



**Phi Chi Theta  
E-Commerce Policy  
Adopted by the Executive Council on August 29, 2011**

In order to promote the use of e-commerce and electronic payment of fees, the following policy is adopted.

E-commerce may be used to facilitate purchases/payments in the following areas:

- Chapter/member supply orders from the National Office
- Meeting/conference registration fees payable to the National Office
- Alumni-at-large national dues
- Any chapter payment of national dues, pledge fees, initiation fees, national meeting assessment fees, and insurance assessment fees (an individual member belonging to a chapter must submit all dues/fees directly to their chapter. The chapter will in turn submit chapter dues/fees in a single payment to the national office.)

Transaction fees associated with any payment made through e-commerce will be paid by the purchaser. This fee will be added to the total amount due to the National Office.

The types of transactions for which e-commerce is allowed may be modified at the discretion of the Executive Director. Any modifications must be shared with the National Executive Council and the membership. Any modifications to this policy are subject to review by the National Executive Council.

The Executive Director has the authority to enter into agreements with any vendor to facilitate the use of e-commerce. The Executive Director is expected to exercise due diligence in selecting vendors to ensure that all of Phi Chi Theta's interests are served. Any contracts entered into as a result of this authority are subject to review by the National Executive Policy Board.

This policy supersedes any previous documents published on this issue. This policy does not however supersede any provisions in the Phi Chi Theta National Bylaws.