
6. Serves as Chairwoman of the Board and a Trustee on the Board of Trustees of the Phi Mu Fraternity Housing Corporation.
7. Receives information on Honor cases and submits cases to the National Executive Committee for action.
8. Serves as Chairwoman of the Board of Phi Mu Foundation.

#### **NATIONAL VICE PRESIDENTS (Section 4.B)**

1. With the National President, govern the Fraternity and have general supervision of the affairs of the Fraternity.
2. Serve on National Council Committees and the Phi Mu Foundation Board of Trustees as determined by National Council.
3. Travel to represent the Fraternity as determined by National Council or National President.
4. Perform other duties as may be assigned to them by National Council or the National President.

### ***Article III. 1.C. Duties of National Council***

1. Attend meetings as determined by National Council.
2. Determine the vision and goals of the Fraternity with input from National and Area Officers and the Headquarters staff.
3. Develop and evaluate the strategic plans of the Fraternity with input from National and Area Officers and the Headquarters staff.
4. Implement the board governance process and board-management delegation as outlined in the Phi Mu Fraternity National Council Policy Manual, including adoption and review of Ends Policies and Executive Limitations as part of the established monitoring schedule.