

CHAPTER BY-LAWS/ CONSTITUTION

DELTA XI CHAPTER

of the

PI KAPPA ALPHA FRATERNITY (Revision Date: September 2019) Revision Author: Nathan Collier, MC

Note: There are four categories of laws controlling the actions of student members (initiate and new member) and chapters.

- I. Constitution of The Pi Kappa Alpha Fraternity
 1. Basic law of the Fraternity.
 2. Amended only by two-thirds vote of student chapters.
- II. Chapter Codes of the Pi Kappa Alpha Fraternity
Adopted by majority vote of chapters and International Officers.
- III. **Chapter By-Laws**
 1. Basic law of the chapter.
 2. Must not conflict with *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.
 3. Contains backbone of chapter long range operating program and policies.
 4. Comparable to *Constitution* of The Pi Kappa Alpha Fraternity.
 5. Minimizes “hasty” legislation by requiring two-thirds vote of approval at two (or three) meetings in order to amend.
- IV. **Chapter Laws (Statutes)**
Routine chapter action which requires simple majority.

SAMPLE CHAPTER BY-LAWS

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ARTICLE I: Name and Object and Laws Governing

Section 1. Name. This chapter shall be known as the Delta Xi Chapter of The Pi Kappa Alpha Fraternity.

Section 2. Object: The object of the Fraternity shall be to advance the educational interests of its members, to promote leadership development and to make, maintain and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bonds of friendship and brotherly union.

Section 3. Laws Governing: The laws governing the chapter shall be the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, *Ritual* of The Pi Kappa Alpha Fraternity, Chapter By-Laws, and Chapter Laws. Additionally, all National, State, Local, and University laws and regulations will govern the Chapter.

Why

A constitution contains the fundamental principles which govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow current and potential members to have a better understanding of what the organization is all about.

When

Each time new officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details.

What

The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions are drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, Student Life and Learning will ask you to resubmit a draft that has the proper changes; official registration with IU will be delayed until the proper changes have been made.

ARTICLE II: Chapter Organization

Section 1. Elected Officers: The elected officers of the Chapter shall be the President, Internal Vice President, External Vice President, Treasurer, Vice President of Communications, Health and Safety, Sergeant-at-Arms, Vice President of Membership, Vice President of Service, Housing Chair and Chapter Advisor.

Clause A: There will be no appointed executive officers.

The University organizational representatives and the undergraduate chapter advisor shall be elected as necessary.

Section 2. Elected Committee Chairman: The chapter shall elect the following chairmen: New Member Educator, Recruitment Chairman, Brotherhood Chairman, Scholarship Chairman, Mental Health Chairman, Social Chairman.

Section 3. Term of Office:

The term of office for Elected Officers will be two semesters based on a calendar year.

The term of office for Elected Committee Chairmen will be one semester semesters based on an academic year.

The term of office for Standards Board Members will be for one semester.

Section 4. Committees: The Internal Vice President, External Vice President, Vice President of Communications, Sergeant-at-Arms, Health and Safety, Vice President of Membership, Vice President of Service, and Housing shall appoint a committee chairman for the titles indicated by capital letters in the list below, by the first regular chapter meeting of the term for which he serves. Also, at this time, the executive officers will provide an informational file describing each committee to the duly appointed member. The appointed chairman then has one week to solicit members (initiate and new member) to fill his respective committee.

The Organization of the appointed Committees under their respective executive officers will be as follows:

Internal VP

- A. Scholarship
- B. Brotherhood
- C. Apparel
- D. Fundraising

External VP

- A. Social
- B. Special Events
- C. Athletics
- D. Sustainability

Treasurer

- A. Financial

VP Communications

- A. Alumni Relations
- B. Public Relations

Sergeant-at-Arms

- A. Standards Board
- B. Ritual

Health and Safety

- A. Mental Health
- B. Scheduling
- C. Health Presentations
- D. Social Media Monitor

VP Membership

- A. Recruitment
- B. New Member Educator
- C. Continuing Educator
- D. Leadership Development

VP of Service

- A. Philanthropy
- B. Community Service

Housing

- A. Slag Points

Every committee head must turn in their committee file by the second to the last chapter meeting (installation of officers.) This file must be organized to the satisfaction of the vice president and must include a typed summary of all the activities performed by that committee.

ARTICLE III: Duties of Chapter Officers

Section 1. General: The duties of the officers shall be those prescribed in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those prescribed in these By-Laws:

- The Officers will maintain the position binders and keep them current during their tenure. At the end of their tenure Officers will be required to update the binders with a Summary Statement that includes the following:
 - The state in which the position was when the member was installed as the Officer
 - The improvements and/or additions made to the program, and
 - The way the Officer would like to see the program evolve.
- The Statement shall be added to the binder in a neat and organized fashion no later than that of the occurrence of the Transition Retreat. The purpose of the Summary Statement in the closing stages of the position is to increase the distribution of the information through the generations.
- Additionally, all chapter officers will be responsible for the duties established during the executive council retreat taking place at the beginning of each semester.

Section 2. Enforcing Rules: It shall be a duty of the President and all other chapter officers to read, thoroughly understand, and enforce all provisions of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, and all provisions of the By-Laws and policies of this chapter.

Section 3. The President: The President shall preside over all chapter meetings, appoint other officers specified in the Chapter Bylaws, direct other officers to perform their duties, read and sign the minutes of each chapter meeting, read and sign the Supreme Council policies on hazing and *Standards for Retention of Membership, Officer Status and Chapter Charter* in Good Standing. He shall serve as the liaison between the chapter and the alumni, faculty, administration, IFC, Presidents council, University, community and the Memorial Headquarters. The President shall be accountable for holding an executive chapter retreat within two weeks of the installation of new officers. The focus of the retreat shall be on goal setting for the current semester. It shall include goals that are specific and focused. Upon completion of the retreat the President shall communicate the semester goals to the General Membership. He shall be responsible for the general management and operation of the chapter and is charged with making sure that all officers perform the duties assigned to them.

Section 4. The Internal Vice President: The Internal Vice President shall perform the duties of the President in his absence, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties. The Internal Vice President shall be responsible for committee organization and work as outlined in Article II, Section 4.

The Internal Vice President will have authority over the following committees or chairmen: Scholarship, Brotherhood, Apparel, and Fundraising.

The Internal Vice President will also oversee scheduling the fraternity composite and other photo shoots.

Section 5. The External Vice President: The External Vice President shall perform the duties of the President in the absence of him and the Internal Vice President, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties.

The External Vice President will have authority over the following committees or chairmen: Social, Athletics, Special Events, and Sustainability.

Section 6. The Treasurer: The Treasurer shall collect all dues, fees and other assessments due to the chapter and International Fraternity, prepare and file a complete monthly financial report and make a monthly report to the Chapter, work with the President and Finance Committee to prepare a chapter budget on a semesterly basis. The Treasurer shall be responsible for the payment of all bills, federal and state taxes, and for filing the annual audit. The Treasurer will be liable for personally paying the penalties for failure to report and pay taxes on a timely basis. He shall serve as chairman of the Finance Committee. Further duties will be at the request of the President or Chapter; he shall make special reports as to the financial condition of the Chapter. At the end of each month he will meet with the President to review the month's transactions to ensure they are in line with the chapter's standards. The Treasurer shall ensure that all members sign a membership agreement at the end of every academic year. All new initiates are required to sign a

membership agreement and renew their agreement at the end of every academic year. These agreements are to be filed and kept for one year.

The Treasurer will have the authority over the following committee: Financial

Section 7. The Vice President of Communications: The Vice President of Communications shall maintain a written record (minutes) of the proceedings of the chapter and maintain the membership reporting of the chapter. The secretary will also order secretarial supplies, The Oak for new initiates, Garnet and Gold for new members, badges for new initiates, new member pins for new members, and report all member status changes according to the Constitution and Laws including but not limited to: all pledging, de-pledging and initiation records. He shall: make minutes from chapter meetings available to the chapter before the weekly cabinet meetings via the official method of communication used by the chapter; book all rooms for chapter meetings and collect the chapter's mail.

The Vice President of Communications will have authority over the following committees or chairmen: Alumni Relations and Public Relations

Section 8. The Sergeant-at-Arms: The Sergeant-at-Arms shall ensure that the chapter room is ready for meetings; ensure that each person who may enter the chapter room is a member in good standing; keep order during chapter meetings; maintain the safekeeping of all chapter regalia and meeting room property; serve as the chairman of the chapter standards board; and conduct a post-initiation education session within a week after initiation. Additionally, the Sergeant is responsible for writing, distributing, and collecting a Contract of Good Standing from every member of the chapter detailing individual responsibilities and requirements of each member at the first chapter meeting of the semester.

The Sergeant-at-Arms will have authority over the following committees: Standards Board and Ritual.

Section 9. The Health and Safety Officer: The Health and Safety Officer shall develop and revise a comprehensive chapter risk awareness policy and crisis management plan during his term; educate members (initiate and new member) regarding standards, policies and ideals expounded by the *Constitution & Chapter Codes*; and ensure all chapter functions are conducted in accordance with the above standards and policies. He will appoint members (initiate and new member) to maintain order at all social events (ex. sober monitors). He will hire outside security when needed for large special events.

The Health and Safety Officer will have authority over the following committees or chairmen: Mental Health, Scheduling, Health and Safety Presentations, and Social Media Monitor.

Section 10. Vice President of Membership: The Vice President of Membership shall be the head of the recruitment and new member processes. He shall also be the head of the continuing education chairman. The Vice President of Membership will watch over the recruitment process and make sure the quality of the potential new member meets the chapter's ideal member. He shall also oversee all new member process and maintain the Pi Kappa Alpha standards of associateship according to Pi Kappa Alpha International rules and the host university rules.

The Vice President of Membership will have authority over the following committees or chairmen: Recruitment, New Member Education, and Continuing Education.

Section 11. Vice President of Service: The Vice President of Service shall maintain the fraternity's involvement to the community. He shall be the head of the philanthropy, community service, and campus involvement committees. He shall also be responsible for the fraternity's involvement in Indiana University Dance Marathon.

The Vice President of Communications will have authority over the following committees or chairmen: Philanthropy, Community Service, and Campus Involvement.

Section 12. The House Manager: The House Manager shall establish and maintain housing management handbook for the chapter's facility; educate members (initiate and new member) of the chapter's housing policies and procedures; assign rooms to members (initiate and new member) pursuant with the chapter's housing policy; obtain executed room contracts; conduct room inspections; coordinate a cleaning and maintenance schedule; and work with alumni to establish and maintain a local house corporation.

The Housing Manager will have authority over the following committee or chairmen: Slag Points

Section 13. The Scholarship Chairman: The Scholarship Chairman shall develop a program for encouraging academic success; enforce all academic standards pursuant to the *Constitution & Chapter Codes* and Chapter By-Laws; provide academic support and resources for members (initiate and new member); and obtain all proper forms and releases which are required to monitor members' (initiate and new member) academic standing.

Section 14. The Brotherhood Chairman: The Brotherhood Chairman shall coordinate events and opportunities to ensure that every member (initiate and new member) participates in events in order to build camaraderie and social interaction within the chapter.

Section 15. Apparel Chairman: The Apparel Chairman's duties and responsibilities include making, ordering, and collecting money for Mom's Weekend, Dad's Weekend, Formal, Semi Formal, and the Chapter Philanthropy. Along with that he will work with the Recruitment Chairman to create a Spring rush shirt and a Fall rush shirt as well as any other apparel deemed necessary by the chapter.

Section 16. The Fundraising Chairman: The Fundraising Chairman shall coordinate events and opportunities to allow members (initiate and new member) to raise funds to mitigate costs incurred by the chapter.

Section 17. The Social Chairman: The Social Chairman shall plan all social functions in accordance with International Fraternity's risk awareness policies and procedures and prepare a chapter social calendar for all scheduled events for his term and keep it up-to-date at all times. He may at times appoint a committee to assist in the planning of social functions.

Section 18. The Athletics Chairman: The Athletics Chairman shall coordinate events and opportunities to ensure that every member (initiate and new member) participates and competes in some form of athletics and that records of athletics are kept improving athletic performance in the future.

Section 19. The Special Events Chairman: The Special Events Chairman shall be responsible for planning the fall semiformal, the spring formal, and an event for the parents of chapter members once per semester.

Section 20. Sustainability Chairman: The Sustainability shall be responsible for helping reduce the carbon footprint of the chapter. He shall be in charge of recycling and making sure the trash is taken care of properly.

Section 21. The Alumni Relations Chairman: The Alumni Relations Chairman shall maintain a database or files of alumni and keep the International Fraternity advised of all address changes; and obtain alumni news, photographs and special articles for publication in chapter newsletters and the *Shield & Diamond*. Additionally, the Alumni Relations Chairman is responsible for distributing regularly-timed newsletters to the alumni as well as planning and executing a minimum of 1 alumni-involvement focused event per semester.

Section 22. The Public Relations Chairman: The Public Relations Chairman shall develop a program for maintaining positive relationships with all constituents including but not limited to the campus, community, and chapter. He shall also furnish articles and photographs for publication in the *Shield & Diamond* as well as maintaining an active and appropriate social media presence.

Section 23. Mental Health Chairman: The Mental Health Chairman will serve as a representative for the general members of the fraternity to the executive council, bringing comments, concerns, complaints, etc. anonymously to the officers of the fraternity. He will also serve as a conflict mediator and a check-and-balance to the executive officers' powers, as he is to meet with the Sergeant-at-Arms before each standards board meeting to discuss the cases to be heard, and the treasurer and president to discuss appropriate fund expenditure. He will also be a resource to any chapter member to discuss any health-related problems.

Section 24. Scheduling Chairman: The duties of the Scheduling Chairman include shadowing the current Health and Safety Officer and assisting to carry out some of the minor duties of the Health and Safety Officer. He keeps a list of brothers who have violated the rules of the Chapter on more than one occasion. He helps inspect the safety of the building before any social function or gathering. He also schedules workers for any sort of event or gathering in a timely manner to promote a safe environment free of risks to the Chapter.

Section 25. Health and Safety Presentations: The Health and Safety Presentations Chairman educated the members of the Chapter on new and current policies that the chapter is responsible to adhere to and the risks that may be presented to individuals such as sexually transmitted infections, sexual education and current health hazards or risks.

Section 26. Social Media Monitor: The Social Media Monitor oversees all media from members of the Chapter to ensure that things posted do not present risks towards the fraternity. He also assists with the Public Relations Chairman to ensure that all posts from official Chapter accounts do not present risks towards the fraternity.

Section 27. New Member Educator: The new member educator will be responsible for conducting the eight week education program for new members in accordance with the chapter's New Member Education Manual, and will be responsible for planning an Associate Retreat. He shall keep the Fraternity abreast of the progress of the New Member Education program.

Section 28. Recruitment Chairman: The Recruitment Chairman shall be responsible for establishing a rush schedule of events, executing said schedule of events, educating the chapter on IFC policies concerning rush, ensuring those policies are enforced during rush, holding a minimum of one rush workshop each semester, and host a table at formal rush. Also, the Recruitment Chairman shall have final say on all bids. The Recruitment Chairman can create a committee to help run and plan the Recruitment process.

Section 29. The Continuing Education Chairman: The Continuing Education Chairman shall develop a program for educating members (initiate and new member) including but not limited to social awareness, health, chapter finances, risk awareness and crisis management, etc. He will impress on the members of this chapter the uniqueness of Pi Kappa Alpha's history, philosophy and mechanics. He shall supply the most recent pledge class with the *Constitution* of The Pi Kappa Alpha Fraternity, *Chapter Codes* of the Pi Kappa Alpha Fraternity, in addition to these bylaws upon initiation.

Section 30. The Leadership Development Chairman: The Leadership Development Chairman shall coordinate events and opportunities to ensure that every member (initiate and new member) participates in other campus organizations and events; keep involvement records to improve campus involvement in the future; maintain a record of Delta Xi Classifieds; recruit first year initiates to participate in IGEL, freshman IFC council, PikeU events, executive council meetings; and plan an event for members to meet staff of the OSFL office.

Section 31. Philanthropy Chairman: The Philanthropy Chairman shall be responsible for scheduling and creating at least one philanthropy event each semester. He shall choose a charity to where the money will be donated. He shall discuss with the executive board as to how each brother shall be required to participate. He will keep track of the hours each brother was present, and the total money raised. He may create a committee to help create, plan, and organize the event.

Section 32. The Community Service Chairman: The Community Service Chairman shall coordinate events and opportunities to ensure that every member (initiate and new member) participates in community service and philanthropy events and that records of community service and philanthropy are kept improving community service and philanthropy in the future. He will record all community service hours accumulated by individual members and the chapter as a whole.

Section 33. SLAG Points Chairman: The Slag Points Chairman shall be responsible for keeping track of the SLAG point each brother obtains. He will follow the points system laid out in the SLAG point document.

Section 34. The Chapter Advisor: The Chapter Advisor shall serve as a resource to the chapter president and mentor to members (initiate and new member), maintain regular communication with the Regional President, provide general assistance and guidance for chapter programs and operations, attend weekly chapter meetings on a regular basis, serve as a liaison to the university, alumni association and house corporation, assist in the development of the officer transition retreat, provide suggestions and input at executive council meetings, and monitor the chapter's progress towards becoming an Excellence Chapter.

Section 35. The Advisory Board Chair: The Advisory Board Chair shall help establish vision, mission, and expectations of the alumni advisory board, serve as a liaison to the alumni advisory board, coordinating proper communication between the advisory board and chapter executives, facilitate semesterly goal setting and monitor

progress of board as it correlates to the chapter strategic plan, organize and lead quarterly meetings of the alumni advisory board, and communicate regularly with members of the advisory board via phone and email.

Section 36. The Operations Advisor: The Operations Advisor shall serve as a resource to the internal and external vice presidents, assist the vice presidents with management and goal setting for their respective committees, attend a committee meeting on a monthly basis, present to the chapter on management skills and best practices, and assist in the development of the semesterly chapter goal setting retreat.

Section 37. The Financial Advisor: The Financial Advisor shall assist the treasurer in developing the chapter budget and financial reports; meet with the financial committee on a monthly basis, work consistently with the treasurer to improve the chapter's culture of financial accountability, encourage the chapter to satisfy all requirements of the university, alumni, and International Fraternity financial assessments, reports, fees and deadlines, present to the chapter on financial best practices, identify a local accountant to assist in the annual audit and filing of taxes, assist with the establishment and maintenance of the chapter's endowment fund through the Foundation and participation in the phi k a club.

Section 38. The Recruitment Advisor: The Recruitment Advisor shall assist the recruitment chairmen in developing the chapter's written recruitment program, help develop a philosophy and strategy for year-round recruitment, meet with the recruitment team on a monthly basis, assist in the development of the semesterly chapter recruitment retreat, provide comments and insights during the chapter recruitment retreat, and provide alumni input and recruit alumni support for chapter recruitment activities.

Section 39. The Education Advisor: The Education Advisor shall assist the new member educator in developing the annual review of the new member education process, aid in the development of the 8-week, written new member education program, assist the new member educator to find local/campus speakers for the new member education program, assist the continuing educator in developing a written member education program, assist the continuing educator in developing a local speakers program, and have a working knowledge of the Ritual; help facilitate Ritual execution and education.

Section 40. The Risk Awareness Advisor: The Risk Awareness Advisor shall help develop a crisis management plan, educate the membership on its implementation and update annually, assist in the presentation of the chapter's risk awareness policies and procedures, assist the chapter in facilitating an understanding of and signing of the Fraternity's Standards, assist in resourcing speakers to present on risk awareness issues, serve as a liaison to the house corporation, and maintain a working relationship with police, fire inspectors, and health inspectors.

ARTICLE IV: Executive Council

Section 1. Membership: The President shall serve as chairman of the Executive Council. This Council is composed of the President, the Internal Vice President, the External Vice President, the Treasurer, the Vice President of Communications, the Sergeant-at-Arms, the Health and Safety Officer, the Vice President of Membership, the Vice President of Service, the Housing Chairman. The Executive Council will be advised by the Chapter Advisor, the Alumni Advisory Board Chair, the Operations Advisor, the Financial Advisor, the Recruitment Advisor, the Education Advisor, and the Health and Safety Advisor.

Section 2. Jurisdiction: This Council shall meet at least one time between each chapter meeting to discuss and recommend to the chapter various matters which are submitted to it by members (initiate and new member) for discussion.

ARTICLE V: Standards Board

Section 1. Object: The object of the Standards Board shall be to provide a forum for resolving any disputes or potential violations of the rules governing the Delta Xi Chapter of Pi Kappa Alpha and its members (initiate and new member).

Section 2. Composition: The Standards Board shall be composed of six-eight members, depending on the semester, of this Chapter, six-eight regular members, The Mental Health Chairman, and the Sergeant-at-Arms. All members of the Standards Board shall fulfill the following requirements:

- Be in good standing financially.
- Meet the minimum academic Chapter and Fraternity Standards.
- No outstanding judicial sanctions against him.
- Not be members of the Executive Council.
- Have undergraduate status.

Section 3. Elections: Within two Chapter meeting of the initiation, grades shall elect two representatives to become regular members of the Standards Board.

During the fall semester, Standards Board should be composed of the following:

- Two representatives from each grade. Making a total of six regular members, 2 seniors, 2 juniors, and 2 sophomores.

During the spring semester, Standards Board should be composed of the following:

- Two representatives from each grade. Making a total of eight regular members, 2 seniors 2 juniors, 2 sophomores, and 2 freshmen.

Members of Standards Board may serve a maximum of two terms (two semesters), after which, a new representative from the class grades must be elected. Each grade class must elect its representative within two weeks after initiation or elect new members by the second chapter of the semester.

Section 4. Meeting: Standards Board shall meet at an established consistent time every week.

The Sergeant-at-Arms chairs all Standards Board proceedings. He shall not vote in judicial proceedings unless there is a tie, though he may offer opinion during the discussion. The Standards board members vote is to decide if the accused party is in violation. The board may recommend consequences to the Sergeant-at-Arms who will make the final decision.

Section 5. Powers: Standards Board shall have the following powers:

- To choose to investigate any charges or complaints brought to any Standards Board member by anyone within this Chapter, including both undergraduate and alumni members. Members may also file complaints.
- A member (initiate and new member) of the Chapter who was present at the scene must bring any charge or complaint forward and time the fine occurred. The Standards Board may inquire into a situation if the IFC or another organization on campus has brought it to the attention of the chapter. Furthermore, the Standards Board may inquire cases dealing with destruction of house or personal property.
- Any charge or complaint brought forward to any Standards Board member must reveal the name of the person who brought the charge or complaint forward and the date and approximate time the incident occurred. Anonymous charges may only be submitted via a paper incident report given to the Mental Health Chairman. Only the Mental Health Chairman and the Sergeant-at-Arms will know the identity of the plaintiff
- To require any member (initiate and new member) of this Chapter to appear before Standards Board, a written notice at least 24 hours in advance is to be given to the member by the Sergeant-at-Arms.
- To uphold and enforce the Pi Kappa Alpha International Constitution & Laws, the By-Laws, and the Chapter laws.
- To impose fines as outlined in the Chapter *Bylaws*.
- To impose service hours, probation (Social or otherwise), or any other sanction in addition to any outlined fine which Standards Board considers an appropriate response for any actions by members (initiate and new member).

- To provide support and/or sanctions to members (initiate and new member) who are on academic or university probation.
- To settle disputes between individual members (initiate and new member) upon the consent of both parties to abide by the decision of Standards Board.
- To review and recommend revisions of the Chapter *Bylaws* at any time to the Executive Council.
- To investigate all charges or complaints brought to the Standards Board by the Executive Council.

Section 6. Powers Not Held: The following Standards Board actions are not allowed:

- To expel a member. Only to suggest expulsion to which shall then act accordingly to article II, Section 15 of the Pi Kappa Alpha International Fraternity *Constitution & Codes* and the Chapter *Bylaws* if needed.
- To terminate a new member.
- To interfere with or protect any member or alumnus member from a legal investigation.
- To make decisions contrary the laws governing the Chapter.

Section 7. Voting: A quorum will be met when three or more of the six-eight total members are present. The Standards Board may not act or vote without a quorum. There will be a maximum of six-eight total votes cast. Members must be present for vote to count. All residing members shall have one equal vote. All actions and votes of Standards Board shall by majority of the quorum.

Section 8. Appeals: To appeal the decisions of the Standards Board, the accused member must move to appeal at a Chapter Meeting during the “Questions of Chapter Policy”. The vote will be by secret ballot and must pass by a two-thirds vote of the chapter’s quorum.

Any member (initiate and new member) sanctioned by the Standards Board, but not attending his hearing, without receiving prior approval by a member of the Standards Board, cannot appeal to the chapter.

Section 9. Special Cases: Any member of the Standards Board who is brought before the Standards Board shall not have a vote because of a potential conflict of interest. Any Standards Board member who submits a charge or complaint shall not be allowed to vote as a regular member at the hearing of said complaint.

Section 10. Impeachment Procedures: Impeachment of a Standards Board member for just cause may take place by a majority vote of the Executive Council.

Section 11. Executive Council Authority: In times of Chapter crisis situations, the Executive Council shall oversee any and all investigations.

The Executive Council reserves the right to assert its authority and oversee any investigation started by the Standards Board.

Section 12. Absences: Any member of Standards Board who misses more than three meetings will be removed from their positions and a special election will be held at the next chapter meeting to elect a new representative.

Section 13. Emergency Powers: In the event a quorum is not held, the Mental Health Chairman will be given special voting rights if adding his vote make quorum.

ARTICLE VI: Election of Officers

Section 1. When Elected: All elected Chapter officers shall be elected by a majority vote at a regulation meeting to be held at least two-chapter meetings before the end of each semester. Opening nominations will be held one week prior to elections. The number of nominations for each position and the number of nominations for each member (initiate and new member) will not be restricted. Final nominations will be received at the meeting in which the elections are to be held. A member (initiate and new member) may be elected to only one office per semester unless the number of members (initiate and new member) allows no other alternative.

Section 2. Filling Vacant Offices: In the event of a resignation or inability of elected officers to serve, the President shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs.

Section 3. Qualifications for Holding Office: A candidate must be and remain in good financial standing with the chapter. The candidate must be an initiated member of the Delta Xi Chapter for a minimum of one semester. The Treasurer must have completed at least one course in accounting. Candidates must have a minimum cumulative GPA of a 3.0.

Section 4. Officers Living in House: The president and treasurer shall in all cases be required to live in the house during their terms of office.

ARTICLE VII: Installation of Officers

Section 1. When Installed: Officer installation shall be held as soon as possible after elections according to the Ritual.

ARTICLE VIII: Removal of Chapter Officers from Office

Section 1. Procedure. Any chapter officer may be removed from office by the following procedure:

A petition signed by twenty percent of the membership (initiate only) must be filed with the Executive Council. The petition must state the reasons for removal and the Committee must make a full report to the chapter as to its findings; provided, however, that the petitioning members' names shall not be disclosed to anyone not a member of the Executive Council.

An affirmative vote for removal by two-thirds of the members (initiate only) present at a duly constituted meeting shall effect the removal from office, and the office shall be declared vacant, and a new election shall be held.

ARTICLE IX: Meetings

Section 1. When Held: Regular meetings of the Delta Xi Chapter shall be held on Sunday night of each week except weeks of final examination, at eight o'clock p.m. No meetings will be held during the summer term.

Section 2. Notice Required: When the date or time of a regular meeting is changed, or a special meeting is called, the president shall post a notice of the change at least two days prior to the time for which the meeting is called.

Section 3. Notice Required for Initiation: The Executive Council shall select a date for the initiation of new members and must give the Chapter a minimum of seven days' notice of the selected date.

Section 4. Special Meetings: Special meetings may be called by the chapter upon adoption of a motion in any regular meeting; or may be called by the president whenever, in his discretion, such meetings are necessary.

Section 5. Form of Meetings: Meetings will be opened in accordance with the *Ritual*, and closed with the closing ceremony of the *Ritual*. In addressing the presiding officer in all chapter meetings, the form must be used as prescribed in the *Ritual*.

Section 6. Order of Business. The following order of business shall be used in every meeting, but it may be suspended in part, or entirely, during any one meeting, by a majority vote of those present upon proper motion:

1. Meeting called to order by President (Opening Ceremony, *Ritual*).
2. Roll call
3. Reading of minutes of the previous meeting.
4. Initiation of new members.
5. Election of officers.
6. Installation of officers.
7. Proposals for pledging.
8. Election of new members.
9. Reports of committees.
10. Reports of officers.
11. Irregular and unfinished business.
12. New business (motions).
13. Appointment of committees.
14. Reading of the Calendar, checking items.
15. Questions of Chapter Policy.
16. Adjournment (Closing Ceremony, *Ritual*).

Section 7. Late to Meetings: Any member not present in any chapter meeting at the time the roll is called shall be deemed late and be subject to chapter policies established by the Standards Board. _____.

Section 8. Absent from Meetings: Any member absent from any chapter meeting shall be subject to chapter policies established by the Standards Board. Excused absences can only be secured by notifying the Vice President of Communications in advance.

Section 9. Absent from Initiation. Any member absent from an initiation meeting shall be subject to the chapter policies established by the Standards Board.

Section 10. Parliamentary Procedure in Effect. *Robert's Rules of Order, Revised*, shall govern the parliamentary proceedings of all meetings; except that the same shall in no manner change the order of business prescribed in these By-Laws; and shall in no manner change the effect of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity regarding meetings.

ARTICLE X: Finances

Section 1. Finance Committee: The Finance Committee shall be responsible for the financial welfare and security of the chapter. It shall meet not less than once every month during the school year. If any officer entrusted with the spending of funds sees that his expenses are going to exceed the money allotted, he shall at once place the matter before the Committee. The Committee shall endeavor to budget funds so that the chapter will show a profit each month.

Section 2. Depository of Funds: The Treasurer shall deposit all moneys of the chapter from all sources in a local bank, and such funds shall only be withdrawn by checks signed by the Treasurer and countersigned by the President.

Section 3. Financial Records: The Treasurer shall keep a set of books, computer programs, and such other records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his term of office.

Section 4. Fiscal Year Defined: The fiscal year is defined to be the twelve-month period from August 1st of each year through July 31st of the next year.

Section 5. Bills, When and Where Payable: All dues, board, social fees, fines, assessments, or other moneys due to the Delta Xi Chapter, are due and payable to the Delta Xi Chapter by the first chapter meeting of the semester.

Section 6. Dues: Dues shall be paid as the membership contract signed by each active member at the beginning of the year states. Presentation to the financial committee of needs of a payment plan or other financial assistance is to be held no later than the second chapter meeting of each semester.

Section 7. Initiation Fee: Each new member of this chapter shall pay an initiation fee of \$330. This fee must be paid prior to his initiation.

Section 8. Financial Delinquent Accounts:

- A. Definition: any member (initiate, new member, or alumnus) who has an outstanding balance and has not signed a payment plan contract with the chapter as of the second chapter meeting of each semester, or any member who defaults on his payment plan.
- B. Financial policy: Entire semester dues are due at the first chapter meeting of the school term. If the member does not pay and a payment plan contract has not been signed, a 10% fine will be assessed to the balance owed. If not paid by the second chapter meeting, the member will be considered financially delinquent.
- C. Consequences to a delinquent member:
 - a. A member will be charged for any costs incurred by the chapter in dealing with the delinquent member.
 - b. The member will not be allowed to participate in social functions and activities with which the chapter is associated.
 - c. The member will not be allowed to vote on any matter that comes before the chapter.
- D. Steps taken on delinquent accounts: The delinquent member's name will be announced at the end of the second chapter meeting. If the member is not present at the second chapter meeting, reasonable effort will be made in the following week to notify him of his delinquency. When contacted, arrangements will be made to collect payment or to set up a payment plan contract. If full payment is not made or a contract not signed, the chapter treasurer may take any of the following actions:
 - a. Bring the case before the chapter Standards Board for resolution of the problem, which could include a recommendation for expulsion.
 - b. Handing the account to a collection agency, whether it be a private firm or the Memorial Headquarters staff.
 - c. Presenting the case before a small claims court.
 - d. Expulsion from the Fraternity by the chapter or through the International Fraternity.

Section 9. Assessments: An assessment may be passed at any chapter meeting by an affirmative vote of two-thirds of the members present. An assessment shall be paid by each member including new members.

Section 10. Budget: The Chapter must approve a budget for each semester. The proposed budget shall be tabled for one chapter meeting before it is voted on.

Section 11. Reimbursement: In order to be reimbursed for an incurred expense, a member must fill out a check requisition form. The application can be found online under the officer resources page of www.pikes.org, and must be filled out in entirety to be accepted. Once the application is received, the treasurer will do one of the following:

- I. If the member has a balance at the time of purchase, then the amount will be credited to the member's account, causing a decrease in the balance.
- II. If the member does not have a balance at the time of purchase, then the amount will be credited to the member's account, creating a negative balance to said member's account. Should this occur, the treasurer will be responsible for reimbursement by check to said member.

Section 12. Four Digit Expenditures: No member may spend over \$1000 worth of fraternity money without first consulting the chapter at a regular meeting unless the expenditure is within the realm of a passed budget.

ARTICLE XI: Housing

Section 1. Use of Candles: Pi Kappa Alpha prohibits the use of candles, incense, halogen lamps/lights, oil burning items, or any other open flame device on fraternity property unless the candles are electric in nature or are used for Rituals, Ceremonies, and Services in public areas of the facility. Candles in public areas are never to be left unattended.

Section 2. Pets: All residents in chapter facilities are prohibited from having pets in their rooms or building, with the exception of fish that are in tanks no larger than 10 gallons. Fish are allowed provided that their presence, noise, odor, and waste do not constitute problems for other residents. Service dogs are permitted, but not for training or companion purposes. Documentation must be provided to meet the service dog

Section 3. Smoke Detectors: Smoke detectors may not be de-activated, covered up, or altered in any way that will prevent the smoke detector from working at 100% capacity of its intended purpose. The punishment of the above offense shall be handed out and decided upon by the Executive Board of the Pi Kappa Alpha-Delta Xi Chapter.

Section 4. Damage to the property: In the event that a resident of the property, guest of a resident of the property, member of the Pi Kappa Alpha fraternity, or guest of a member of the Pi Kappa Alpha Fraternity, causes damage in any way to anything within the premises of the property, the member found guilty of the damage caused by either himself or his guest, shall be liable. The punishment of the damage caused shall be determined by the Executive Board of the Pi Kappa Alpha Fraternity-Delta Xi Chapter.

Section 5. Firearms and Illegal Substances: In the event that a resident, member of the Pi Kappa Alpha Delta-Xi Fraternity, or guest of a Pi Kappa Alpha Delta-Xi Fraternity, is found to be in possession of any sort of firearm or illegal substance, said member or guest will be asked to immediately dispose of said firearm or illegal drug. If said member or guest refuses, they he/she shall be removed from the premises of the chapter property. The punishment for the above stated offense shall be left to the discretion of the Pi Kappa Alpha-Delta Xi Chapter Executive Board. The sole exception to this rule is if the firearm is issued for work, in which case it is allowed on fraternity grounds but the executive council must have knowledge of where the firearms are stored, what is being stored and it must be kept in a secure location unavailable to other members.

Section 6. Live in requirement: The most previous fall and spring associate classes are required to live in the main Chapter associated facility, with the exceptions being University granted scholarships related to housing, Visa requirements or major financial issues.

ARTICLE XI: New Members

Section 1. Joining: The decision on who is to receive a bid for joining shall be at the discretion of the Recruitment Chairman.

Section 2. Procedure for Terminating Membership: The procedure will be as stated in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.

Section 3. Requirements for Initiation: All new members must have a two-thirds approval of the members present in a meeting called for the purpose of granting him membership.

In addition, all new members must have the following qualifications:

1. Have the scholastic average required by the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those required by our institution and Chapter By-Laws.
2. Have completed a course in new member education.
3. Have paid his initiation fee in full, as well as any other bills that he might owe the chapter; part-payment shall not be deemed as compliance with this section.
4. Have complied with the International Fraternity requirements for initiation.

Section 4. New Member Delinquent Accounts: A new member must have all his delinquent accounts to the chapter paid prior to his ingress week, or else he will not be initiated.

Section 5. Statement of Non-Discrimination: Participation in Pi Kappa Alpha must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 6. Active Member: Any initiated member of Delta Xi Chapter who pays dues and fees is considered an active member.

ARTICLE XII: Powers Not Held by Summer Chapter

Section 1. Powers Enumerated: The Summer Chapter shall not:

1. Approve any man for initiation.
2. Change the date on which any or all members are required to return to school in the Fall.
3. Amend the By-Laws of Delta Xi Chapter.
4. Change the chapter policies.

ARTICLE XII: Fraternity Coat-of-Arms

Section 1. Use Of: The general use of the Pi Kappa Alpha Fraternity Coat-of-Arms shall be governed with the utmost respect. It shall not be placed anywhere that might be considered in poor taste or used to deface public property.

ARTICLE XIV: Conduct

Section 1. Communications: No form of communication will be used to advertise any event involving members of the Chapter, which violate the Pi Kappa Alpha Standards of Retention. _____

Section 2. Conduct: All men should always conduct themselves as gentleman. All Brothers are required to sign the brother contract of good standing. Failure to sign the contract or violate the contract will result in punishment deemed worthy by the Sergeant-at-Arms.

Section 3. Disturbance - Another Fraternity: Any member shall not cause a disturbance at another fraternity event as reported by the president of the offended fraternity. _____

An offending member will be brought before the Standards Board for an explanation, write a letter of apology, approved by the Standards Board and the President, to the offended fraternity, and write a letter of apology to the Chapter to be read at the next convenient chapter meeting.

Section 4. Extreme Acts: Any malicious or extreme act that goes beyond other *Bylaws* shall be brought before the Judicial Board.

Section 5. Fighting: Any member involved in a fight that is not beyond their control shall be placed on social probation for a period of two weeks. A physical altercation between two members will result in both being immediately placed on membership suspension, only to be lifted after due process by the Standards Board.

Section 6. Social Probation: A member (initiate or new member) on social probation can temporarily lose the right to attend chapter social functions, attend social functions held by other organizations as a representative of our chapter, participate in intramural events, and consume alcohol on chapter grounds. It is the discretion of the Standards Board which of the previous sanctions will be addressed with each case. Violations could result in an ungentlemanly conduct (UGC).

Section 7. Ungentlemanly Conduct: Anyone who receives a UGC or similar Extreme Acts fine will be required to write an acceptable apology to those offended, sign it, have the President and the members of Standards Board approve it, and then when practical deliver it personally, otherwise mail it the offended party. None of this will bear the symbols or name of Pi Kappa Alpha. If the fined man fails to comply within one week of his notification, his fine shall be doubled each week of failure to comply.

Section 8. Unnecessary Mess: The cleanliness of the chapter house is the responsibility of every member (initiate or new member). This shall be accomplished in two ways:

1. There will be no unnecessary mess in the halls, public areas or stairwells.
2. Any member (initiate or new member) found making an unnecessary mess in the public areas shall have two extra community service hours added to his semester and immediately responsible for cleanup.

Section 9. Gambling in House: Any member (initiate or new member) guilty of gambling anywhere on the premises shall be subject to a fine of \$25. _____.

Section 10. Member (initiate or new member) Conduct on Chapter Premises and at Chapter Sponsored Events: Members who conduct themselves in an ungentlemanly manner or bring disrespect to the chapter via their actions will be submitted to the Standards Board for punishment.

Section 11. Drugs: Any member using, storing, selling, or possessing a controlled substance (excluding alcoholic beverages) shall be subject to the following penalties:

NEW MEMBERS:

Immediate expulsion without recourse.

INITIATED MEMBERS:

1st Offense: the offender shall be considered for expulsion proceedings as defined in the constitution. The offender will tender a letter to the Standards Board, chapter advisor, and President prior to the expulsion proceeding stating that if not expelled for the first offense, any subsequent offense will result in his immediate expulsion from the fraternity. Furthermore, if not expelled, the member will be subject to the following penalties: \$250.00 monetary fine due two months after incident, the member will not be able to hold office the following semester, or be eligible for any chapter awards/scholarships the upcoming year. In addition, all previous accounts receivable will be due by the next scheduled payment. Any failure to comply will result in the immediate expulsion of said member.

2nd Offense: The offending member shall be expelled from the fraternity. A public display of the use of a controlled substance (excluding alcoholic beverages) shall be defined as any activity, which could be expected to associate Pi Kappa Alpha with the person using, selling, or possessing the substance. In all such questions the President shall determine whether or not an offense has been committed.

Section 12. Alcohol: There will be positively no kegs allowed on chapter property.

Any other matters concerning the use of alcohol must be in compliance with all applicable laws of the state, county, city, and university. Any violation of these rules can result in the expulsion of that member (initiate or new member) after due process.

Section 13. Stealing: Any member (initiate or new member) caught stealing will be brought before the Judicial Board. The Judicial Board will decide a form of punishment.

ARTICLE XV: Special Annual Events

Section 1. Founders Day: The chapter will hold an event to commemorate Pi Kappa Alpha's Founder's Day each year. Attendance is not required but is encouraged.

ARTICLE XVI: By-Laws

Section 1. Amendment: The adoption, amendment, suspension, or the alteration in any manner of these By-Laws shall only be accomplished by the following procedure:

The proposed by-law, or amendment, or suspension, or alteration, shall be read to the chapter at each of two (2) successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total chapter membership in attendance if quorum is met.

When the proposed change is presented to the chapter for the second reading, it shall not be subject to amendment or change from the floor but must be adopted or rejected as read.

This by-law can be suspended by an affirmative vote of two-thirds (potentially unanimous) of the total chapter membership in attendance if quorum is met. Thus, the approval of a proposed by-law, or amendment, or suspension, or alteration may be passed after one (1) chapter reading. This should only be used in extreme circumstances where the Chapter must act quickly, and waiting is not an option.