

The Constitution of the Indiana Alpha Theta Chapter of Pi Lambda Phi

Preamble

"We, students pursuing courses at Indiana University, appreciating the need for a fraternity which shall eliminate all prejudice and sectarianism, and desirous of affiliating ourselves in spirit, in feeling, and in action, do hereby associate ourselves in Pi Lambda Phi Fraternity."

Article I

Name and purpose

Section 1: Pursuant to and by virtue of the recognition granted by the International Council of Pi Lambda Phi Fraternity bearing the date January 17, 2015 this chapter shall be known as the Indiana Alpha Theta chapter of Pi Lambda Phi Fraternity.

Section 2: The aims of this fraternity are:

- A. To foster and develop among its members the true spirit of the fraternity and the ideals of democracy.
- B. To maintain in the living area of the fraternity an atmosphere in which good scholarship and good conduct may thrive.
- C. To instill in its members a sense of responsibility to Indiana University and the community.
- D. To uphold the policies and programs of the institution at which this chapter is established.
- E. To establish scholarships and to aid the Elimination of Prejudice.
- F. To create funds and foundations for the support of activities in furtherance of the foregoing.
- G. To develop Brotherhood, friendship, and respect amongst a select group of peers.

Article II

Membership

Section 1: Types of Membership

- A. An active brother is a male student attending Indiana University who had been duly elected and initiated into this chapter and remains in good standing with the chapter. His standing shall depend on his ability to meet the individual standards for all members and based on his connection with the chapter. Active brothers shall be in compliance with chapter and campus standards related to scholarship, campus involvement, chapter involvement, and community service. The institution, local chapter or IHQ may implement additional standards; compliance with these standards shall be the basis for active membership within the chapter.
- B. A fratre who has entered Indiana University from another institution may become an active member provided that he was in good standing at his last chapter and with IHQ; he completes an Indiana Alpha Theta New Member Education Program; and then is given a 4/5th (80%) positive vote by the active brotherhood of the chapter present during the New Member Evaluation vote.
- C. An alumni brother is a fratre who is no longer attending a university or college on an undergraduate level.
- D. There shall be no Social Brothers admitted to this chapter (i.e. those who have not undergone the standard initiation and are not on the International roster)

Section 2: Duration of Brotherhood

- A. Any man duly initiated into brotherhood in this fraternity shall be a member for life unless he is expelled in accordance with the provisions of the International Constitution and Bylaws.

Article III
Religion

Section 1: Creed, difference of creed, or lack of creed shall be at all times utterly disregarded in the consideration of any question, but due deference and respect be hereby guaranteed to the religious convictions of every brother.

Article IV
Privileges of Brotherhood

Section 1: There are three classifications that exist that can describe the status of an undergraduate brother – “active,” “probation,” or “suspended.”

A. An active brother is defined as a brother who has met chapter, campus, and international standards; has paid all his dues or is on a payment plan with the Vice President of Finance (K.O.E.); is considered a full time student at the institution; and is in good standing with the chapter and institution.

a. A brother on “probation” has not met chapter, campus or international standards.

b. These brothers lose the privilege of attending external social fraternity events including but not limited to Greek mixers, date functions, and formals.

c. These brothers are unable to participate on fraternity organized intramural teams or any event that requires formal fraternity practice; and lose the ability to hold any formal position of leadership within the chapter.

d. Brothers on probation are encouraged to attend brotherhood events, alumni events, rituals, service events, and all informal social outings.

B. A suspended brother is defined as a brother who has not paid his dues and is not on a payment plan with the Vice President of Finance (K.O.E.); is not in good standing with the chapter, institution or IHQ; or has not fulfilled required sanctions from the chapter’s Standards Board.

a. Suspended brothers lose the same privileges of a brother on probation, lose the right to vote, and lose the ability to participate in all functions funded by or for the fraternity.

Section 2: Active and Probation brothers may be heard on all questions discussed at regular meetings and shall be entitled to one vote each on such matters.

A. Suspended brothers shall not be entitled a vote on chapter topics. President (Rex) may use discretion to determine if suspended brothers may be heard on topics discussed at regular meetings.

Section 3: Alumni brothers may be heard on all questions but shall not be entitled to vote.

Section 4: Honorary brothers shall be accorded the same privileges as alumni brothers.

Section 5: A member in good standing will enter alumni status once he graduates from the institution, or leaves the institution in good standing.

Section 6: Active brotherhood can be petitioned for termination if a brother’s actions jeopardize the good and welfare of the fraternity. Actions could include but are not limited to: failure to meet financial obligations to the chapter; continued failure to meet chapter, institution or IHQ standards and/or sanctions from the Standards Board; frequent unexcused absence from

mandatory fraternity functions; conviction of criminal charges; illegal drug usage; general behavior that is detrimental to the fraternity.

Article V
International Constitution, Bylaws, and Ritual

Section 1: The provisions of the chapter constitution and bylaws shall not be construed to deny or abridge or in any way be repugnant to the provisions of the international constitution, bylaws, or ritual.

Article VI
Amendments

Section 1: A proposed amendment to the constitution shall be in written form and a notice of the motion to amend must be made and seconded at a regular meeting at least one week before the motion is voted upon.

Section 2: A $\frac{3}{4}$ affirmative vote of the brotherhood is required for an amendment to be made to the constitution.

Section 3: Where such a motion has been defeated, it may be brought up for consideration again at the second brotherhood meeting following its defeat, provided, however, that at the time of its original submission, it received a simple majority in its favor. If such a vote is not obtained, the proposed amendment must be dropped.

Section 4: Any article or any section of the bylaws may be suspended, amended, or repealed by a $\frac{2}{3}$ -majority vote of the brotherhood at any regular meeting.

Section 5: The Chapter Advisor or International Headquarters (in accordance with the Alumni Association) must approve any changes to the chapter constitution or bylaws.

Article VII
Compliance with Sorority and Fraternity Life Regulations

Section 1: Statement of University Compliance – This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2: Anti-Hazing Policy – 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 3: 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 4: Statement of Non-Discrimination* – Participation in Pi Lambda Phi 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.

* Under 20 U.S.C. 1681(a) (6) (A), social fraternities and sororities are exempt from Title IX discrimination prohibitions. The law recognizes that differentiated treatment based on gender in this context is not arbitrary or unlawful. Organizations in this category may remove “gender” from the non-discrimination statement in their constitution.

Article VIII
Ratification

Section 1: Upon a majority (1 greater than 50%) vote of the chapter at a regular meeting, this constitution shall become law and the President (Rex) shall have full power to enforce it.

Section 2: All questions of interpretation of this constitution shall be referred to the Executive Board and their decision presented at the following meeting is final.

Section 3: The procedure of the chapter in all cases not provided for in the constitution or bylaws shall conform to the rules laid down in Roberts Rules of Order Revised.

Section 4: This constitution was adopted on **2/8/2015**.

President (Rex)
Daniel L DeBard
Daniel L. DeBard Jr.

VP of Communications (Scribe)
Adam Smith
Adam Smith

Section 5: Dates of revision: **2/26/2015**, __/__/__

Bylaws

Section A – Membership

For an undergraduate to be eligible for initiation into the chapter he must complete the New Member Process. The following steps must be followed:

1. To receive a bid and begin the New Member process, a potential new member must pass an initial evaluation held in the presence of the recruitment committee presided by the Prolocutor. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document (Addendum 1). Prolocutor has final say based on the recommendation from his committee. The brotherhood can overturn a Prolocutor's decision with 2/3 majority.
2. A second evaluation will occur right before New Members are assigned Big Brothers. To continue on with the New Member process, a New Member must pass this evaluation which is to be held in the presence of the entire brotherhood. The requirements to pass this evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
3. A third and final evaluation will occur prior to the New Member's initiation week. To be moved through to initiation, a New Member must pass this evaluation which is to be held in the presence of the entire brotherhood. The requirements to pass this final evaluation can be found on the Values Based Evaluation Process document. (Addendum 1)
4. The Vice President of Education & Development (Archon) will lead the New Members through their education period. The Vice President of Education & Development (Archon) will lead the New Member Class through the New Member educational courses located within Pi Lambda Phi University and educate them on local and international history, values and traditions.

Section B – Standards for Active Membership

To remain in active status with the chapter, members must meet standards set for academics, community service, campus involvement and internal involvement.

1. Any undergraduate male student who is a regularly matriculated student at shall be eligible for adoption into brotherhood by the chapter, providing that he has attained the minimum grade requirement of the Inter-fraternity Council, institution, and Indiana Alpha Theta.
2. Individual standards that all members must adhere to in order to remain active members within the Indiana Alpha Theta chapter:
 - a) Achieve and maintain a minimum cumulative GPA of 2.7 or higher
 - i. Brothers must also complete study hall hours requirement as determined by the Academics Chairman in consultation with the Executive Board.
 - ii. Additionally, the chapter as a whole must achieve a minimum semester GPA of 3.1 or higher each semester, calculated by averaging the semester GPA of all chapter brothers.
 - b) Volunteer a minimum of 15 hours of community service per semester
 - c) Maintain active involvement in at least one other student organization on campus.
 - i. New Members are to be held to the same standards as brothers.
 - ii. All brothers (except "inactive") will serve on a minimum of one fraternity committee per semester or as coordinator.
3. Any male member of the faculty or staff of Indiana University shall be eligible for adoption into honorary brotherhood by the chapter.
4. Any man who has merited and achieved distinction in any walk of life and whose brotherhood will add to the honor and prestige of Pi Lambda Phi, or any man who has performed signal service to Pi Lambda Phi, shall be eligible to adoption to honorary

brotherhood. However, the consent of International Executive Council is first obtained as provided for in our International Constitution.

Section C – Government

Officers of the Chapter

1. Officers of the chapter shall be President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).
2. Term of office shall be 1 year, terminating three weeks after the election of new officers. Elections shall take place between the months of November and December and the Inauguration Ceremony shall take place in December or January.
3. Method of Election
 - a) Nominations shall be held one week prior to elections.
 - b) All nominees must submit a resume prior to the election to be considered eligible to run.
 - c) All officers shall be elected by a majority (1 *greater* than 50%) of the eligible voting brothers present at the election meeting. To hold the election, at least $\frac{3}{4}$ of the brotherhood must be present.
 - i. Eligible voting brothers are those who are “active” undergraduate members in good standing
 - d) Elections are formal meetings that require formal badge attire (slacks, button shirt, tie, and brotherhood badge).
 - e) Nominees shall be voted upon by anonymous hand raising and counted by the current President (Rex) and Vice President Education & Development (Archon) unless they are running for a position in which case, the next two highest officers (or previous officers) will tally the votes with the Chapter Advisor observing.
 - f) If after the first vote no candidate has received the necessary majority, there shall be a second vote cast. The only candidates on the second ballot shall be the two candidates, and any ties, who received the most votes after the first ballot.
 - g) Votes shall continue to be cast until a candidate receives the necessary majority. Successive votes should again only involve the top two vote getters from the previous ballot.
 - h) Due to their inexperience and unfamiliarity with the brotherhood and operations of the chapter, although they may attend to view the election if the chapter sees fit, New Members are not eligible to vote and are not eligible to participate in discussion.
4. The newly elected officers of the chapter shall be sworn in during the month of December or January following the election of the President (Rex). This period should be used by the incumbent officers and officers elect to acquaint themselves with procedures, systems, and policies. During this period the incumbent officers shall serve in their capacities.
5. Removal of Officers
 - a) A petition for recall of any of the officers must be made to the Executive Board.
 - b) The petition shall be considered at the next regularly scheduled meeting of the chapter.

c) Recall shall necessitate a $\frac{3}{4}$ vote of the active brotherhood. Recall, in itself, shall only necessitate removal from office. Any further judicial action may be initiated by the Standards Board.

Section D – Duties of the Officers

1. President (Rex) Duties: Overseeing chapter meetings, liaison between chapter and key partners, ensuring procedures are followed, setting goals for the chapter

a) The President (Rex) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

b) It shall be the duty of the President (Rex) to preside at all meetings of the active chapter; to enforce the due observance of the constitution; to make final determinations on questions; to offer for consideration all motions duly made and seconded.

c) The President (Rex) shall set the vision and direction of the local chapter in compliance with all FIPG, IEC/IHQ and institutional guidelines and regulations.

d) The President (Rex) shall conduct weekly Executive Board meetings where updates from all Executive Board Members, committees and Coordinators are covered and plans for executing chapter goals and mission are discussed.

e) The President (Rex) shall conduct an application process and will appoint Coordinators in collaboration with the Vice President of each respective committee.

f) The President (Rex) shall be a non-voting member of all committees. He shall have the power to call a special meeting at any time he may feel fit.

g) The President (Rex) shall be responsible to and for the chapter and shall be the liaison between the International Executive Council/International Headquarters, Local Alumni Association and the active undergraduate chapter.

h) The President (Rex) shall be responsible for ensuring all local, IEC/IHQ and Institution Student Code of Conduct guidelines are enforced.

i) The President (Rex) shall aid the chapter in establishing yearly and semester/quarterly goals and communicate these goals to the IHQ.

j) The President (Rex) shall meet regularly with IHQ to address current needs of the chapter and continual plans for chapter improvement.

k) The President (Rex) shall represent the chapter whenever possible at all International Conventions, regional gatherings, and functions.

l) The President (Rex) shall serve as the main representative for the chapter to the IFC and to the Office of Greek Life.

2. Vice President Education & Development (Archon) Duties: Development of New Members, IHQ Approved New Member Education Program, Hazing prevention, Education & Development Committee, Ensure chapter support of The Elimination of Prejudice, Rituals, Filling in for the President (Rex) when needed.

a) The Vice President Education & Development (Archon) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

- b) The Vice President Education & Development (Archon) shall fulfill the office of President (Rex) in the latter's absence. The Vice President Education & Development (Archon) shall be familiar with all duties of the President (Rex) in case the President (Rex) resigns or is removed from office. The Vice President Education & Development (Archon) shall act as President (Rex) until a new President (Rex) is elected.
- c) The Vice President of Education & Development (Archon) shall be responsible for the education and development of all the New Members.
- d) The Vice President of Education & Development (Archon) shall oversee weekly new member meetings and lead all New Members through discussions about the values, history, traditions, organizational structure, standards and mission of Pi Lambda Phi and the local chapter.
- e) The Vice President of Education & Development (Archon) shall lead all New Members through the IHQ approved New Member Education.
- f) The Vice President of Education & Development (Archon) shall aid in the development of positive relationships between the New Member Class and active Brothers. He shall do so through team builders, interviews and social events all in accordance with the FIPG Risk Management Guidelines and Institution Student Code of Conduct.
- g) The Vice President of Education & Development (Archon) shall submit an outline of all additional local New Member Educational events and activities to the Chapter Advisor and IHQ prior to the start of each semester/quarter.
- h) The Vice President of Education & Development (Archon) shall directly oversee the Education and Development Committee and meet weekly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
- i) The Vice President of Education & Development (Archon) shall have regular occurring calls with the IHQ to discuss New Member development and any questions or concerns regarding the use of Pi Lambda Phi University.
- j) The Vice President of Education & Development (Archon) shall communicate Pi Lam's "Anti-Hazing" stance and report any allegations of hazing to Chapter President (Rex), Chapter Advisor and IHQ.
- k) The Vice President of Education & Development (Archon) shall provide to the Brotherhood during chapter meetings updates including but not limited to New Member progress relating to completion of the New Member program, participation during New Member meetings, completion of Brother-New Member Interviews, grades on weekly quizzes and attendance at Brotherhood Events.
- l) The Vice President of Education & Development (Archon) shall ensure the New Member evaluation process is completed as in accordance with IHQ suggested best practices and the chapter's Constitution and Bylaws.
- m) The Vice President Education & Development (Archon) shall oversee the running and planning for all Rituals. With the aid of the chapter Ritualist the Vice President Education & Development (Archon) shall ensure all materials, location and details of all Rituals are present and prepared for proper execution.

3. Vice President of Programming, Risk Management & Housing (Marshal) Duties: FIPG Observance and education, Brotherhood Programming, House Manager

- a) The Vice President of Programming, Risk Management & Housing (Marshal) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as the chapter expert on FIPG, Institution Student Code of Conduct guidelines and local chapter Risk Management practices. On all questionable topics the Vice President of Programming, Risk Management & Housing (Marshal) shall consult the IHQ.
- c) The Vice President of Programming, Risk Management & Housing (Marshal) shall advise the chapter on Risk Management accommodations as events are planned.
- d) The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure FIPG regulations and Institution Student Code of Conduct guidelines are being observed at all fraternity functions.
- e) The Vice President of Programming, Risk Management & Housing (Marshal) shall work directly with the Vice President of Recruitment and Vice President of Education & Development (Archon) to ensure no Hazing or other Risk Management Violations occurs during the Recruitment and New Member Educational processes.
- f) The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure the entire chapter reviews the FIPG Risk Management regulations and Institution Student Code of Conduct guidelines within the first three weeks of each semester at a chapter meeting.
- g) The Vice President of Programming, Risk Management & Housing shall ensure all New Members complete the IHQ FIPG Risk Management Certification
- h) The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as “House” Manager and enforce all house rules, in accordance with the FIPG regulations and Institution Student Code of Conduct guidelines.
- i) The Vice President of Programming, Risk Management & Housing (Marshal) shall have full charge of all matters pertaining to the care and maintenance of the shared living space.
- j) The Vice President of Programming, Risk Management & Housing (Marshal) shall make all purchases deemed necessary for the maintenance of the shared living space subject to prior approval of the Vice President of Finance (K.O.E.).
- k) The Vice President of Programming, Risk Management & Housing (Marshal) shall submit all shared living space rules on semester basis to the active Chapter Advisor and IHQ for approval.
- l) The Vice President of Programming, Risk Management & Housing (Marshal) shall directly oversee the Programming & Risk Management Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- m) The Vice President of Programming, Risk Management & Housing (Marshal) shall work with the campus, student organizations or local law enforcement to provide a Risk Management Educational presentation a minimum of once per semester. Possible topics for a Risk Management Educational Presentation include; hazing awareness, conflict resolutions, signs of alcohol poisoning, safe sex, etc.
- n) The Vice President of Programming, Risk Management & Housing (Marshal) shall have the Social Coordinator on his committee, which will be a special elected position that will run on an academic

year. He will need a simple majority vote of the brotherhood. The newly elected Social Coordinator will shadow the current Social Coordinator towards the end of his role. There will also be a social subcommittee within the programming and risk management committee.

4. Vice President of Recruitment (Prolocutor) Duties: Names List, FIPG Compliance During Recruitment, Brotherhood Education, 365 Recruitment, Values Based Evaluation

- a) The Vice President of Recruitment (Prolocutor) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Vice President of Recruitment (Prolocutor) shall oversee the development and execution of a 365 day Recruitment Strategy.
- c) The Vice President of Recruitment (Prolocutor) shall maintain and actively update and review the chapter names list on a regular basis with all brothers during chapter meetings.
- d) The Vice President of Recruitment (Prolocutor) shall provide continual recruitment training for all members. IHQ suggested best practice is to utilize PLPU “Phired-Up Training” or facilitation of ideas and questions provided by “Good Guys” book by Phired-Up. Your IHQ Regional Representative can provide training or other suggestions.
- e) The Vice President of Recruitment (Prolocutor) shall encourage and motivate all Brothers to actively participate in the recruitment process by meeting people, building relationships and inviting them to fraternity events.
- f) The Vice President of Recruitment (Prolocutor) shall give regular recruitment training presentations to the entire chapter.
- g) The Vice President of Recruitment (Prolocutor) shall ensure the Values Based Evaluation process is followed prior to the extension of bids in ordinance with IHQ suggested Best Practices and the chapter’s Constitution and Bylaws.
- h) The Vice President of Recruitment (Prolocutor) shall plan events during campus “Recruitment Week” these events will be in compliance with the FIPG Risk Management Policies and Institution Student Code of Conduct guidelines.
- i) The Vice President of Recruitment (Prolocutor) shall have regular occurring calls with the IHQ to discuss the chapter’s Dynamic Recruitment strategy and any questions or concerns regarding the recruitment process.

5. Vice President of Finance (Keeper of the Exchequer) Duties: Collections, Budgeting, Record Keeping, Finance Committee Director, Fundraising.

- a) The Vice President of Finance (K.O.E.) shall set the example for all Brothers by being in compliance with all local, campus, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
- b) The Vice President of Finance (K.O.E.) shall be responsible for all financial matters pertaining to the chapter.
- c) The Vice President of Finance (K.O.E.) shall be responsible for establishing a semester/quarterly and yearly budget. The budget shall be submitted to the IHQ for

review. It additionally must be presented to the chapter before the 3rd chapter of the year.

d) The Vice President of Finance (K.O.E.) shall be responsible for the collection of Brotherhood Dues, New Member Fees and Initiation Fees from all undergraduate members.

e) The Vice President of Finance (K.O.E.) shall be responsible for making all payments to the IHQ on time and staying in financial compliance as in accordance with The Pi Lambda Phi International Collection Policy.

f) The Vice President of Finance (K.O.E.) shall ensure the chapter completes and submits all IRS required tax information forms (990 Form) prior to October 31st each year. Depending on chapter income the required form will either be the 990 Form, 990EZ or 990N form.

g) The Vice President of Finance (K.O.E.) shall directly oversee the Finance Committee and meet regularly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.

h) The Vice President of Finance (K.O.E.) shall be responsible for having all New Members sign Brotherhood Contracts prior to Initiation.

i) The Vice President of Finance (K.O.E.) shall be responsible for working with all delinquent Brothers to set up payment plans for outstanding debt to the chapter.

j) The Vice President of Finance (K.O.E.) shall be responsible for keeping an accurate and up-to-date record of all chapter funds, accounts receivable and accounts payable.

k) The Vice President of Finance (K.O.E.) shall be responsible for keeping all receipts for chapter expenses for a minimum of 7 years.

l) The Vice President of Finance (K.O.E.) shall make regular occurring reports at chapter meetings covering recent and upcoming expenses as well as current chapter funds.

m) The Vice President of Finance (K.O.E.) shall make annual reports to both the chapter and the IHQ. These annual reports must include the chapter budget, current chapter funds and list of Brothers with outstanding debt to the local chapter.

n) The Vice President of Finance (K.O.E.) is responsible for creating and maintaining all housing budgets. These budgets must be presented to the residents of each Pi Lambda Phi house before the 3rd week of residency.

6. Vice President of Communication (Scribe) Duties: Meeting Minutes, Expert on Constitution & Bylaws, Communications Committee

a) The Vice President of Communication (Scribe) shall set the example for all Brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.

b) The Vice President of Communication (Scribe) shall keep an accurate record of the meetings and proceedings of the chapter and Executive Board. All chapter-meeting minutes shall be available for review and sent to the general brotherhood prior to the following meeting.

c) The Vice President of Communication (Scribe) shall provide weekly chapter-meeting minutes to Chapter Advisor and IHQ.

- d) The Vice President of Communication (Scribe) shall have available at all times an up-to-date version of the chapter's constitution, bylaws, and chapter procedures.
- e) The Vice President of Communication (Scribe) shall ensure all procedures for changes to the chapter constitution are followed in accordance to the procedure written within the constitution.
- f) The Vice President of Communication (Scribe) shall provide the Chapter Adviser and IHQ with a current copy of the chapter's constitution at the beginning of each Fall Semester/Quarter.
- g) The Vice President of Communication (Scribe) shall advise the President (Rex) of the constitutionality of chapter procedure, bylaws and bring to his attention any invalid legislation or procedure.
- h) The Vice President of Communication (Scribe) shall ensure all Newly Initiated Brothers read the ritual, international constitution and bylaws, local chapter constitution and bylaws and completed the Pi Lambda Phi IHQ approved New Member Education program prior to the opening of the second regular chapter meeting following their initiation.
- i) The Vice President of Communication (Scribe) shall directly oversee the Communications Committee and meet weekly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- j) The Vice President of Communication (Scribe) shall maintain chapter communication structure through the use of online calendar, brotherhood contact sheets, email, etc.

Section E – *Disabilities of Officers*

1. Any officer other than the President (Rex), wishing to resign, must hand in a written statement of the reasons to the President (Rex), who, in conjunction with the Executive Board shall decide whether or not to accept his resignation.
2. If the President (Rex) wishes to resign, he must give the Vice President Education & Development (Archon) written reasons and it shall be the duty of the Vice President Education & Development (Archon) to confer with the Chapter Advisor and with the Executive Board. These shall decide whether or not to accept his resignation. In case of disability of the President (Rex), the Vice President Education & Development (Archon) shall preside at the new election.
3. Should any officer be deemed incapable of holding further office for any good or substantial reason, the chapter shall hold a vote, and that officer will be recalled if the brotherhood approves it by a $\frac{3}{4}$ majority vote. If the motion passes, a new election shall be held in accordance with the bylaws.
4. Nothing contained herein shall in any way attempt to limit or abridge the right of the International Executive Council to remove any officer from office and to appoint his successor whenever the International Executive Council deems such action advisable for the best interests and welfare of the chapter.

Section F – Committees

1. The Executive Board

- a) The board shall consist of the President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).
- b) The Executive Board shall decide upon the general financial policy of the chapter and shall present the budget to the chapter at the beginning of each semester.
- c) The Executive Board shall be the supreme voice on rules not determined by the Standards Board.
 - i. It shall have the power to interpret this constitution in periods of controversy.
 - ii. It shall have the power to rule on the membership status of any brother.
 - iii. It shall vote to break a tie when the President (Rex) deems it necessary.
 - iv. It shall enforce the rules of not only this constitution but all other accepted chapter policies and procedures.
- d) The Executive Board shall have the power to define any particular standards of obligations of the brotherhood and enforce those standards appropriately, utilizing the Standards Board when necessary.
- e) The Executive Board shall have the power to suspend all brothers who fail to meet their current obligations to the chapter after the brothers in question have been communicated with and given a reasonable amount of time to defend their inability to meet their obligations.
- f) A decision or interpretation made by the Executive Board may be overruled by a two-thirds vote of the active brotherhood at any chapter meeting.
- g) Powers not herein, not designated nor denied to the Executive Board, shall be reserved for the Executive Board.

2. The Standards Board

- a) The Standards Board shall be a permanent committee chaired by an elected officer during regular elections.
- b) The membership, election procedures, duties, and responsibilities of the Standards Board are defined in the “Judicial Document” (Addendum 2), a set of policies duly written and voted into chapter law by the brotherhood.
- c) Any brother may petition a case to the Standards Board.

3. The President (Rex), in consultation with the Executive Board, shall have the power to create, modify, or dissolve any other committees as he sees fit.

4. All Coordinators shall submit a budget to the Vice President of Finance (K.O.E.) before the beginning of each semester. The Vice President of Finance (K.O.E) then will use these proposals to formulate the budget of the chapter in conjunction with the Executive Board.

5. All officers and Coordinators shall submit reports and accounts each regular meeting. At the beginning of each semester/quarter, a written summary of the each committee’s goals shall be presented to the Executive Board and the chapter. This must be done before the 3rd chapter of the year.

6. At the end of each semester, a written summary of each committee's accomplishments should be presented to the Executive Board and the chapter.

Section G – International Executive Council Stipulations

1. Any chartered organization, affiliate group, or constituent group which has derived assets as a result of its affiliation with an undergraduate chapter shall upon the dissolution of that chapter turn over those assets to a trustee appointed by the International Executive Council. Assets will be held in trust for a period of no less than five years, to be used to reactivate that chapter or until such time as determined by the International Executive Council that reactivation is unlikely. At such time, those funds shall be used in such a way as to promote the aims of the Fraternity.

Addendum 1

Indiana Alpha Theta New Member Values Based Evaluation Process

The New Member Bid Extension evaluation is based on the content of one's character. To receive a bid to become a New Member, the Potential New Member must be spoken for by a brother for each of the three fits. If a brother in good standing feels the New Member does not meet one of these fits, he may cast a Blackball which would eliminate the Potential New Member. The President (Rex) can only overturn Blackballs during the first and second evaluation of New Member if he feels they are unfairly cast.

1. Attitudinal Fit

- Is his attitude right for Pi Lambda Phi? Is there potential for personal growth with this man?
- Is he interested in further development as a leader within our group or on campus?
- What examples could you provide to verify that this man is:
 - Coachable; Enthusiastic; Optimistic; Motivated; Team-minded; Ambitious; Positive; Adaptable; Courageous; Mature; Organized; Respectful; Reflective; Sincere

2. Organizational (Value) Fit

- Does this man understand the values represented in our Creed?
- Is this man diversity conscious and supportive/tolerant/accepting of differences?
- Do they exhibit high morals?
- Is this man law abiding?
- Does this man exhibit personal integrity?

3. Behavioral (Membership) Fit

- High-Involvement Leader/Member (current or potential)
- High Responsibility/Accountability
- Does this man meet our Brotherhood Criteria
 - Cumulative GPA of 2.8 or higher
 - Involved on campus or seeking involvement (at least one other student organization)
 - Involved with/willing to do Community Service (15 hours)

To pass the second evaluation the New Member must:

1. Have the Vice President of Education and Development's (Archon) endorsement
2. New Member can be spoken for in regards to
 - a. The three areas (fits)
 - b. Their progress on interviews, quiz scores, and New Member Education
 - c. Their progress with understanding expectations, obligations, and the Creed
3. Have a brother in good standing agree to sponsor that New Member as a big brother
4. Should have no major dissention against one of the three fits (from first evaluation)
5. Must have one more than 50% Yes votes from the eligible voting members of the brotherhood present at the New Member Evaluation vote.
 - a. Blackballs can only be cast if a New Member no longer meets one of the three fits.

To pass the third and final evaluation to become a brother, the New Member must:

1. Complete the New Member program
2. Shown an understanding of the expectations, obligations, and the Creed
3. Maintain the endorsement from their Big Brother and the Vice President of Education and Developments (Archon)
4. Receive 4/5^{ths} (80%) Yes votes during Brotherhood vote (from eligible voting brothers) present at the New Member Evaluation vote.
5. Receive no more than 10% blackballs during Brotherhood vote
 - a. The President (Rex) may not overturn a Blackball unilaterally at this point, but the Blackball must be justified by the brother casting it. The validity of the Blackball will be voted on by the Rex, Archon, Marshall, Prolocutor, Keeper of the Exchequer, and Scribe. The Blackball will be dismissed if 3 out of 5 executive board members vote for dismissal.
 - b. Blackball is defined in the Glossary

Addendum 2

JUDICIAL DOCUMENT

Standards Board

Section A. Purpose & Jurisdiction

1. The purpose of the Indiana Alpha Theta Standards Board is to educate and correct. This board is charged with promoting high standards of conduct that are in line with the Creed of Pi Lambda Phi. It is the expectation that this Board will uphold the standards of membership outlined in this Judicial Document to ensure member development, accountability and the continued values promoted by Pi Lambda Phi.
2. The Standards Board holds jurisdiction over all active members of the Indiana Alpha Theta chapter of Pi Lambda Phi.
3. The Standards Board holds no jurisdiction over alumni Brothers. In the case that an alumnus has violated standards it is the expectation that the Executive Board of the Fraternity will first address the alumni involved. If further violations occur, however, the brotherhood will be forced to turn the incident over to the attention of the institution or IHQ.
4. Violations by members of Pi Lambda Phi will result in disciplinary action in accordance with the actions as stated in Section D of this article.
5. The Standards Board shall have the power to interpret all parts of the Pi Lambda Phi Constitution and Bylaws.
6. The Standards Board will preside over any investigations concerning any alleged violation(s).
7. The active members of the chapter reserve the right at any time to make recommendations to the Standards Board regarding amendments to this Judicial document. It is then the responsibility of the Standards Board to review the recommendation and decide whether to recommend the amendment to the Chapter. If recommended, it will be presented to the chapter and at the following regularly scheduled chapter meeting it will be voted on by all present Active

Members. Any amendments must receive two-thirds affirmative vote by the Active Members present to be passed.

Section B. Standards Board Members

1. Vice President of Education and Development (Archon): This position is responsible for overseeing and maintaining the Standards Board. This individual leads the meetings and hearings and is responsible for informing the President (Rex) if he feels another member of the Standards Board cannot fulfill his duties for any reason.
2. The Vice President of Programming, Risk Management & Housing (Marshal) and the Vice President of Finance (K.O.E.) shall also serve as members of the Standards Board.
3. Two other Brothers will serve as delegates to the Standards Board. These two individuals cannot hold Executive level positions within the Fraternity and will be voted on according to the same election regulations set forth in the constitution and confirmed by the Executive Board.
4. In the case of an open position or a conflict of interest the Vice President of Communications (Scribe) will fill the open position.
5. In the case that a member of the Standards Board must go before the Board, they will relinquish their position on said board pending disciplinary action(s), if necessary. The Vice President of Communications (Scribe) will fill the relinquished position until completion and conclusion of Board Member's hearing.
6. If the Vice President of Education and Development (Archon) must come before the Standards Board the Vice President of Programming, Risk Management & Housing (Marshal) will run the meeting.
7. The delegate's term of office will follow the same voting cycle as the Executive Board.
8. The Standards Board shall meet during the second and fourth weeks of the at least once a month, regardless of whether any cases are to be heard. A regular meeting schedule shall contribute to its credibility and its organization, and shall lend strength to the chapter's infrastructure as an organization.

Section C. Hearing Procedures

1. In order for a case to be heard in front of the Standards Board it must be presented to the Vice President of Education and Development (Archon) or Standards Chair within the appropriate timeframe. Any Brother or New Member of Pi Lambda Phi can bring a case to the Standards Board.
2. All alleged infractions must be presented to the Vice President of Education and Development (Archon) or Standards Chair within seven (7) business days of the date of the alleged infraction.
3. At the time the alleged infraction is presented to the Vice President of Education and Development (Archon) or Standards Chair, it is the responsibility of the Vice President of Education and Development (Archon) or Standards Chair to obtain a written and signed statement from the accuser as to the specifics of the alleged incident or violations.
4. The accused party(s) shall be notified in writing by the archon within five business days of the alleged infraction(s) and infractions will be reviewed at the proceeding Standards Board meeting. This print written notification shall include:
 - A) Alleged violations.
 - B) The right to question witnesses.
 - C) The right to review all evidence.
 - D) The right to a just and fair hearing.
 - E) The right to appeal the decision.

F) Time and date of the Standards hearing.

5. All Standards Board hearings will occur within fifteen (15) business days of the date of the notification of the accused.

6. All five members of the Standards Board must be present at the hearing. The Vice President of Education and Development (Archon) or acting Standards Chair will run the meeting and will have the deciding vote in the case of a tie.

7. The Board shall decide in private, whether or not there is responsibility of infraction, and then deem whether or not sanctions need to be instated.

8. The jurisdiction of the Standards Board is not necessarily limited to the original violation; it may include other offenses discovered during the hearing. If a new violation is discovered, the Standards Board shall decide whether or not to add the violation to the current list of offenses, or if it would be more appropriate to bring the accused before the Standards Board at a later date as a part of a separate hearing.

9. The individual(s) involved shall be informed within one business day of the results of the hearing. The decision letter shall include:

- a. Results of the Hearing.
- b. Sanctions, if appropriate.
- c. The process to appeal.

10. It is the expectation of a Brother documented for violating campus policy to bring his documentation to the attention of the Vice President of Education and Development (Archon) or Standards Chair who will obtain a written statement from the documented Brother. Failure to report campus documentation within one (1) business day will result in further disciplinary action.

Section D. Sanctions

1. The sanctions are under the discretion of the Standards Board and include, but are not limited to those stated below.

2. The Brothers of Pi Lambda Phi must also be aware that they are responsible for the guests that they bring to the house and/or to Fraternity functions. Violations caused by a guest may result in disciplinary action against the Brother(s) whose guest is involved.

Tier 1 Sanctions

1

1. Tier 1 Sanctions relate to, but are not limited to tardiness, absence, failure to complete service, study table or chapter service hours, or upsetting Indiana University or Fraternity community in a negative way.

2. Community service violations will be handled as such: Brothers that fail to meet their 15 hour service requirement will be given the opportunity to make up their owed hours during the following semester. However, the following will be imposed:

- a. Inactive status until all previously owed hours are met, beginning on the first day of the following semester
- b. A fine of \$10

Additionally, graduating Brothers in bad community service standing will submit to a \$25 fine.

3. Tardiness will be a Tier 1 Sanction handled as follows:

- a. 1st Offense: Verbal Warning from Executive and/or Standards Member
- b. 2nd Offense: Written Warning from Vice President of Education and Development (Archon)
- c. 3rd Offense: Sanction

4. If a brother is going to be late to a Fraternity function he may avoid disciplinary actions by notifying a member of the Executive Board at least two hours before the beginning of an event.
5. If a brother fails to submit an excused absence form for chapter, or submits an excused absence form for chapter that is deemed unexcused by the chapter via simple majority vote, and that brother does not attend chapter, they will receive a \$15 fine.
 - a. There is no limit to the dollar amount of fines that can accumulate for unexcused missed chapters.
6. Disciplinary Action: Tier One Offenses will be followed swiftly with a fine or additional Chapter Hours, and may require a letter of apology.
7. Disciplinary actions will be levied as Standards Board deems appropriate and are not limited to the above description.
8. Continued Tier 1 Offenses may result in further disciplinary action.
9. Failure to complete sanctions will result in further disciplinary action.

Tier 2 Sanctions

1. Tier 2 Sanctions relate to, but are not limited to delinquency in dues, campus, city, state, or federal alcohol violations, destruction of campus or chapter property, misuse of the Pi Lambda Phi fraternity house or other behavior deemed detrimental to the Colony by the Standards Board.
2. Disciplinary Action: Tier 2 Offenses will be followed swiftly with increased Colony hours, a fine, social probation and/or suspension.
3. Disciplinary actions will be levied as Standards Board deems appropriate and are not limited to the above description.
4. Continued Tier 2 Offenses may result in further disciplinary action.
5. Failure to complete sanctions will result in further disciplinary action.

Tier 3 Sanctions

1. Tier 3 Sanctions relate to, but are not limited to Hazing infractions as outlined by the FIGP guidelines, Assault Charges, **Sexual Assault Charges**, Drug Charges, reckless endangerment to self or others, **or any action deemed so severe by the Standards Board.**
2. Tier 3 Sanctions will be followed immediately by temporary suspension until a complete and thorough investigation is completed regarding the accusation.
3. A review of the Brother's status will be completed within seven (7) business days of the imposed temporary suspension.
4. A predetermined alumnus from the Chapter Advisory Board will be included on the Brother's status review and will act as a consultant to the review, acting without a vote.
5. Disciplinary Action: Tier 3 Offenses will be followed swiftly with suspension or removal from Pi Lambda Phi Fraternity.
6. Disciplinary actions will be levied as the Standards Board deems appropriate and are not limited to the above description.

Subsection 1 – Monetary Sanctions

1. Monetary sanctions may only be imposed in the following manner:
 - Monetary sanctions must have final approval from the KOE prior to being introduced.
 - A monetary sanction may only be proposed at any regular chapter meeting.
 - The monetary sanction must be explained and connected to a specific action.

- The monetary sanction may only be implemented with a 51% majority vote by the brotherhood at said chapter meeting.

Section E. Appeals

1. All Appeals shall be brought to the attention of the President (Rex) within five (5) business days of the Standards Board's decision.
 - a. The President (Rex) will hear the appeal and reach a decision.
 - b. The President (Rex) will inform the Standards Board of his decision and will inform the individual(s) involved in the hearing of the decision within one (1) business day in written notification.
 - c. If deemed necessary by the President (Rex), the Chapter Advisory Board and/or Chapter Advisor will be involved in the appeal process.
 - d. Appeals made by the President (Rex) can be overruled by the Executive Board with a $\frac{4}{5}$ majority and reopened to the Standards Board.
2. The President (Rex) and/or Vice President of Education and Development (Archon) will implement the sanctions in accordance with the decision of the appeal.

Addendum 3

New Member Work Guidelines

1. New members during their pledgship will be required to work only as sober monitors and operators for the period starting from the date they are pinned and ending the date of their initiation
2. o There will be a training session at an actual party, as well as a new member education date, that are designed to foster complete understanding of the roles before they are put into the actual situation
3. o New members will be required to work parties after a training session. The training session will be a live party where new members are required to attend and the brothers working will walk them through the positions. Everyone who is working will be briefed on the expectations of what they are supposed to point out to the new members who are working.
4. · Newly initiated brothers will be required to work as drivers, door, and bartenders for the period starting from the date they are initiated and ending once the next successive new member class is initiated. A few NIBs would also likely have to cover some sober monitor and operator position given the time period occurring between the rotations between pledge classes and worker positions.
5. o As mentioned previously with the other positions, there will be a training session at an actual party, as well as a new member education date that are designed to foster complete understanding of the roles before they are required to work in a live situation
6. · Hazing: Due to the definition of hazing (essentially forcing a new member to do something that initiated brothers don't have to do), requiring NMs to work is not considered hazing since both NMs and NIBs would be working together at any given night.
7. Consequences: hazing of any kind WILL NOT be tolerated. Anything considered hazing will require an executive board discussion. If the board agrees it is hazing by a majority rules vote, the following consequences will be put into place. Any issue between a new member and a brother will result in an automatic standards hearing and social probation for the duration of the new member period for the brother involved. A second

issue will result in a joint exec board and standards board hearing and recommendation for expulsion.

Addition: a chapter advisor must be present at the EBoard meetings that decide what to do in the event that a hazing incident occurs.

Addendum 4 **Voting Procedures**

Section A Replacement of Robert's Rule of Orders

1. This addendum is to be used in cases of discussion followed by voting of the chapter.
2. During discussions chapter members must motion, followed by a second, to set a time limit for discussion.
3. If more discussion is needed, the last person speaking can motion, followed by a second, to extend discussion by a set amount of time. If a majority (1 greater than 50%) of the executive board approves the motion a set time will extend the discussion.
4. This time should be kept by the President (Rex) and other executive board members as needed if the President (Rex) is not present.
5. If a motion to vote, followed by a second, is extended during discussion time the executive board will decide with a majority (1 greater than 50%) on continuing to discuss or moving to a vote. Once the motion is confirmed the ballot process decided upon by the chapter is started.

Glossary

Black Ball

· A blackball will be seen as a special motion with the purpose to prevent a new member from entering the brotherhood. The procedures of response to this type of motion are explained above depending on the stage of the New Member voting process.

Quorum

· For the purposes of this chapter, the requirement to meet quorum will be set at 50% plus 1 unless otherwise specified depending on the purpose of the chapter meeting. For example certain votes require $\frac{3}{4}$ of the brotherhood to be present.