

Bylaws of the Pi Chapter of Beta Theta Pi

Section One: Officers

Article I: These officers are to be elected by a majority of active members present and voting at a regularly scheduled meeting:

- A. President
- B. External Vice President, and Internal Vice President
- D. Vice President of Communications
- E. Vice President of Finance
- F. Vice President of Recruitment
- G. Vice President of Pledge Education
- H. Vice President of Risk Management
- I. Vice President of Alumni Relations
- J. Vice President of Community Involvement
- K. Vice President of Social Programs
- L. Vice President of House Relations

Article II: In the event of an emergency, the Executive Committee will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.

Article III: In order to be eligible to hold an executive position, you must have attended at least one leadership opportunity as presented by the Director of Leadership Development during your time in the fraternity and hold a Cumulative GPA of at least 3.0.

Article IV: In order to be eligible to hold these executive positions, you must reside in the chapter house for the duration of your tenure:

- A. President
- B. External Vice President, Internal Vice President
- C. Vice President of Finance
- D. Vice President of Risk Management
- E. Vice President of House Relations

Article V: All Operating Officers shall be elected by a majority of active members present and voting at a regularly scheduled meeting: These officers include:

- A. Director of Recruitment Planning
- B. Director of Recruitment Business
- C. External Social Director
- D. Internal Social Director
- E. Ritual Director
- F. Chorister
- G. Director of Public Relations
- H. Sergeant-at-Arms
- I. Corresponding Secretary
- J. Little 500 Chairman
- K. Director of Intramurals
- L. Historian
- M. Director of Campus Involvement & Leadership Development
- N. Web Site Manager
- O. Director of Marketing

- Q. Director of Academic Assistance
R. Kitchen Steward (Food Chairman)

- Article VI: By virtue of his position, the President will be the Chapter's Official Delegate to the General Convention. An alternate delegate will be elected by majority vote of active members present and voting at a regularly scheduled meeting.
- Article VII: Responsibility for the performance of all active members shall lie with the Kai Committee. Complaints and praises regarding the performance of members shall be addressed to the Internal Vice President, President, or any Kai Committee member.
- Article VIII: From time to time, the campus attitude or the attitude of the chapter may require that certain miscellaneous policies be adopted and/or revised. In the case that a new policy is necessary, a proposal may be devised and voted on by active members present and voting. A policy will require a two-thirds vote to pass. Any amendments will require a three-fourths vote to amend. Any such policies are strictly protected by these bylaws and may be enforced by the Kai Committee.
- Article IX: Eligibility for all elected positions is restricted to those members in good standing with the chapter.
- Article X: The chapter's attendees to summer leadership opportunities (to include but not limited to The Institute, BWC, UIFI, and Leadership College), shall be appointed by the Director of Leadership Development.
- Article XI: Additional positions may be appointed by officers to assist in the completion of their duties. These positions include but are not limited to Study Tables Coordinator, Fraternal Fifties Chair, and chairmen for major philanthropies.

Section Two: The Executive Committee

- Article I: The purpose of the Executive Committee is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings, to set the chapter calendar and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.
- Article II: The Executive Committee shall be composed of eleven (12) voting members: The President, External vice President, Internal Vice President, Vice President of Alumni Relations, Vice President of Community Involvement, Vice President of Communications, Vice President of Risk Management, Vice President of Recruitment, Vice President of Pledge Education, Vice President of Finance, Vice President of Social Programs, and Vice President of House Relations. Any interested members may attend meetings, but are not granted voting privileges.
- Article III: The Executive Committee will meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by Executive Committee members at the start of each term.
- Article IV: All findings and proceedings of the committee shall be reported to the chapter, and all action of the committee is subject to approval by a majority of active members present and voting at a regularly scheduled meeting.
- Article V: Each Executive Committee officer shall develop three goals at the beginning of each term. Goals should be reviewed at mid-term and prior to finals.
- Article VI: Each executive committee member will attend all meetings of committees of which he is a member as provided herein.

Section Three: The Operating Committees

- Article I: The function of the Operating Committees shall be to provide chapter programming.

Article II. There shall be 3 Major Operating Committees: The Internal Affairs committee, the External Affairs Committee, and the Communications Committee.

The Internal Affairs Committee shall consist of 4 members: The Ritual Director, Chorister, Director of Leadership Development, and the Director of Academic Programs.

The External Affairs Committee shall consist of 3 members: The Director of Marketing, The Director of Intramurals, and the Little 500 Chair.

The Communications Committee shall consist of 5 members: The Director of Public Relations, The Director of Alumni Relations, The Corresponding Secretary, The Historian, and Web Site Manager.

Article III: Each Operating Committee shall meet at least once every two weeks to conduct business. The day, time, and location shall be approved at a meeting called by Operating Committee members at the start of each term.

Article IV: The Internal Affairs Committee shall be chaired by the Internal Vice President.

Article V: The External Affairs Committee shall be chaired by the External Vice President.

Article VI: The Communications Committee shall be chaired by the Vice President of Communications.

Article VII: Each Operating Committee officer shall develop three goals at the beginning of each term. Goals should be reviewed at mid-term and prior to finals.

Article VIII: The Risk Manager, Vice President of Social Programs, and the Internal and External Social Directors shall meet at least once every week to finalize social plans.

Section Four: The Kai Committee

Article I: The function of the Kai Committee is to provide brotherhood development programs and to promote self governance within the chapter through education and holding members accountable for actions deemed unworthy of a member of Beta Theta Pi.

Article II: The Kai Committee shall be comprised of five voting members: The Internal Vice President, one elected freshman delegate or at-large delegate in the absence of freshman members, one elected sophomore delegate, one elected junior delegate, and one elected senior delegate. Elections to the Kai Committee shall occur at the second meeting of each semester. These committee members shall be elected by a majority vote of the chapter membership present according to the Constitution and Bylaws of this chapter.

Article III: The Kai Committee shall meet twice per week to conduct business. The day, time, and location shall be approved at a meeting called by Kai Committee members at the start of each term.

Article IV: The Kai Committee shall be chaired by the Internal Vice President who is responsible for establishing committee goals and reporting these to the chapter at mid term and prior to finals. The Internal Vice President may appoint temporary delegates to the Kai committee in the event of an open position.

Article V: In keeping with its function as the committee in charge of brotherhood development, the Kai committee will coordinate with the internal social to provide programming for major brotherhood events, ensuring that such programming addresses the needs of the chapter.

Section Five: Elections

Article I: At the first weekend of April each year, nominations for the Executive Committee and Operating Committee offices will be accepted from the membership. The election will then be held the second weekend of April.

Article II: Officer Elections will follow the procedure outlined below

- A. Each nominee will be given the opportunity to give a 1 minute speech; for nominees for President, 2 minutes will be given.
- B. All nominees will exit the room during the speeches of their competitors and during voting.
- C. Following all speeches for each position, time will be allotted for comments on each candidate. Comments will be limited to one positive and one negative comment about each candidate (two each in the case of the President)

Article III: Following all discussion for each position, the Vice-President of Communications will read the description of the position and voting shall be done by a secret ballot. Officers must be elected by a majority to attain position.

Article IV: If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. The order of elections shall be President, Internal Vice President, Vice President of Finance, Vice President of Communications, Vice President of Recruitment, Vice President of Social Programs, Vice President of Pledge Education, Vice President of Risk Management, Vice President of Community Involvement, Vice President of Alumni Relations.

Article V: Following elections, there is a thorough transition period with the outgoing Executive Committee and the newly elected Executive Committee. Both Executive Committees will be formally in action immediately following the new election, and will be obligated to perform the necessary tasks of each position and serving as co-members. The outgoing Executive Committee is expected to first take responsibility for affairs of their positions, gradually shifting responsibility to the incoming team in the coming weeks. The new President is responsible for the formal registration of his exec team by the end of the academic year in May. All administrative power, lines of communication, and obligations will be removed from the outgoing exec team and shifted to the new team at the end of the spring academic term; this finalizes the completion of their term. The new exec team will serve until April of the next year, when the next incoming team is elected and the process repeats.

Article VI: The Elections for the Little 500 Chair will be held once per year, at the end of the spring term.

Section Six: Dues and Bills

Article I: Chapter bills shall include one or more of these items as appropriate:

- A. Chapter Dues – **To Be Determined**
- B. General Fraternity Pledging Fee – \$75.00 one time fee
- C. General Fraternity Initiation Fee – \$225.00 one time fee
- D. Live-In Chapter Fee – **To Be Determined**
- E. Live-Out Chapter Fee – **To Be Determined**
- F. Fines & Assessments – **To Be Determined**
- G. General Fraternity Insurance – \$100.00 per member annually
- H. General Fraternity Dues, and Heritage Fund – \$60.00 per member annually
- I. Pi Chapter fund contribution – \$15.00 per member annually

Article II: Bills will be rendered at the beginning of each term and must be paid in full by the 4th week of classes. Unless excused by the chapter Treasurer, any member who has not paid by the due date will be brought before the Kai Committee by the Treasurer to decide upon necessary sanctions. In addition, any fines or interest charge imposed will be left to the discretion of the Treasurer, who has the option of consulting the Kai Committee.

Article III: Chapter expenditures, which involve assessments of any kind, must first be discussed and approved by the majority of the active chapter present and voting at a regularly scheduled meeting.

Article IV: The following expenses for the Official Delegate to the General Convention will be paid by the chapter unless provided for by another source(s): (1) Travel, (2) Room/Board, and (3) Registration costs. The chapter treasury will not cover any other expenses.

Article V. All bills shall be paid by check, drawn by the Treasurer and President. Approval of the President and Treasurer shall be necessary for a chapter member's purchase in excess of \$50.00.

Article VI: The annual budget shall be approved by the final meeting preceding the year it is to be in effect.

Article VII: President and Treasurer each receive a discount of \$400 off their house bill each semester.

Section Seven: Duties

Article I: All members are required to read these bylaws and to perform their respective duties and responsibilities as set forth below.

Article II: All new members are required to reside in the chapter house two academic years following their initiation or pledge period. Live-in appeals shall be heard by the Kai Committee. Reasons for such an appeal are to be treated as confidential. In order for a member to be exempt of their Live-In duty, the Kai committee must agree unanimously that the brother bringing the appeal has a substantial argument for not residing in the chapter house.

Article III: Duties of the Chapter President

- A. To call and preside over special and regular chapter meetings.
- B. To act as the chapter's official delegate to the General Convention.
- C. To appoint or nominate for election such individuals or committees as he deems necessary to assist him in carrying out chapter functions and policies. The power of appointment and the power of dismissal are concurrent.
- D. To represent Indiana University's chapter of Beta Theta Pi at IFC meetings, functions, and any other occasions of similar nature.
- E. To act as a liaison between the chapter and its advisory team and General Fraternity.
- F. To coordinate the development of the chapter strategies and action plans at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year.
- G. To organize the revision of the chapter bylaws during his Presidency, interpreting them as he see fit in necessary situations.
- H. To serve as a member of the Executive Committee.
- I. To attend all chapter advisory team and house corporation meetings.
- J. To serve as chairman of the chapter Executive Committee.
- K. To appoint an awards committee in February of each year.
- L. To safeguard, monitor, and keep the most current copy of the Bylaws and Constitution.
- M. To represent the chapter in all University Ethics Hearings or affairs

Article IV. Duties of the Internal Vice President

- A. To preside at active Pi Chapter meetings in absence of the President.
- B. To act as President in case of temporary absence, regarding internal affairs.
- C. To serve as chairman of the chapter Kai Committee.
- D. To serve as chairman of the chapter Internal Affairs Committee meetings.
- E. To assist the President in all duties in which he may desire assistance.
- F. To coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly fulfilling the duties of his position.
- G. To serve as a member of the Executive Committee.
- H. To be the primary resource to the President regarding brotherhood events, Kai, and other internal affairs

Duties of the External Vice President

- A. To preside at active University, National Fraternity, or Housing Board meetings in absence of the President.
- B. To assist the President in all duties in which he may desire assistance.
- C. To serve as a member of the Executive Committee

- D. To act as President in case of temporary absence, regarding external affairs.
- E. To be the primary resource to the President in helping with University, IFC, and National Fraternity affairs.
- F. To assist the President in all University Ethics Hearings or affairs

Article V: Duties of the Vice President of Finance (Treasurer)

- A. To prepare the chapter's annual financial budget by May 1, annually. However, voting on the chapter budget shall occur during the first meeting of the fall term. This should be completed in conjunction with the Chapter Financial Advisor.
- B. To issue bills at the first of each billing payment and to collect payments.
- C. To pay all House Corporation, General Fraternity and local vendor bills promptly.
- D. To present the financial records of the chapter at each chapter meeting.
- E. To serve as a member of the Executive Committee.
- F. On a monthly basis, submit the names of members delinquent in paying their bill to the President and Kai Committee.
- G. To monitor and control each officer's use of his portion of the budget.
- H. To draft a promissory note to be signed by each chapter member each term.
- I. To ensure that the chapter has an excellent financial rating from the Assistant General Treasurer of Beta Theta Pi.
- J. To supervise the composite coordinator in fulfilling duties and responsibilities concerning the yearly fraternity composite.

Article VI: Duties of the Vice President of Communications (Executive Secretary)

- A. To send annual reports/correspondence to the Administrative Office via the Internet.
- B. To send articles to *The Beta Theta Pi*, along with photographs when appropriate.
- C. To serve as a member of the Executive Committee.
- D. To send shingle orders, notice of admission, pledge cards, and initiation forms to the Administrative Office within one week after pledging or initiation.
- E. To compile and distribute the chapter's summer newsletter and address directory.
- F. To record the minutes of regular and special chapter meetings and to enter the minutes in the official minute book of the chapter.
- G. To take and record roll at all regular and special chapter meetings and enter them into the official minute book of the chapter.
- H. To be responsible for the keeping of the official Roll Book of the Pi Chapter of Beta Theta Pi and ensuring that each member completes his information directly after initiation.
- I. To oversee the communications committee in the fulfillment of their duties.
- J. To oversee the apparel chairman, Chairman of the minutes, Food Chairman, Website Manager, and Ritual Chairman to ensure full participation in their roles.
- K. To manage and administer the House Points System.

Article VII: Duties of the Risk Manager

- A. To ensure that Beta Theta Pi's Risk Management Policy is implemented at all chapter events.
- B. To serve as a member of the Executive Committee.
- C. To present Risk Management programming to the chapter at least once a month.
- D. To submit all required risk management documentation to the Administrative Office.
- E. To develop/update the Pi Chapter Crisis Management Plan.
- F. To organize an alcohol awareness program for the chapter each year.
- G. To apply for Beta Theta Pi's Risk Management Award due June 1 each year.
- H. To supervise the social directors in planning and organizing all social events, ensuring all activities comply with the risk management policy of Beta Theta Pi and the chapter.
- I. To oversee the House Manager in the accomplishment of his duties.
- J. To oversee the implementation of a regular designated driver program.

Article VIII: Duties of the Pledge Educator

- A. To conduct the pledge education program within all General Fraternity, campus, and state guidelines.
- B. To schedule and preside over all pledge meetings.
- C. To ensure the education of pledges in Beta lore and music.
- D. To be responsible for the overall operation of the pledge program according to current chapter practices.
- E. To act as the liaison between the pledge class and the chapter.
- F. To encourage the pledges' interest and enthusiasm with regard to the pledge program and chapter activities.
- G. To be responsible for the scheduling of initiation, the pledging ceremony, ordering pledge manuals, pins and the selection of Brother Mentors.
- H. To serve as a member of the Executive Committee.
- I. To work to ensure that at least 90% of men formally pledged are initiated.
- J. To serve as a delegate to the *Institute for Men of Principle*.
- K. To assist the recruitment chairman and pledge class with two, pledge class recruitment events per pledge period.
- L. To apply for Beta Theta Pi's Outstanding Pledge Education Award, due June 1.

Article IX: Duties of the Vice President of Social Programs

- A. To coordinate the scheduling of all chapter social activities, supervising the social directors.
- B. To appoint such committees as deemed necessary to assist in fulfilling these duties.
- C. To ensure all chapter social functions are registered with the appropriate university office.
- D. To enforce all General Fraternity Risk Management Policies and campus regulations during chapter social functions.
- E. To maintain discipline at all chapter social functions, along with all Executive Committee members.
- F. To inform all active members and pledges of chapter social events, including the posting of the social calendar each term.
- G. To report all proposed social events to the Executive committee for approval.
- H. To develop and maintain a social calendar ensuring the events are scheduled and final dates are provided to the chapter at the earliest possible time.
- J. To serve as a member of the executive committee.

Article X: Duties of the Vice President of Recruitment

- A. To oversee all recruitment related activities and to inform all active members and pledges of acceptable recruitment practices; to ensure that all recruitment events are alcohol free.
- B. To be familiar with Indiana University and Interfraternity Council recruitment regulations and to present to the chapter these regulations and all other pertinent information deemed necessary for successful recruitment on an annual basis.
- C. To serve as a member of the Executive Committee.
- D. To submit the chapter's *Recruitment Through Scholarship* grant application.
- E. Apply for Beta Theta Pi's Recruitment Program Award, due June 1.
- F. To manage the recruitment committees.
- G. To ensure year-round recruiting is utilized.

Article XI. Duties of the Vice President of Alumni Relations

- A. To plan and implement at least two alumni events per year.
- B. To keep an updated mailing list of all local Beta Alumni.
- C. To contact all alumni to inform them of the chapter's status and of any events that will be held in their honor.
- D. To draft at least two alumni newsletters each year and a monthly e-newsletter.
- E. To award fraternal fifties.
- F. To attend all chapter alumni and house corporation meetings
- G. To apply for Beta Theta Pi's North Dakota Award and Alumni Relations Award

- I. To serve as a member of the communications committee

Article XII: Duties of the Vice President of Community Involvement

- A. To be responsible for the organization of quarterly philanthropic events.
- B. To oversee the coordination of any other campus, all Greek, or chapter philanthropic events.
- C. To apply for the John Holt Duncan Service Award, due June 1.
- D. To ensure 100% participation in at least one philanthropy yearly.
- E. To organize community service opportunities for the fraternity and keep chapter informed of community events.

Article XII: Duties of the House Manager

- A. To oversee the completion of weekly house duties.
- B. To be responsible for the overall cleanliness of the chapter house.
- C. To schedule an annual fire/insurance inspection of chapter property.
- D. To work closely with the Risk Manager.
- E. To keep an up-to-date list of needed chapter repairs along with estimates of cost.
- F. To organize at least one all chapter clean up each term, to be completed by all chapter members active and pledge.
- G. To order all cleaning supplies for the chapter as needed.

Article XIII: Duties of the Director of Recruitment Business

- A. To reply to all recruitment recommendations from Beta Theta Pi Alumni.
- B. To maintain a list of all potential members the chapter may be interested in.
- C. To assist the pledge educator and pledge class with two pledge class recruitment events per pledge period.

Article XIV: Duties of the Director of Recruitment Planning

- A. Along with the Scholarship Chairman to oversee the Recruitment Through Scholarship process each term.
- B. To develop a recruitment calendar of events each term and distribute this calendar to all members of Beta Theta Pi; to organize weekly recruitment events.
- C. To assist the pledge educator and pledge class with two pledge class recruitment events per pledge period.
- D. To organize summer recruitment.
- E. To supervise the planning of all recruitment events.

Article XV: Duties of the Director of Leadership Development & Campus Involvement

- A. To promote leadership development and campus involvement opportunities for chapter members, in accordance with requirements for the Sisson and Knox awards.
- B. To oversee the coordination of maximum attendance from the Pi Chapter at all summer and winter leadership opportunities.
- C. To educate the chapter on available leadership opportunities, including dates and cost.
- D. To oversee the coordination of the chapter's Kickoff and Mid-Year retreat.
- E. To serve as a member of the Internal Affairs Committee.
- F. To ensure 100% involvement in at least 1 major activity outside of the chapter, as well as facilitating at least 4 members in finding positions as club officers outside of the chapter.
- G. To track campus involvement and ensure all reports on this issue are submitted on time.

Article XVI: Duties of the Director of Academic Assistance

- A. To know the academic standing of all active brothers and pledges and to inform those on academic probation (Below a 3.0 cumulative) concerning the circumstances of their situation.
- B. To serve as a member of the Internal Affairs Committee.

- C. To keep the chapter informed of all important academic dates and university undergraduate academic rules and regulations.
- D. To keep confidential the academic standing of all brothers and pledges.
- E. To inform brothers of quiet hours.
- F. To schedule speakers on time management, interviewing skills, resume writing, writing skills, etc.
- G. To make members aware of various campus counseling services, academic services, tutoring services, writing labs, etc.
- H. Work to ensure that 90% of chapter members are in good scholastic standing with Indiana University and the Chapter.
- I. Develop an academic assistance plan to aid those on academic probation.

Article XVII: Duties of the Corresponding Secretary

- A. To be responsible for general correspondence to parents and other guests for pledging, initiation ceremonies, and banquets.
- B. To initiate and answer general chapter correspondence.
- C. To be responsible for the ordering and sending of all holiday cards.
- D. To be responsible for correspondence with other Greek chapters, to include thank you notes and cards.
- E. To ensure that all necessary order blanks and chapter stationery are on hand.
- F. To carry out all correspondence concerning initiates or pledges as required by the university.
- G. To serve as a member of the Communications Committee
- H. To organize the annual composite pictures

Article XVIII: Duties of the External Social Director

- A. To schedule and organize all external chapter social activities, especially to coordinate 3rd party vendor events and major social activities.
- B. To appoint such committees as deemed necessary to assist in fulfilling these duties.
- C. To register all chapter social functions with the appropriate university office.
- D. To enforce all General Fraternity Risk Management Policies and campus regulations during chapter social functions.
- E. To maintain discipline at all chapter social functions, along with all Executive Committee members.
- F. To inform all active members and pledges of chapter social events, including the posting of the social calendar each term.
- G. To organize Mom's Weekend in the spring, and Dad's Weekend in the fall.

Article XIX: Duties of the Internal Social Director

- A. To schedule and organize all dry social activities.
- B. To appoint such committees as deemed necessary to assist in fulfilling these duties.
- C. To register all chapter social functions with the appropriate university office.
- D. To enforce all General Fraternity Risk Management Policies and campus regulations during chapter social functions.
- E. To maintain discipline at all chapter social functions, along with all Executive Committee members.
- G. To inform all active members and pledges of chapter social events, including the posting of the social calendar each term.
- H. To organize at least four alcohol-free social events during the academic year.
- I. To ensure at least one dry brotherhood activity per week is scheduled for brothers and pledges to attend.
- J. To coordinate with the Kai Committee in planning a major brotherhood retreat each semester.

Article XX: Duties of the Ritual Chairman

- A. To procure all Ritual equipment.

- B. To be responsible for ensuring that all songs and parts are known for all rituals.
- C. To ensure that all rituals are performed with dignity and in correlation with all General Fraternity, IFC, and state policies.
- D. To schedule ritual rehearsals prior to all performances of the Ritual of Beta Theta Pi.
- E. To lead an "Eye of Wooglin" each semester.
- F. To ensure that ritual regalia is properly stored, secured, and cared for.
- G. To educate newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.
- H. To ensure that adherence to prescribed procedures, performances, and proper use of all ritual regalia and equipment at all ceremonies as prescribed in Chapter VIII of the Laws of Beta Theta Pi.

Article XXI: Duties of the Director of Intramurals

- A. To oversee all sanctioned chapter athletic events.
- B. To handle all orders for fraternity sportswear.
- C. To inform members of deadline dates regarding intramural rosters/events.
- D. To coordinate participation and ensure accountability for all participants.
- E. To attend all RPS inter fraternity intramural meetings

Article XXII. Duties of the Little 500 Chairman

- A. To be responsible for coordinating Little 500 efforts.
- B. To be responsible for ensuring that all IUSF standards are met and that proper training of the riders occurs.
- C. The committee chair will coordinate Little 500 week events with the social chair.
- D. To update the riders' manual annually.
- E. To serve as the undergraduate team coach.

Article XXIII: Duties of the Chorister

- A. To know all songs sung by the chapter.
- B. To organize at least one serenade per term.
- C. To lead chapter singing at special occasions and traditional events (Parent's Weekend, Initiation, Homecoming).
- D. To teach selected songs to the chapter and pledge class
- E. To apply for Beta Theta Pi's Wichita State, Whitman Choral Cup or New Song Award.
- G. Coordinate efforts of fraternity quartet.

Article XXIV. Duties of the Director of Public Relations

- A. To develop a written public relations plan for the chapter.
- B. To maintain a list of local media sources (television, newspaper, radio).
- D. To invite faculty/administrators to chapter functions.
- E. To submit news releases for all major events
- F. To serve as a member of the communications committee
- G. To write current events articles for newsletter and website.

Article XXV: Duties of the Chapter Historian

- A. To keep an up-to-date scrapbook.
- B. To keep all chapter historic files in working order.
- C. To take pictures at chapter events.
- D. To educate the chapter on relevant Pi chapter history.

Article XXVI: Duties of the Sergeant-at-Arms

- A. To call the chapter meeting of Beta Theta Pi to order.
- B. To maintain order while the chapter meeting is in progress.

- C. To serve as the chapter's parliamentarian, maintaining familiarity with *Robert's Rules of Order, Newly Revised*, and advising the president as necessary.
- D. To assist the Risk Manager in his duties

Article XXVIII: Duties of the Kitchen Steward (Food Chairman)

- A. To be responsible for the overall cleanliness of the kitchen.
- B. To be responsible for the completion of daily kitchen duties.
- C. To be a liaison between the cook and the chapter.
- D. To plan the weekly chapter menu.

Article XXIX: Duties of the Web Site Manager

- A. To maintain the chapter website
- B. To ensure an up-to-date chapter calendar is maintained on the website.
- C. To coordinate with the Public Relations Chair to ensure News is frequently updated.
- D. To obtain all necessary skills required for the maintenance and programming of the website.

Article XXXI: Duties of the Director of Marketing

- A. To ensure proper promotion is executed for all chapter events.
- B. To design signage for major events.
- C. To design and coordinate the purchase of apparel.
- D. To promote the Beta name on campus at all times through all available methods.

Section Eight: Committees

Article I:

- A. Each Operating officer shall maintain a committee to assist in the completion of his duties
 - 1. The size of each committee shall be determined at the start of each officers term
 - i. The size may be adjusted as needed throughout the year
 - 2. Committees will meet at least twice per month to conduct business unless otherwise noted in these bylaws.
 - 3. Membership of the standing committees will be appointed by the Vice President of Communications at the start of each term
 - 4. The dates, times, and locations of meetings shall be determined by the chairperson, notification of meetings will be given no later than 3 days in advance.

Section Nine: Order of Business

Article I:

- A. Agenda
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of the Minutes
 - 4. Officer Reports
 - 5. Operating Officers Reports (Optional)
 - 6. Unfinished Business
 - 7. New Business
 - 8. Round Table
 - 9. Eye of Wooglin (Optional)
 - 10. Adjournment
- B. Any Operating Officer wishing to report in detail on specific functions should inform the Vice President of Communications prior to each Regular Meeting.
- C. Meetings will include additional programming at the discretion of the Executive Committee.

Article II:

- A. Proposition of Main Motions

1. All proposed activities and motions must be submitted in writing to the Executive Committee in time for the Executive Committee Meeting prior to the Chapter Meeting for which they are to be considered for inclusion in the agenda.
2. Non-regular agenda items must be tabled and placed into old business at the conclusion of discussion. When called to question, these motions shall require a $\frac{2}{3}$ vote to pass.
3. If the bylaws are to be suspended and a non-regular agenda item is to be voted on in the same meeting at which it is proposed, it shall require a $\frac{3}{4}$ vote to carry.
4. All main motions, regardless of their nature, must be submitted to the Vice President of Communications prior to consideration.

Section Ten: Ritual and Customs

Article I: Chapter Meetings

- A. The time and place of regular meetings shall be established by a majority vote at the first meeting of the academic year. The chapter meetings will be held weekly. The President may change the time of a specific meeting or cancel such meetings as he deems necessary.
- B. The President must schedule an "Eye of Wooglin" each quarter, which may include active members, General Fraternity Officers, and alumni of the chapter.
- C. Special meetings of the chapter may be called, as the President deems necessary. Special meetings may also be called upon the written petition of three members of the Executive Committee or five members of the chapter. Notice will be posted and the Secretary shall make every effort to be certain that all members are aware of the meeting. One-half of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- D. Two-thirds of the chapter members shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- E. Meetings shall be called to order by the Sergeant-at-Arms at the announced time and shall be conducted in an orderly manner. The President shall recognize each member before addressing the chapter. This procedure is to be strictly enforced.
- F. The Parliamentary authority shall be *Robert's Rules of Order, Newly Revised* in all cases in which it is applicable and not inconsistent with these bylaws, other chapter laws, rules of the university, or laws of the General Fraternity.
- G. Attendance will be taken at chapter meetings by the Vice President of Communications. Excuses from absent members shall be presented (in writing) to the President or Secretary at least 24 hours prior to the beginning of the chapter meeting and are subject to approval.
- H. Motions made at a chapter meeting may not be voted upon until a subsequent meeting. However, if three-fourths of the active members present and voting deem it necessary, this provision may be set aside and the motion considered immediately. In this case, motions will require a two-thirds vote to pass.
- I. All proposed activities and motions must be submitted in writing to the Executive Committee in time for the Executive Committee Meeting prior to the Chapter Meeting for which they are to be considered for inclusion in the agenda.
- J. Absentee votes are permitted at a chapter meeting only if approved by the President and documented by the Secretary prior to the discussion and subsequent vote concerning any motion or nomination. A member is restricted to no more than two proxy votes.
- K. Motions pertaining to amendments to these bylaws will require approval by a three-fourths vote of the active members present and voting at a regularly scheduled chapter meeting.
- L. The chapter shall hold formal meetings as prescribed in the ritual of Beta Theta Pi at the first meeting of each month.

- M. Attire for the first chapter meeting of each month shall be collared shirt, tie, dress pants, closed-toe dress shoes, and optional coat. Attire for every other chapter meeting (unless otherwise specified by the president or Executive Committee) shall be casual.

Article II: Pledging Requirements

- A. There shall be two pledging periods per year: the fall and spring. The pledging period shall last approximately seven weeks and may not be extended except by approval of the General Secretary under extenuating circumstances such as illness or a death in the family.
- B. To become a candidate for pledging, a prospective member must gain the approval at least ten present initiates, subject to the approval of 85% of the initiates present and voting.
- C. Any new member who fails to achieve the required GPA of 2.75 in two consecutive terms shall be de-pledged. If, after one term, he satisfies the grade point requirement, he will be considered immediately by the chapter for re-pledging.
- D. A motion and reconsideration shall be entertained for any man de-pledged by the above method only if a majority of the active members present and voting vote to do so. This will apply to all three review sessions.

Article III: Initiation

- A. Before being initiated into the active chapter, a new member must have completed these steps:
 - 1. All fraternity bills submitted, including the initiation fee, must be paid to the satisfaction of the Treasurer.
 - 2. He must meet the standards of a member in good standing.
 - 3. He must have submitted three names of potential members to the recruitment chairman.
 - 4. He must have completed 10 hours of community service.
 - 4. Each pledge must undergo at least one formal review during the course of the pledge program prior to initiation.
- B. The Initiation ceremony will be conducted in accordance with the standard ritual guide as approved by the General Fraternity.

Section Eleven: Academic Assistance Plan

Article I: Academic Assistance Plan

- A. Within the Pi Pi Chapter of Beta Theta Pi, accountability, enforced through the Academic Chairman (Vice President's committee member), allows for each member to excel in the area of scholarship. In order to cultivate our intellect, we have established and will maintain a program that encourages brothers to excel academically here at Indiana University. We have created the following Academic Assistance Plan to support brothers who need help upholding the academics standards of our membership

Article II: Academic Standards

- A. Each brother within the Pi Chapter is required to maintain at least 2.7 cumulative GPA in order to remain in good academic standing with the chapter.
- B. No brother may be elected or appointed to an office if his cumulative GPA is below a 3.0. All elected or appointed officials must maintain a cumulative GPA of 3.0 or above.
- C. If a brother's semester GPA should fall below a 2.3, the brother will be sentenced to a Kai hearing. For all brothers not in good academic standing, they will follow the form below until the brother successful completes a semester under the said guidelines to return to good standing:

Requirements for Active Brother with GPA between 2.7 and 2.3

1. Social restrictions Monday through Thursday
2. Mandatory Study Tables
3. Mandatory 2.75 GPA in current semester. Failure results in Kai hearing.

For Active Brother on Academic Probation (below 2.7) two consecutive semesters

1. Minimum Semester GPA: 2.75 required in current semester
2. Mandatory Study Tables
3. No Social Privileges
4. Brother is sent to Kai where specific rules will apply to him

For Active Brother on Academic Probation three consecutive semesters:

1. Expulsion from the chapter

For Active Brother with below 2.0 Semester GPA:

1. Barred from living in the house in the following semester
2. Mandatory Kai hearing for specific consequences

- D. If a brother receives a 2.0 semester GPA or below for two consecutive semesters, they will be automatically expelled from the chapter.
- E. If a pledge's semester GPA should fall below a 2.75 during the pledgship semester, the pledge (or new initiate) will be sentenced to a Kai hearing and the academic assistance will follow the form below if the chapter so wishes to keep the member (based on 2/3 majority vote) until the pledge successful completes a semester under the said guidelines to return to good standing:

For Pledges on Academic Probation (termed "strike 1"):

1. Minimum Semester GPA: 2.75
2. Mandatory Study Tables
3. Full Social Privileges

- a. If a probation pledge member does not complete said requirements, they are removed from the pledge class.

Article III: Definition and Terms of Academic Probation

Initial Meeting

- A. If the chapter (through the KAI committee) places a brother on academic probation, the Academic Chairman will hold a meeting with the brother.
- B. At the first meeting, the brother will explain his academic struggles. In response, the Academic Chairman will then inform him of available resources, both through the chapter and Indiana University.
- C. The Academic Chairman will then inform the brother of the consequences of his probation.
- D. The two parties will work together to develop a plan of action to address the brother's academic struggles.

Announcement of Academic Probation

- A. While keeping specific GPA information confidential to maintain the integrity each member, the Academic Chairman will announce the name of any brother put on academic probation at the beginning of each semester during a chapter meeting, a subsequent KAI hearing will follow with the academic chairman present.

Assistance Provided

- A. The Academic Chairman should recommend a list of possible tutors from within the chapter, Indiana University, or the Bloomington community at-large.
- B. A brother on probation will schedule a weekly meeting with the Academic Chairman throughout the semester. In addition, brothers placed on probation will complete a Grade Report Form periodically (every four weeks and/or after testing periods).
- C. A brother on probation must give a copy of his syllabi to the Academic Chairman at the beginning of the semester.

- D. Mandatory study tables will aid the brother.

Consequences of being on Academic Probation

- A. Any brother on probation may not hold a chapter office.

Regaining "Good Academic Standing"

- A. The chapter will restore a brother to Good Academic Standing if he returns his ~~cumulative~~ semester GPA to a 2.75 or above (2.85 for pledges put on probation). Upon return to Good Academic Standing, he will immediately regain the privileges of active membership.
- B. In the case that a brother should fail to bring his cumulative GPA to a 2.75 during the probationary semester, the chapter will further the extent to which the consequences of academic probation reach (i.e. further lack of participation in social, brotherhood, or athletic events).
- C. If the Academic Chairman determines that any brother continues to display a sheer disregard for the Intellectual Growth of the chapter, he may consult the Vice President of Internal Affairs and file for trial by chapter in accordance with *Chapter XI, Section 4* of the Code of Beta Theta Pi.

Section Twelve: Indiana University Policies and Regulations

Article I: Clauses

- A. **Statement of University Compliance:** This Organization shall comply with all Indiana University regulations, and local, state and federal laws.
- B. **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.
- C. **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 from for-profit companies if acting as a representative of a student organization.
- D. **Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

Section Thirteen: House Points System

Article I:

Clauses:

- A. The house points system will be administered and controlled by the Secretary (VP of Communications)
- B. The house points system weighting and scoring may be altered by a majority chapter vote
- C. The house points system will be applied to determine the order of choice for room selection among active brothers. House points will be applied as a lump sum in relation to a brother's role number. House points will increase by increments decided by the Secretary according to service performed
- D. The house points system will trump role numbers only within academic classes. For instance, a sophomore may not move past a junior in rank, though they may have more points. However, for example, a sophomore may pass any sophomore if they accumulate more house points than them. This includes a spring initiate passing up a fall initiate within the same grade level.
- E. The Secretary will deliver an update of the current rankings of house points bi-weekly.