

PHI CHI THETA

Zeta Eta Collegiate Chapter of Phi Chi Theta, Inc.

BYLAWS

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ARTICLE I

NAME AND CLASSIFICATION

Section 1: NAME. The name of this organization shall be the Zeta Eta Collegiate Chapter of Phi Chi Theta, Inc.

Section 2: CLASSIFICATION. This Collegiate chapter shall be classed as a chapter of a professional fraternity and shall at all times be referred to as, and confine its activities to, a fraternity of that classification.

ARTICLE II

PURPOSE

The purpose of this fraternity shall be to promote the cause of higher business education and training for all individuals; to foster high ideals for everyone pursuing a career in business; to encourage fraternity and cooperation among people preparing for such careers; and to stimulate the spirit of sacrifice and unselfish devotion to the attainment of such ends.

“This chapter will strive to cultivate an overall professional maturity by breeding innovation amongst students seeking higher business education; to encourage brotherhood and philanthropy through the cooperation of people seeking common goals; and to ensure the sustainability of these ideals.”

ARTICLE III

MEMBERSHIP

Section 1: CLASSES OF MEMBERSHIP. The following classes of membership shall be permitted within this chapter of Phi Chi Theta:

- a. Initiated Membership. Any students of at least freshman standing fully matriculated

in the Kelley School of Business or attaining a minor degree in Business in the Kelley School who has expressed the firm intention to complete the course and receive a degree, making at least the all-student average of the school or a GPA of 3.0, or in exceptional cases, a student with other qualifying advantages which may counterbalance a slight variation from the established grades, is eligible for membership. A Collegiate Member is an initiated undergraduate enrolled in a course of study.

- b. A Life Member is either a collegiate member (senior only) or an alumni member who has attained life membership as provided in Standing Rule V, National Chapter Finances, Section 12. Also, a Life Member is a National Founder or other member upon whom life membership has been conferred.
- c. Local Honorary Membership. This membership shall be composed of men and women who have been chosen by our Collegiate Chapter because they are of professional standing and will make a definite contribution to the Fraternity.

Section 2: LIMITATION. No other classification of membership may be permitted within this chapter.

Section 3: MEMBERSHIP STATUS. There are two statuses for initiated membership:

- a. Good Standing. A member with 75% of the currently available attendance points (See Article XIII, Section 12 for attendance policy) and no outstanding debts.
- b. Not in Good Standing. A member who does not fulfil the requirements of good standing status. A member not in good standing retains all membership rights except voting.

Section 4: ELECTION OF MEMBERSHIP. Persons qualified for membership in this chapter shall be elected by the ballots of the members thereof, which shall be by secret ballot, and a majority vote of 2/3 of all members of the chapter shall be necessary to elect the candidate. Voting may not begin until all candidates have been interviewed.

Section 5: EXCLUSIONS. This chapter shall not elect to membership or initiate into Phi Chi Theta any member or former member of another national professional fraternity in the field of Business or Commerce and Economics, which is a member of the Professional Fraternity Association. Any Phi Chi Theta who joins another such fraternity in competition with Phi Chi Theta shall be dropped from the membership rolls and be requested by the Executive Director to return the Phi Chi Theta Badge.

Section 6: TRANSFERS BETWEEN CHAPTERS. Members, upon request may transfer from one chapter to another, provided evidence is furnished to the chapter to which transfer is sought that the member has fulfilled all obligations to the former chapter. Whenever a chapter grants or receives such a certificate of release, notice should be sent to the Executive Director.

Section 7: JUDICIAL BOARD

Any member who does not act in the best interest of the fraternity shall be subject to a probationary period. In the case that the probationary period is not an effective means for solving the problem, that member may be dismissed as a member of the chapter at the discretion of the Executive Board. (See Article XIV).

ARTICLE IV

RITUALS

Section 1: RITUALS, RULES AND REGULATIONS. All pledging and initiating activities of this chapter shall be in conformity with the rituals, rules and regulations prescribed and/or adopted by the National Chapter. (See National Chapter Bylaws and Standing Rules).

Section 2: WITNESSING OF RITUALS. Only Phi Chi Theta initiated, honorary members, and faculty advisers shall be allowed to witness pledge or initiation ceremonies.

ARTICLE V

OFFICERS, POWERS AND DUTIES

Section 1: OFFICERS.

- a. Must be active members meeting of the Chapter and attending Indiana University.
- b. Officers shall be split into three categories:
 1. Executive Board Members (See Article VII Section 1 regarding composition)
 2. Non-Executive Board officers
 3. Committee DirectorsThey may be elected at the chapter's discretion. The term of office shall be effective on the date of installation unless otherwise stated by the chapter.
- c. The incoming President shall represent the chapter as Delegate at the National Meeting. The Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Marketing, or Vice President of Finance may serve in the Delegate capacity. Exception to this will only be made upon approval of the National President upon recommendation of the chapter's Regional Director.
- d. Each chapter shall elect an officer for a term of a minimum of one semester. Each chapter shall determine the manner of the election, and the duties of the officers; all however, in agreement with the Bylaws and Standing Rules of the Fraternity.

- e. Actives shall not vote in officer elections or run for Executive Board positions during the semester in which they are initiated.
- f. Any member who has been active for two semesters prior to participating in the Study Abroad Program may run for Executive Board while studying abroad.

Section 2: FORFEITURE OF OFFICE. Upon absence from three consecutive regular business meetings, an officer may, at the discretion of the Executive Board, forfeit the office.

Section 3: VACANCIES IN OFFICE. If a vacancy occurs in any office except in the office of President, such vacancies shall be filled for the unexpired term by a majority vote of the remaining members of the Executive Board.

Section 4: POWERS AND DUTIES. The powers and duties of the officers shall be those usually endowed to the respective offices (See Standing Rules), and shall include responsibility for submission of all required reports to the Executive Director and/or Regional Director.

Section 5: OFFICER TRAINING. There shall be an officer-training period (Shadowing Program) immediately following the election of officers. Each outgoing officer shall be responsible for instruction to the successor in the duties of the respective office.

ARTICLE VI

REMOVAL FROM OFFICE

Section 1: VERBAL WARNING. Should it be necessary to consider removing an officer from office, the President or a representative shall approach the officer in question with a verbal warning. If the President is the officer in question, the Vice President of External Affairs shall initiate the warning. The Chapter Advisor and Regional Director shall be notified of said warning and consulted on any further action.

Section 2: WRITTEN WARNING. If the matter is not resolved after a verbal warning, a written warning establishing a 30-day observation period shall be sent by U. S. mail. A copy of the warning shall be forwarded to the faculty advisor. The National Office and Regional Director shall be notified at this time and be kept up to date on all actions thereafter. During the evaluation period, resources shall be made available for council.

Section 3: SPECIAL EXECUTIVE BOARD MEETING. If after a written warning the matter is still not resolved a special meeting of the Executive board shall be called with the addition of the faculty advisor, at which time a motion may be considered to declare the office vacant. The officer in question shall be afforded the opportunity to present evidence and call witnesses to support his/ her position.

Section 4: SECRET BALLOT. The vote for removal from office shall be conducted by a written, secret ballot of the Executive Council membership.

Section 5: CONFIDENTIALITY. The results of said meeting shall be announced as soon as possible. Content shall be declared inappropriate for discussion apart from the Executive Council membership.

Section 6: EFFECTIVENESS. During the removal process, the officer in question shall retain position and duties until the votes for removal are counted. Removal from office shall be effective upon the tally of the secret ballot.

ARTICLE VII

EXECUTIVE BOARD

Section 1: COMPOSITION. The chapter Executive Board Members shall consist of: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Marketing, and the Vice President of Finance. The Executive Board members shall constitute the voting members of the Executive Board to administer the affairs of the chapter.

Section 2: MEETINGS. The President shall act as Chairman and shall call a meeting of the Executive Board at any time to discuss and transact business of the chapter between the regular meeting dates. Agendas of meetings will be made public to the general membership.

Section 3: QUORUM. A majority of the voting members of the Executive Board shall constitute a quorum.

Section 4: ADOPTION OF A BUDGET. Prior to the close of the school year the Executive Council shall meet, at the discretion of the President, to adopt a budget for the following fiscal year.

ARTICLE VIII

MEETINGS

Section 1: MEETINGS. There shall be during the year business, professional and social meetings as shall be determined by the chapter. Depending upon how many times the chapter members meet during the year, business should be conducted at each meeting, unless it is a professional or social meeting. Four professional meetings are recommended, some of which may be held in conjunction with other chapters of Phi Chi Theta and/or other professional organizations of the community, and one of which shall be held as close to March 6, National

Founders' Day as possible.

Section 2: QUORUM. A quorum for the transaction of business at meetings of this chapter shall be 2/3 members of the chapter with a good standing membership status.

ARTICLE IX

FINANCES

Section 1: FISCAL YEAR. The fiscal year of this chapter shall end on July 31.

Section 2: DUES AND ASSESSMENTS. Each active member shall pay such National dues as provided in the National Bylaws and Standing Rules, and such local dues and assessments as provided in the chapter bylaws and standing rules. At the time of collection of the dues, the Treasurer must make public to the fraternity the budget for the semester.

Section 3: COLLEGIATE CHAPTER ACCOUNTING SYSTEM. This chapter shall adopt the accounting system approved by the Fraternity provided it does not conflict with the University or College requirements. The Finance department under the Treasurer and in compliance with university regulations is in charge of the financial affairs. The Treasurer is responsible for maintaining a Student Organization Account at Indiana University.

Section 4: ADHERENCE TO UNIVERSITY REGULATIONS. This organization will adhere to the all of the Student Organization Accounts Office's and policies and procedures. This organization under no circumstances shall hold or deposit monies in an off-campus bank account. If the group dissolves the remaining monies will be donated to a local charity situated in Bloomington, the receipt of which will be forwarded to Students Activity Office and the national headquarters of Phi Chi Theta.

Section 5 : REIMBURSEMENTS. Reimbursements can either be refunded or put towards outstanding or future payments. The treasurer and must previously approve all reimbursements.

- a. National Meeting Provision. Every other year the Chapter shall fund the incoming President's domestic round trip airfare to the National Meeting. Travel must be booked by May 1st and in the lowest class of service. The purchase must be approved by the outgoing President and Treasurer. If the President chooses to drive to the National Meeting, the Chapter will reimburse at the current IRS mileage rate plus parking expenses, not to exceed the cost of lowest round trip airfare available as of May 1st.
- b. \$250 of pledgeship fundraising revenue shall be allocated to meeting expenses each semester.

Section 6: DOCUMENTATION. To be reimbursed, you must fill out the appropriate forms.

Original receipts must be submitted. The treasurer will not make copies of receipts. Members are responsible for doing this prior to turning them in.

Section 7: FORMS OF REIMBURSEMENT. Blank checks will not be issued, under any circumstances. If you put approved spending on a credit card, Phi Chi Theta can pay interest on only that item, if you can prove the amount of interest and that interest was charged on that item.

Section 8: CORPORATE GIFTS AND SPONSORSHIPS: All Efforts to solicit external funding from corporate donors shall be coordinated with the Office of Development, Corporate & Foundation Relations. If this organization receives any Corporate Gifts, it shall comply with all rules and regulations in regards to solicitation, stewardship and utilization of funds laid out by The Office of Development, Corporate & Foundation Relations.

ARTICLE X

ANNIVERSARIES

Section 1: CHAPTER FOUNDING. The official date of the forming of this chapter is October 18, 2009.

Section 2: NATIONAL FOUNDERS' DAY. March 6, National Founders' Day, shall be observed by this chapter with appropriate exercises.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1: NATIONAL BYLAWS AND STANDING RULES. This chapter shall at all times be governed by the Bylaws and Standing Rules of the National Chapter of Phi Chi Theta.

Section 2: ROBERT'S RULES OF ORDER NEWLY REVISED. The parliamentary authority of this chapter shall be "Robert's Rules of Order Newly Revised" which shall govern all cases to which they are applicable and insofar as they are not inconsistent with these bylaws or the Bylaws and Standing Rules of the National Chapter.

ARTICLE XII

AMENDMENTS

Section 1: PROPOSED AMENDMENTS. All proposed amendments to this constitution shall be submitted in writing to the Executive Board of this chapter at least two weeks prior to action via email or announcements in meetings.

Section 2: VOTE NECESSARY. The Bylaws of this Collegiate Chapter of Phi Chi Theta, Inc. may be amended in whole or in part at any regular or special meeting at which there is a quorum. A two-thirds vote in the affirmative of those voting and not abstaining is required in order to pass any motion regarding amending the bylaws.

ARTICLE XIII

STANDING RULES

Section 1: POWERS AND DUTIES OF THE OFFICERS

PRESIDENT

- Responsible for organizing and presiding over chapter meetings and ceremonies. The President is also required to attend the national and regional meetings.
- Calls the meeting to order at the designated time. If quorum is present, proceeds with business.
- Preserves order throughout the meeting.
- Takes **NO** part in any discussion while presiding. Refrains from expressing a personal opinion on motions. However, he/she may vote on motions. He/She calls upon the vice president to preside if wishing to speak to a question before the group or to leave the Chair. He/she then has all the privileges of a member, addresses the presiding officer in the same manner as other members. Remains out of the Chair until the vote has been taken and announced by the vice president.
- Recognizes a member who has not previously spoken to a question in preference to one who has already spoken.
- Decides all parliamentary questions. Decisions are subject to an appeal by any two members, majority vote decides.
- Communicates on a monthly basis with the regional director. Then, relays information to the chapter members.
- Verify that all reports and monies are mailed to the appropriate people on time.
- File federal tax requirements – either the IRS ePostcard or filing a tax return – depending on the chapter’s income.
- President oversees Corresponding Secretary, Pledge Educator, Assistant Pledge Educator

VICE PRESIDENT OF INTERNAL AFFAIRS

- Vice President of Internal Affairs will be in charge of overseeing necessary activities regarding:
- Communicating with each committee to learn what resources the committee needs and making sure it is working toward defined goals:
 - Ensuring that there is a steady flow of professional, academic, and social opportunities being presented to members.
 - Beginning the process of digitizing director binders and implementing guidelines to ensure they are updated throughout each semester.
 - Maintaining a continuous flow of knowledge between the transition of committees

- and positions
- Presenting an action plan with attainable goals and timeline at the start of each semester.
- Creating detailed, realistic descriptions of director positions and what is expected out of committee members.
- Check in 1:1 with every brother at least once throughout each semester

VICE PRESIDENT OF EXTERNAL AFFAIRS

- Presides at meetings in the absence of the president and assumes the duties of the president in case of resignation or death, until the office is filled in accordance with Article 3, Section 7.
- Acts as an aide to the president.
- Performs any other specific duties that may be provided for in the bylaws.
- Represents the president upon request.
- Responsible for strategic communications designed to improve our external relations within Kelley
- Handles external relationships with corporate sponsors, professional speakers
- Oversees KGT, Corporate Sponsorship, and Philanthropy committees
- Serves as the voice and image of the Fraternity
- Elected and shall assist in all matters pertaining to alumni relations for the Fraternity, Regional, and Local level
- Responsibilities for developing and distributing a monthly newsletter and/or other materials that will keep members apprised of events and opportunities taking place within the Fraternity or Kelley
- Vice President External oversees Alumni Chair and KSG Delegate
- Connect the Chapter with other Phi Chi Theta chapters, on-campus organizations, and the community as a whole.

VICE PRESIDENT OF MARKETING

- Develops themes for Rush and Kelley's Got Talent.
- Creates future marketing budget to submit to the Treasurer at the beginning of each semester.
- With the assistance of the marketing department, prints and hangs all necessary marketing materials.
- Ensures that all Kelley School of Business advertising regulations are enforced and abided by.
- Works with the IDS and Kelley School of Business to publish relevant press releases.
- Vice President of Marketing oversees Technology Chair, Social Media Chair, Historian

VICE PRESIDENT OF FINANCE

- Works with the Treasurer to ensure that all matters of finances are being handled properly
- In charge of searching and communicating with corporate sponsor(s)
- Makes sure the fraternity is corresponding with all rules and regulations regarding corporate gifts and sponsors outlined by the office of Development, Corporate and Foundation Relations
- Communicates any needed information regarding Finances to the Executive Board at Executive Board Meetings

AUDIT CHAIR

- At their discretion, the auditor can attend executive board and general committee meetings to evaluate processes
 - Ensures that action plans are being followed and that committee practices within their realm of responsibilities
- Monitors active eligibility requirements in conjunction with the Corresponding Secretary
- Reviews monthly account statement from the Treasurer
- Reviews new proposals and provides detailed feedback to the executive board on fairness and practicality of the proposal and potential oversights
- Reviews committee and director placements (present at selection)
- Reviews pairs of parents and children (present at selection)
- Reviews professional mentor and mentee pairings (present at selection)

LEGAL CONSULTANT

- Manages the Bylaws of the fraternity and makes sure they correspond with both the Phi Chi Theta National Bylaws as well as all rules and regulations outlined by Indiana University Student Life & Learning
- Has on hand a copy of the Bylaws during all meetings and is responsible for knowing its contents
- Updates the chapter Bylaws when the chapter successfully passes an amendment to said Bylaws
- Manages the judicial board and all of its cases (see Article XIV)
- Counts the rising votes when requested by the presiding officer
- May consult in a professional manner and in complete confidentiality with the active member who served as the Legal Consultant in the immediately prior semester in order to establish sound legal precedent and general practices. This can include, but is not limited to, a binder of general information and rulings.

PLEDGE EDUCATOR

- The Pledge Educator will be responsible for training and educating the future members and leaders of the chapter. It is his/her responsibility to oversee and guide the pledges throughout their pledge period.
- Helps market the organization during Rush along with the Marketing Department
- Verifies the chapter has enough pledge pins.
- Creates and administers Pledge Tests.
- Creates Pledge Manuals for the Pledges.
- Leads and creates an agenda for Pledge Meetings
- Collaborates with the Assistant Pledge Educator through the duration of Pledgeship
- Monitors the progress of all pledges and reports their status to the active base
- Overseen by President

ASSISTANT PLEDGE EDUCATOR

- Aides the Pledge Educator in any responsibilities he/she may have
- Serves as the Pledge Educator when called upon or deemed necessary
- Overseen by President

TREASURER

- Studies carefully all references to dues and finance in both the chapter and National bylaws, standing rules and instructions.
- Submits a statement at regular meetings, including total balance on hand at the beginning of the period covered by the report and receives all monies for all accounts.
- We are not allowed to deposit money in a bank even if it is approved by our chapter. This should be changed to SOA account. Or, if we have any money in an Undergraduate Account we would include that here as well. If we currently don't have any money in an Undergraduate Account, I think we should still include it here because that is where money from Corporate Sponsors should go.
- Pays out money only by check or in accordance with the university guidelines
- Keeps an accurate and detailed account of all monies received and paid out.
- Preserves all paid invoices, receipts, bank statements and canceled checks and submits these to the auditor or auditing committee.
- Delivers to successor all books, papers and correspondence pertaining to the office.
- Pays National Membership Dues and updates the membership list the chapter receives from the national office
- Works with the Pledge Educator to submit Pledge List with Pledge Fees via the internet and send check to the National Office 7 days after Pledge Ceremony.
- Works with the Pledge Educators to submit Initiation List with Fees via the internet and send check to the National Office 14 days prior to Initiation Ceremony.
- Pays National Assessment Fee by and updates the membership list the chapter receives from the national office. The National Assessment fee and membership list will be mailed out from the National Office.
- Mails the Chapter Audit and Budget to the National Office.

DIRECTOR OF RECRUITMENT

- Collaborates and coordinates with the Vice President of Marketing to develop marketing themes and materials for rush
- Sets the dates, rooms, supplies and agendas for all rush events and communicates it to the active members of the fraternity
- Creates the application for the rushees and decides how the applications will be judged
- Communicates rush information to the active members of the fraternity and ensures attendance as well as compliance among the active base
- Coordinates with other business fraternity to minimize the amount of conflicting events
- Sets cut-off lines for interviews and voting

CORRESPONDING SECRETARY

- Attends all e-board and chapter meetings and takes notes to distribute to chapter
- Reserves rooms for events
- Ensures that advanced notice of event(s) is given to members
- Takes attendance at all mandatory events
- Places order forms for pledge pins and bid sheets
- Conducts the official correspondence of the chapter to the National Office under the

direction of the president.

- Works with Vice President of Finance to send in dues/membership forms
- Makes sure all reports are turned in on time to the national headquarters.
- Submits IRIS articles to the IRIS Editor.
- Notifies those that are not in good standing (75% attendance)
- Notifies the President if we have quorum during an event
- If voting is required during an event, notifies which members are not in good standing and therefore are not eligible to vote.

SOCIAL MEDIA CHAIR

- Manages Facebook, Twitter, Instagram, and any other social Media accounts that the Fraternity may have
- Collaborates with Historian to get up-to-date photos of recent events
- Overseen by Vice President of Marketing

ALUMNI CHAIR

- Corresponds with Alum of the Zeta Eta chapter to maintain relationships with the chapter and to provide networking opportunities
- Gathers a list of contact information of the Alum of the Zeta Eta chapter and keeps the chapters' records up to date
- Organizes events with Alums with active members of the fraternity when applicable
- Overseen by Vice President of External

HISTORIAN

- Take and compiles photographs at fraternity events
- Collaborates with Social Media Director and supplies him/her with up-to-date photographs
- Takes headshots for both active members as well as pledges of the fraternity
- Manages the Zeta Eta chapter Scrapbook
- Creates the chapter composite
- Overseen by Vice President of Marketing

KELLEY STUDENT GOVERNMENT DELEGATE

- Actively and professionally represents Phi Chi Theta as an organizational delegate by attending and participating in Kelley Student Government meetings every other week
- Informs fraternity members of changes, initiatives, and campus events by sending summary emails after each Kelley Student Government Session
- Maintains status as an active delegate throughout the semester

TECHNOLOGY CHAIR

- Continually update the website and add innovative features such as: corporate website sponsorship, interactive pages, including bios, new pictures, etc
- Update members on a semester-basis to maintain accurate online roster
- Reports to Vice President of Marketing
- Manages all matters related to technology, including maintaining the websites for the fraternity
- Reports to the Vice President of Marketing

Section 2: COMMITTEES

The committees of Phi Chi Theta Zeta Eta Chapter and what Executive Board member they report though are as follows:

MARKETING: Overseen by the Vice President of Marketing. Its main purpose is to communicate our brand and purpose to the University at large and market our fraternity to potential members.

RUSH EXECUTION: Overseen by the Vice President of Marketing. Its main purpose is to plan all aspects of Rush, as well as review the applications of the rushees.

CORPORATE RELATIONS: Overseen by the External Vice President. Its main purpose is to search for sponsors and corporate partnerships as well creating and maintaining a corporate opportunity guide

PHILANTHROPY: Overseen by the External Vice President. Its purpose is to find philanthropic events for the active members of the fraternity to participate in, as well as track the participation of active members in such events.

- **KICKSTART TO COLLEGE: (subset of Philanthropy Committee)** Overseen by the External Vice President. Its purpose is to organize the event Kickstart To College, where our fraternity partners with Big Brother Big Sisters and shows young students the importance of getting a college education.

SOCIAL: Overseen by the Internal Vice President. Its main purpose is to organize social events that all of our active members can participate in, and to increase the strength of our brotherhood.

KELLEY'S GOT TALENT: Overseen by the External Vice President. Its purpose is to organize and plan the event Kelley's Got Talent, a variety show where Kelley students compete to show their unique talents.

ACTIVE PROFESSIONAL DEVELOPMENT: Overseen by the Internal Vice President. Its purpose is to maintain a high level of professionalism throughout the active base and to provide educational tools that will continue to aid the members in their desired career path.

PLEDGE PROFESSIONAL DEVELOPMENT: Overseen by the Internal Vice President. Its purpose is to develop the pledges professionally via a series of workshops throughout the duration of pledgship that will prepare the pledges for any career that they choose to pursue.

Section 3: VOTING PROCESS

- a) In order for a candidate to be eligible to contest for a particular office or position, a minimum of three persons must approve of his/her standing.

- b) Any candidate may contest for more than one position.
- c) If any active member motions for a formal vote, the process shall be carried out as a formal vote.
- d) In the event of a tie, there would be another round of voting carried out in the same fashion between the two candidates tied for that particular position. If the resulting outcome is still insufficient to depict the winning candidate, it is at the discretion of the Legal Consultant to decide which candidate is eligible. The President's vote follows the same fashion as the above mentioned Voting Process.
- e) Contesting candidates must not be present while others contesting for the same position are presenting. At the end of all the competing candidates' respective presentations, a deliberation is carried out and a favorable outcome is arrived at thereof.
- f) In regards to officer elections the voting process shall be by secret ballot unless otherwise stated by the standing president.

Section 4: WEEKLY MEETINGS

- a) There shall be a regular membership meeting that will be held once a week at a minimum. A weekly date and time will be set at the start of each year at the discretion of the executive board. Members will be notified of this at the earliest possible time.
- b) The president holds the authority to call meetings and will notify the rest of the membership base via email.

Section 5: EMERGENCY MEETINGS

Emergency meetings may be called if the Executive Board feels that an issue exists that needs to be brought to the attention of the whole chapter or that its members need to be informed of. The president has the authority to call an emergency meeting and can notify the members via email.

Section 6: ADVISOR RESPONSIBILITIES

- a) The Advisor will mentor and guide the group.
- b) He will ultimately oversee and confirm all major decisions regarding the direction that organization will take.
- c) Helps bridge the year-to-year changes in membership and organization of officers.
- d) Serves as a liaison between the university administration, and the organization in regards to policies and financial obligations.
- e) Signs all papers allowing the chapter to use facilities on campus.
- f) Give guidance and helps solve inner group conflict that cannot be handled by the Executive Board members.
- g) Promote the ideals of Phi Chi Theta and the stability of group ideals
- h) Works with treasurer to insure accuracy in financial record keeping and cosigns checks if required

Section 7: UNIVERSITY COMPLIANCE AND ANTI HAZING POLICY.

Statement of Non-Discrimination: Phi Chi Theta - Zeta Eta Chapter allows any interested

student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Instead of: Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 8: ALCOHOL AND SUBSTANCE ABUSE POLICY

Be it known that Phi Chi Theta does not condone nor authorize the advertising, serving and/or consumption of alcohol or illegal substances at any Phi Chi Theta function.

Disciplinary measures will be taken against any chapter that:

- 1) Uses chapter funds to purchase alcohol or illegal substances;
- 2) Allows the use of alcohol or illegal substances at any Phi Chi Theta ceremony;
- 3) Allows minors to consume and/or use alcohol or illegal substances at any Phi Chi Theta activity and/or
- 4) Violates and Federal, State, Local and/or University laws and/or regulations.

Disciplinary actions will be decided by the Executive Policy Board.

Section 9: PLEDGE SELECTION PROCESS

- a) Potential members of the fraternity shall be voted into the pledge class at deliberation. During deliberation, only active members who are in good standing and have attended at least ½ the rush events may vote.
- b) All potential members shall be ranked based on a perception of fitness rating (See Appendix I). At the discretion of the rush chair, a cut-off line will be placed which shall determine which potential members will be put up for the first round of voting, the popular vote.
- c) The first portion of deliberation allows any active member to nominate a potential member below the cut-off line for the popular vote. This nomination must be seconded by another active member. The potential members that gains eligibility in this way will be voted on as if they were originally above the line, but their rush score shall not be altered.
- d) Once all nominations have been made, the popular vote shall take place for each eligible potential member. This process begins with a discussion period for each potential

member followed by a popular vote in descending order by rush score.

- e) After the popular vote, every potential member shall be re-ranked based on the number votes received in the popular vote. In an event of a tie, rush score will determine placement between equal popular vote scores.
- f) The fraternity then votes on the size of the pledge class. Starting with the top of the re-ranked list, the pledge class will increase by one potential member automatically until there is an objection. From that point forward, each increase in the size of the pledge class must pass a 2/3rds vote. The pledge class is finalized once the 2/3rds vote fails.

Section 10: BID PROCESS

- a) Rushees that receive bids must accept 24 hours before bid night.
- b) Rushees that do not receive a bid are not notified until all slots are filled
- c) For every rushee that does not accept a bid, an alternate bid is given out on a 1:1 ratio.
 - a. The first alternate bid is given out to the rushee (who previously did not receive a bid) who received the highest popular vote. The next bid is given to the rushee with the second highest popular vote and so on.
 - b. Alternate bids shall not be given to a rushee who received less than two-thirds of the popular vote.

Section 11: PLEDGING

- a) The minimum requirements for entering pledgship include having a minimum 2.5 collegiate GPA, and is interested in pursuing a career in business and is not currently a member of another business fraternity.
- b) Additionally, rushees who will not be able to be active members for at least three (3) semesters may not be considered for pledgship.
- c) Pledges qualified for membership, which shall be elected by approval of at least 2/3 of the existing members, shall be elected into membership.
- d) A pledge may be dismissed from the pledge class at any time during the course of pledgship with a two-thirds vote.
- e) Any pledge dismissed from the pledge class has an appeals process available to them.
 - a. The pledge is allowed 48 hours to write a letter to the chapter explaining why they should remain in the pledge class.
 - b. Within 48 hours, the Judicial Board must also convene and hear the appellant's case.
 - c. At the next chapter meeting, the Judicial Board will report its findings to the active members.
 - d. A vote three-quarter majority vote of active members present is required to readmit the appellee into the pledge class.
 - i. Note that this rule does not follow the standard rules of quorum for the chapter.
 - e. During this process, the appellee reserves the right to remain anonymous from the rest of the pledge class.

Section 12: ATTENDANCE

- a) Attendance shall be based on the number of points accumulated throughout the semester.
- b) A minimum point threshold will be necessary for being an active, running for office, etc.
- c) Members will receive points based on the events they attend. These events will be divided into event categories, and each event category will be valued at a certain number of points.
- d) The event categories shall be: Mandatory Events, Involvement Events, Pledge-Sponsored Events, Philanthropy Events, Social Events, Professional Development, Special Projects, and Chapter.
 - a. Mandatory Events are events that are essential to the continuation of the fraternity in which all actives should be present and include events such as the rush call out, rush interviews, induction, mid courts, honor courts, and initiation. These events are worth 5 points each. The absence rule applies.
 - b. Involvement Events are events that serve to engage the fraternity with outside organizations and students and require a strong active showing. This includes events such as the rush social, rush professional, dinner with the actives, and Kelley's Got Talent, as well as professional events that Phi Chi Theta puts on throughout the semester. These events are worth 4 points each. The absence rule applies.
 - c. Pledge-Sponsored Events are events organized and run by the pledge class. Events required by the pledge manual such as pledge-active socials or professional events are worth 3 points each, and the absence rule applies. Actives can also receive 1 point by attending events that are not required by the pledge manual, such as pledge class fundraisers and study tables, or by presenting at pledge meetings. Any active whose position requires them to be present at pledge meetings will not receive points for attending events that are not required by the pledge manual.
 - d. Philanthropy Events are required for every active member. Each member must take part in two events throughout the semester. These first two events shall be worth 2 points each, and any additional philanthropy events will be worth 1 point each. These points will be awarded at the discretion of the philanthropy chair.
 - e. Social Events are defined as brotherhood-promoting events organized by the social chair in which all members are invited to participate. These events are worth 1 point each.
 - f. Professional Development shall be defined as additional activities that members partake in to foster the professional growth of other actives. Examples of this include mentoring another member and conducting a mock interview. Actives can receive a maximum of 3 points for each activity, and these points will be awarded at the discretion of the Corresponding Secretary
 - g. Special Projects are extra tasks that members take on of their own volition in order to improve the fraternity. Members can be awarded a maximum of 8 points depending on the nature and duration of the project, and these points will be awarded at the discretion of the president or, if the president is taking on the project, the vice president. Any member of the fraternity can nominate another member to receive points for a special project, but the final say lies with the

- president.
- h. Weekly chapter meetings shall be worth 2 points each. The absence rule applies.
- e) Absence/Tardy Policy: The following absence rule applies only to those event categories for which it is explicitly stated.
- a. An active must notify the Corresponding Secretary via email 24 hours in advance in order to be considered for an accounted or excused absence. No email results in 0 points.
 - b. Emailing the Corresponding Secretary with an invalid excuse, or the excuse of studying or group meetings, will result in an accounted absence. Accounted absences are worth 1 point.
 - c. Emailing the Corresponding Secretary with the excuse of a family emergency, class, work, health issues, career conflicts, religious conflicts, or a test will result in an excused absence. The Corresponding Secretary reserves the right to request documentation or other evidence before excusing an absence. Excused absences are worth 75% of the point value of the missed event.
 - d. Arriving late to an event results in the active being awarded 75% of the possible attendance points.
- f) The Corresponding Secretary may use discretion when issues other than the ones listed in part “e” arise for active members, such as outside activities, sports games, or any other event in which a member has control over whether or not they can attend said event.
- g) Points can be deducted for unprofessional behavior such as missing a pledge interview or inappropriate conduct around pledges. Any member may propose point deductions, but the judicial board will have the final say in determining them.
- h) The following cutoffs will apply:
85% of points are required for an active to run for Executive Board.
80% of points are required for an active to run for a non-Executive Board position.
_60% of points or less will result in an automatic J-Board hearing which may lead to probation.

Section 13: PHILANTHROPY

- a) All members of the organization are expected to maintain a philanthropic spirit by attending community service events, philanthropy events, and giving back to the community.
- b) Each member is required to have attended a minimum of two (2) philanthropy events.
- c) Philanthropy points will be given on a one-to-one basis (one philanthropy point for one philanthropy event)
- d) The Philanthropy Chair will be responsible for setting deadlines for when each active member is responsible for meeting their minimum requirement for philanthropy points.
- e) A member may not receive a philanthropy point for participating in a philanthropy event sponsored by an outside organization if said member is an active participant or member in said organization.
- f) Members who do not meet the minimum requirement for attaining philanthropy points will be fined no more than twenty dollars (\$20) for each missing philanthropy point. This money will be used as a donation to a philanthropic organization to be decided on by the Chapter.
- g) If this organization coordinates or partakes in a philanthropic event that will include

working with minors (individuals under the age of 18) it shall comply with all requirements, guidelines and procedures as mandated by state law, IU policy, and Student Life & Learning.

Section 14: MENTORSHIP PROGRAM

- a) The Active Professional Development Committee, under supervision of the Vice President of Internal Affairs, will assign each member of the bi-annual pledge classes a mentor.
- b) The primary purpose of the mentorship program is to match people up with similar professional interests, academic majors, and career paths. The secondary purpose is to match people in close academic proximity that can offer insight into job acquisition process.
- c) Rules for assigning the mentor/mentee relationship are as follows:
 - I. A parent is not allowed to be their child's prospective mentor.
 - II. The professionalism committee will assign mentor/mentee relationships with preferably 1 academic year between participants. A gap of 2 academic years between mentor and mentee are allowed if necessary.
 - III. Candidates will be matched based on the following characteristics:
 - i. Academic Major
 - ii. Internship/Work Experiences
 - iii. Intended Career Path
 - iv. Preferred Companies
- d) The professionalism committee will strive to assign only 1-2 mentees per mentor. A mentor can only have 3+ mentees if the mentor gives the professionalism committee explicit permission to assign the relationship.
- e) At any time, a mentee can request to have a new mentor assigned to them by the Active Professional Development committee.
- f) The mentorship exists, at a minimum, for the entirety of both the mentees and mentors duration at Indiana University.
- g) General guidelines for mentee/mentor relationship
 - I. Meet once before, during, and after recruitment
 - II. Even if both the mentor and mentee have secured employment/internships, meetup to discuss career aspirations.

Section 15: PERSONAL GAIN CLAUSE

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Section 16: WORKING WITH CHILDREN CLAUSE

This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

ARTICLE XIV

JUDICIAL BOARD

Section 1: ROLE. J-Board is and shall be a judicial body within Phi Chi Theta to handle the disputes of the fraternity. The J-Board will be responsible for:

1. Hearing cases appointed by the Legal Consultant of the Phi Chi Theta, Zeta Eta Chapter.
2. Acting as an arbitrator for members of Phi Chi Theta, Zeta Eta Chapter.
3. Ensuring that the Executive Board stays within the limits of their power.
4. Creating more transparency between the Chapter of Phi Chi Theta, Zeta Eta and the Executive Board.

Section 2: ELECTIONS. Elections for members sitting on J-Board will take place during the first Chapter meeting of the Fall semester and the first Chapter meeting of the Spring semester. One representative of each grade will be appointed to J-Board, meaning one freshman, sophomore, junior, senior, and if applicable, one member who has spent more than four (4) years as an undergraduate. During the Fall Semester, when there will be no active freshman in the Phi Chi Theta, Zeta Eta Chapter, and if there are no members who have spent more than four (4) years an undergraduate, one extra sophomore, junior, or senior will be appointed to J-Board. In addition, two (2) more members (one junior and one senior) will be appointed as the "J-Board Committee." These members will be appointed to serve on J-Board in the event that:

1. A seat on the J-Board becomes vacant due to a member stepping down from the position
2. A seat on the J-Board becomes vacant due to a J-Board member being put on trial.
3. A seat on the J-Board becomes temporarily vacant due to a member being unable to make a hearing.
4. A seat on the J-Board becomes vacant due to a member voluntarily stepping down from a hearing due to personal conflicts.
5. A seat on the J-Board becomes vacant due to all other members of J-Board voting that a member must step down from a hearing due to personal conflicts

Section 3: STRUCTURE. A J-board case will officially begin when a charge has been brought up against a member of Phi Chi Theta, Zeta Eta Chapter. This includes general members, Executive Board members, and members on J-Board. With the initial charge, the J-Board will determine between whether proceeding with the case as an official hearing or an arbitration. In either case, the accuser(s) and the accused must respond to the Legal Consultant's request within two days. In the case that the accuser(s) don't respond in the appropriate time, the case will be dropped. In the case that the accused don't respond in the appropriate time, the case will proceed without the accused's defense. An automatic J-Board case will result when, with sufficient, tangible evidence, any member is found having lied in any official proceedings with J-Board.

Section 4: OFFICIAL HEARINGS: Once a charge has been established and determined to require an official hearing, the J-Board will hold a meeting with the accused member. The J-Board will choose the time and place of the hearing and it will be up the discretion of the J-Board to change the time or the place if the accused member cannot attend the hearing. The Legal Consultant shall give the accused at least one week notice of case and hearing. Once the hearing has begun, the accused member will begin by stating their interpretation of the case at hand. At this time, they may give all of the evidence they have collected (emails, texts, etc.). J-Board may then begin questioning the accused member of anything pertaining to the case. J-Board members may not discuss prior cases or any information not pertaining to the case at hand during this questioning period. After the questioning is completed, the accused member will leave the room and the J-Board will have time to deliberate. The accused member will then re-enter the room and the J-Board will make a decision based on the facts of the case. Upon the completion of the hearing, the J-Board will fill out paperwork that is to be created by the Legal Consultant. This document should state who was accused, what they were accused of, the facts of the case, the result of the case, and the reasoning behind the result. This paperwork should be completed and sent to the Legal Consultant no later than two (2) days after the hearing.

Section 5: ARBITRATION. Members may bring charges against other members of Phi Chi Theta, Zeta Eta Chapter, without the need of an official hearing. These charges must state how the accused member's actions have harmed the fraternity. In this case, both the accused member and the accusing member will meet at the convenience of the J-Board and discuss the case. The J-Board will then make a decision that both the accused and accusing member must respect. Paperwork does not need to be completed for arbitration cases.

Section 6: TERMINATION. In the event that a member of J-Board has not performed the duties necessary to maintain order and stability in Phi Chi Theta, Zeta Eta Chapter, any member may call for a vote of no confidence. In order to call this vote, the member of J-Board that is being accused must be present. If the vote is seconded, the accusing member must state their case as to why this member of J-Board has not fulfilled his/her duties. Additionally, the accused member may make a counter argument. When all statements are complete, both parties will exit the Chapter meeting, and the Chapter may deliberate if necessary. The Chapter will then vote and a simple majority will determine the outcome. If the Chapter votes on terminating the member from his seat on J-Board, a member of the J-Board Committee will fill in the position until

elections can presume at the regularly scheduled time.

Section 7: APPEALS PROCESS: Given the inherent structure of J-Board and the judicial process within Phi Chi Theta: Zeta Eta Chapter, all members who appear before J-Board are given a right to privacy. This right ensures that no member of J-Board may:

1. Discuss upcoming cases with the General Chapter or the Executive Board.
2. Discuss rulings with the General Chapter or the Executive Board.
3. Discuss past cases with the General Chapter or the Executive Board.

These restrictions do not apply if:

1. A member of the General Chapter has pertinent information to the case.
2. The defendant receives a sanction of deactivation, in which the Legal Consultant must inform the Executive Board within twenty-four (24) hours.

Given these inherent rights, a member of the General Chapter who receives a sanction by the Judicial Board may choose to relinquish this right in order to appeal the decision. The appeals process will take the following format:

1. After receiving the sanction by the Judicial Board, the member in question must give notice to both the Legal Consultant and the standing President within twenty-four (24) hours.
2. The President will set aside a portion of the next available Chapter meeting to hold a trial.
3. At the next available Chapter meeting, the member in question will discuss the contents of their case including what infraction caused them to be seen before J-Board, information they have defending their case, any mishandlings done by J-Board, among other pieces of evidence.
4. The Legal Consultant will act as the prosecutor and will discuss the contents of the case including the process the Judicial Board went through, the sanction that was given, why the sanction was given, among other pieces of evidence.
5. The General Chapter will be given the opportunity to ask both the member in question and the Legal Consultant questions pertaining to this case.
6. After the General Chapter has finished the questioning period, both the Legal Consultant and the member in question will leave the room.
7. At this time, the General Chapter will act as the standing J-Board and create a sanction. This sanction must be voted on and have a $\frac{3}{4}$ majority.
8. Once the General Chapter has voted, both the Legal Consultant and the member in question will re-enter the room where the sanction will be delivered by the standing President.

Sanctions given by the appeals process may not be appealed by the member in question, the Legal Consultant, J-Board, the General Chapter, or the Executive Board. In lieu of an appeals process, the Legal Consultant has the right, pending a vote from the standing J-Board, to drop its original sanctions.

APPENDICES

Appendix I

Rush Evaluation Score

- a) The rush evaluation score is an aggregation of multiple factors ranked by each member of the fraternity. This measurement assesses a potential member's overall fit for the chapter. The perception of fitness rating is a weighted average by the following factors:
- a. Attendance during rush events: 10%
 - i. 10 points for each event
 - ii. 5 points for each event with an excused absence
 - iii. 0 points for each event unattended with no excuse
 - b. Application: 20%
 - i. This figure is a ranked average determined by the **Director of Rush**
 - c. Interview Score: 20%
 - i. 5 points awarded for professional dress
 - ii. 5 points awarded for confidence and composure
 - iii. 8 points for responses to questions
 - iv. 2 points awarded for asking questions
 - d. Perception of fit: 50%
 - i. Each active member rates each potential member on a 1-10 scale
 - ii. The final score for each potential member is the average score received multiplied by 5