
THE BYLAWS OF DELTA PSI CHAPTER

OF THETA CHI FRATERNITY

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DEFINITIONS

Academic Probation- A member is on academic probation if he fails to make grades. This member may not be an Executive Officer or Committee Chairman.

Active- A Brother who is enrolled as a full time student at the University of Kansas and meets all financial obligations owed to the Fraternity

Alumnus Brother- A Brother who is no longer enrolled at the University of Kansas and is in Good Standing with the Chapter.

Brother- Any individual who has been initiated into Theta Chi Fraternity.

Chapter- All active Brothers of Delta Psi Chapter.

Chapter Meeting- The weekly meeting of the Chapter.

Deactivate- A Member deactivates when he is no longer enrolled as a full time student at the University of Kansas, or requests to no longer be an Active Member and forgo the benefits of being an Active Member.

Dues- Moneys paid by Members for the general upkeep (utilities, house budgets, ect) and running of the Chapter.

Good Standing- A member in good standing shall be a member who has paid all moneys owed to the Chapter and Delta Psi Housing Corporation; the member must also be in good academic standing as per the required grade point average.

Member- An undergraduate Active member of the Delta Psi Chapter of Theta Chi Fraternity

New Member- New Members are members of Delta Psi Chapter that have yet to be fully initiated brothers of Theta Chi Fraternity.

Reactivation- An appeal to the undergraduate chapter, by a deactivated brother to become activated once again so that he may receive all of the privileges and obligations of membership.

Rent- Moneys paid to the Alumni Corporation to pay for the mortgage, repairs to the house, taxes, and insurance. This does not include committee budgets and operating expenses of the undergraduate chapter (i.e. "dues")

Social Probation - When a brother fails to meet the minimum required GPA of 2.7 he is ineligible to participate in any social functions of gathers including, but not limited to mixers with sororities, brotherhood events, and retreats.

Suspension- A suspended member shall continue to be considered a member of the Fraternity but shall not participate in any activities of the Fraternity so long as he remains an undergraduate member at the University of Kansas. The suspended member is not allowed on Fraternity property or allowed at any off site events.

Quorum- A gathering in which a majority of attendance are Active Members in *Good Standing* in attendance.

Executive Meeting- A meeting of Executive Board Members where quorum is met to discuss the affairs of the Fraternity. Without the President, quorum is not met.

Standards- A meeting of the Standards committee brought together to deliberate on charges brought upon active brothers who have been accused of not upholding our principles.

Committee Head Meeting- The Vice President and/or Secretary and 3/4 of the Committee Heads

ARTICLE I – GOVERNING RULES

SECTION 1 – GOVERNING DOCUMENTS

- I. *Bylaws*: The bylaws shall govern all members of Delta Psi Chapter.
 - A. *Amendments*- The bylaws may be amended by a 2/3 vote by a quorum of the Chapter. Motions concerning bylaw changes must be brought to the Executive Board for discussion before the motion may be heard in Chapter
 - a. Procedure –
 - i. A typed draft first must be submitted to and approved by the Executive Board.
 - ii. Once approved by the Executive Board, the proposed amendment is then presented to the Chapter at the following Chapter Meeting during New Business.
 - b. All bylaw changes will take effect the semester of the approved change. These changes may include but are not limited to:
 - i. Amount of dues
 - ii. Alteration in study hour policies
 - iii. Requirements for Committee Head or Executive Board Members
 - iv. Changes in officer duties
 - v. Membership Policies
 - c. To implement a bylaw revision during the present semester requires a 2/3 approval by the chapter, after initial approval of the bylaw revision.
 - B. *Housing Contracts*: The Housing Contract governs all members, alumni, and guests. It is included at the end of this Document (Appendix I). The Housing Contract may be amended by a 2/3 vote upon approval of the Alumni Housing Corporation
 - C. *Code of Conduct*: The Code of Conduct governs all members of Delta Psi Chapter. The Code of Conduct may be amended by 2/3 vote by the undergraduate chapter
 - D. *Officer's Policies*: All Executive Officers and House Officers shall formulate policies to maintain and facilitate their respective programs. The policies must be written and posted for all members. The period of enforceability is the duration of the office unless overturned by a majority of the Chapter.

SECTION 2 – CONSISTENCY

- I. All policies established by Delta Psi Chapter shall be consistent with the Delta Psi Alumni Corporation, the National Bylaws of Theta Chi Fraternity, and the Constitution of the University of Kansas Inter-fraternity Council, State and Local Statutes, and the United States Constitution.
- II. Theta Chi National Bylaws supersede Delta Psi bylaws.

ARTICLE II – MEMBERSHIP

SECTION 1 – RECRUITING

- I. *Guidelines:* The following guidelines shall be used when considering a man for bidding a recruit:
 - A. *Financial Support:* The candidate should have adequate financial resources.
 - B. *Standing:* The candidate should have good standing in his high school graduating class or have attained a 2.5 GPA in college
 - C. *Sports/Activities:* The candidate should be outstanding in some sport/activity.
- II. *Extending a Bid:* If a man seems fit to be a Member of Theta Chi Delta Psi, a Bid Card shall be extended to him by the Recruitment Chair.
 - A. If a potential new member is in question by an active member of Theta Chi, a chapter vote will be held to approve the potential new member. A majority vote is necessary to extend a bid.
- III. *Consideration:* A recruit whose consideration has been terminated by the Collegiate Chapter shall not be considered further by the Recruitment Chairman
- IV. *Summer Recruitment*
 - A. *Extending a bid:* The Recruitment Chairman may sign a recruit over the summer after discussing with and receiving approval from the President regarding said recruit. The recruit should be offered the bid card in the presence of another member of the Chapter if possible.
- V. *Recruitment Events*
 - A. *Meetings:* Meetings shall be held following all recruitment events for the purpose of discussing and voting on prospective members.
 - B. *Attendance:* Attendance at all recruitment events shall be mandatory for all members. All absences must be approved by the Secretary 24 hours in advance and the Recruitment Chairman must be notified.
 - C. *Invitations:* Recruits may be invited by any member pending notification and approval by the Recruitment Chairman.

SECTION 2 – NEW MEMBER

- I. *Initiation Process:*
 - A. *Progress Vote-* Two progress votes will be held prior to the final status vote. The progress votes shall be used as feedback for the New Member. During all progress votes and Final Votes, the Marshal will review New Members in alphabetical order. The Marshal shall speak first on the New Member, to be followed by the New Member's

Pledge Father, and then by the chapter itself.

B. Final Vote – Prior to initiation, a final vote will be held. A New Member must receive at least 75% of votes from eligible Brothers. If a New Member fails the final vote, the new member shall be depledged. A discussion with each New Member shall precede the vote, with the same procedure used in Progress Votes.

1. Secret Ballots: Balloting on all votes shall be secret.

2. A second final vote may be called by a majority of the Chapter. A discussion shall precede the vote.

II. Depledging

A. Failing Final Vote: A New Member is depledged by the final progress vote if he does not pass.

B. Proceedings: Any Active may bring forth depledging proceedings to the Executive Board. If the charges are considered reasonable by a majority of the Executive Board, the matter shall be brought before the chapter for debate at the next chapter meeting. The New Member shall be allowed to defend himself against all charges brought forth. The New Member shall be depledged by a majority vote of the chapter.

III. *Informing of Status* – All New Members shall be informed of the progress votes and the final vote only by the Marshal and/or the President.

IV. *Voting Rights*: New members will not have voting privileges during Chapter Meetings, but will be present at chapter meetings during the pledge process, and not before, to give feedback to the chapter during voting issues. The president has the discretion to dismiss the new members at any point in time during chapter.

V. *Initiation Night*:

A. *Time and Location*: the president and Marshal shall jointly determine the time and location of Initiation. The Marshal must schedule Initiation at least one month prior to initiation.

B. *Attendance*: Attendance is mandatory for all Brothers. Absences must be excused by the Secretary 24 hours in advance and the Marshal and Chaplain must also be notified.

C. *Ritual*: New Members will be initiated as specified in The Ritual of Theta Chi Fraternity.

D. *Prior to Initiation*: The Secretary must seek approval of new members from national headquarters.

VI. *Pledge Classes* – A pledge class will consist of all Brothers initiated in the same semester, even if multiple initiations are held. If a Brother is initiated at summer convention, the Brother will be a member of the previous semester's pledge class.

VII. *New Member Walkout*:

A. *Attendance*: Every New Member, the President, the Marshal, and at least one other active must be in attendance.

B. *Fees*: Fees of the President, Marshal, and one active will be paid by the pledge class

C. *Notification*: The pledge class must notify the President at least two weeks in advance of the proposed walkout

D. *Site*: The pledge class should visit another Theta Chi Chapter.

E. *Class Attendance*: Members participating in the walkout must attend all classes on the Friday previous to the walkout and the Monday immediately following unless approved by the Executive Board at least two weeks in advance.

F. *Hazing*: All standards and definitions of Hazing in the Delta Psi's Chapter Bylaws must be upheld at all times during the Walkout, not matter what other chapter's guidelines may

be. Hazing is defined in Section 2, subpoint VIII.

VIII. *Hazing*

- A. *Definition:* Hazing shall be defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any such activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the University of Kansas.
- B. *No Tolerance:* No form of hazing will be tolerated.
- C. *Expulsion:* Any member violating this policy may be evicted from the Theta Chi House and may be suspended from the Chapter.

SECTION 3 – ACTIVE MEMBERS

I. *Attendance:* Attendance is required at the following:

- 1. Recruitment events
- 2. Chapter Meetings
- 3. Initiation Ceremonies
- 4. New Member Ceremonies
- 5. Big Brother Ceremonies
- 6. All-House Cleanups
- 7. Homecoming Week Events
- 8. Rock Chalk Revue events
- 9. House Cleanups

- A. *Excused Absences:* Excused absences shall consist of either illness of that chapter member or a member of his family, work, class, test, or an official review session scheduled during a mandatory house event/meeting that is sanctioned by a person employed by the University.
- B. Excused Absences must be reported to the Secretary 24 hours in advance if possible and the President should also be notified. The Committee Head who organized the event should also be notified.

II. *Drug Use:*

- A. At no time shall a member of Delta Psi Chapter use, possess, or sell any illegal drugs. Any Brother or New Member in violation of this law shall be evicted from the Theta Chi House within 24 hours and may be suspended from the fraternity. As an Alumni Policy, this law may not be overturned by a Chapter vote.

III. *Hard Alcohol Policy*

- A. No member may consume or possess hard alcohol on the chapter premises. Hard alcohol is defined as any alcoholic beverage greater than 13% ABV.

IV. *Deactivation* – Deactivation proceedings may be brought forth by any brother. A motion must be submitted to and approved by the executive board. The motion is then presented to the chapter, and must be passed by a 3/4 vote of the chapter.

SECTION 4 – FINANCIAL OBLIGATIONS

- I. *Dues*: All members are required to pay set dues for the general operation of the Chapter.
 - a. If dues are not paid by midnight on chapter night, a \$10 fine will be enforced for the first day and \$5 every day after until the total amount of fines reaches half of the principal. Once this point is reached and the debt is still outstanding, the member will be suspended from all fraternal activities until all moneys owed are paid.
- II. *Rent*: All members that live in the chapter house and/or sign a housing contract must pay rent to the fraternity.
 - a. Rent is due on the first of each month or upon moving into the chapter house in August and January. After the fifth of a month and rent is outstanding, the member will be suspended from all fraternal activities until all rent is paid.

SECTION 5 – HOUSING OBLIGATIONS

- I. *Contract*: Every member and new member is required to sign a housing contract every January for the succeeding academic year.
 - A. *Room Selection Process*
 - 1. *Selection Order*: After the President, the order shall be determined by a point system. Ties in points shall be broken by semester KU GPA first and then cumulative KU GPA.
 - 2. *Point System*: Points will be awarded for the following:
 - a) *Seniority*: One point will be awarded for each semester a member has been initiated including the initiation semester.
 - b) *Living In*: One point will be awarded for each semester a member has lived in the chapter house.
 - c) *Office Holder*: One point will be awarded for each semester a member is an executive officer, house manager, and/or kitchen manager. One half point will be awarded for each semester a member is a standing Committee Chairman as enumerated under Article V, Section I, Sub point C. Points shall be awarded for the Historian and Standards Board members in the same manner as a Committee Chairman.
 - d) *Ritual Positions*: One half point will be awarded for each semester a brother holds a ritual position. These positions include: Chaplain, Historian, First Guard, and Second Guard.
 - i. *Brothers that have a ritual position because of their Executive position do not receive an extra one half point.*
 - e) *Major Campus Leadership*: One point will be awarded for each semester a member holds a major campus leadership position including but not limited to the Interfraternity Council Executive Board and Student Senate.
 - f) *Minus Not Making Grades*: For each semester that the grades were not made, one point will be deducted.
 - g) *Minus not being a Full-Time Student*: For each semester the brother was enrolled in under 9 credit hours, one point will be deducted.
 - h) *Execution*: The President shall determine the order and shall have the

power to make any judgments on points that are awarded.

II. Live Out Policy

A. Housing Status

1. Every member and new member is required to sign a housing contract every January for the Succeeding academic year.
2. Using the same point system outlined for Room Selection, members and new members will be awarded points to determine whether a member or new member is allowed to gain live out status.
 - a) Members with the most points will have the ability to live in or out of the chapter house.
 - b) Members will continue to choose to live-in or out until there are thirty members who have decided to live-in.
 - c) If there are not thirty members who have decided to live-in, those Members or New-Members with the least number of points must live-in the chapter house (until full occupancy of thirty is met).
 - i. Ties in points shall be broken by KU GPA first and then cumulative KU GPA.
 - ii. The executive board must live-in the chapter house.
3. If any Member or New-member fails to sign a housing contract and the chapter house is not at full occupancy, that person will be liable for a punishment to be established at the beginning of every semester by the Standards Board.

B. Exceptions

1. Members or New-members will not be required to live in the chapter house if they live in the University dormitories.
2. Any New-member who is initiated as a Member of Theta Chi Fraternity in the second semester of his junior year shall not be required to live in the chapter house.
3. A member may have one appeal. The appeal will consist of an interview with the Executive Board after which the Executive Board will vote.
 - a) *Financial*: A member who lives out of the house will pay social dues and be in good financial standing with the Chapter.
 - b) *Regulation*: Live outs agree to place themselves under the jurisdiction of The Bylaws of Delta Psi Chapter, the National Bylaws of Theta Chi Fraternity, and the Constitution of the University of Kansas Interfraternity Council, House Rules, and the Code of Conduct.
 - c) *House Cleaning*: Live outs also will be required to participate in every all-house cleanup as determined by the House Manager. Absences must be approved by the Secretary 24 hours in advance and the House Manager must also be notified.
 - d) *Fees*: The live out active shall be required to pay a live out fee determined by the House Manager and approved by the Executive Board.
 - e) *Attending Chapter*: A live out active is required to attend chapter and may vote provided that he is in good standing with the chapter.

- C. The live out is considered an active member of Delta Psi Chapter, guaranteed all privileges of other actives and required to participate in all required activities.

SECTION 6 – SCHOLARSHIP

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- I. *Hours*: A member must complete a minimum of 12 credit hours to qualify for a scholarship in the previous semester.
 - II. *Quiet Hours*: During the hours of 7 to 9, there will be no excess noise in the chapter house, enforced by the Scholarship Chair. Those who violate quiet hours should be submitted to Standards.
 - III. *Grade Based Scholarships*: Grade based scholarships will be awarded based on the grade report by the Greek Programs Office.
 - A. Grade changes after the reports are given out will be ignored when it comes to scholarships. If a scholarship is based on GPA and a tie occurs, the money shall be split among the members in a tie.
 - IV. *Making Grades*: Making grades shall be defined as either:
 - A. *Attaining a 2.7 GPA* or greater for the semester and completing at least 12 credit hours.
 - B. *Attaining a 2.5 GPA* while completing 18 or more credit hours for the semester.
 - C. *Grade Reports*: Making grades will be determined by the President and/or Scholarship Chair based on the Greek Programs grade report. Any grades changed after the report must be documented with a transcript. All members not making grades will be placed on academic probation.
 - V. *Study Hours*:
 - A. *Study hours shall be required for*
 1. *New Members*: All New Members that are either incoming freshmen or transfer students.
 2. *Members*: All members with a GPA less than 2.7 for the previous semester.
 - a) If a brother has completed a total of 75 hours, with 60 hours completed at the University of Kansas and has a cumulative GPA of at least 2.6, he is required to complete only six study hours a week.
 - B. *Program*: The Scholarship Chairman will determine the study program and the number of study hours required.
 - VI. *Academic Probation Penalties*

Academic Probation is for those members failed to make grades.

 - A. *Social Probation Based on GPA*:
 1. *1.01 - 1.50*: Members with a semester GPA between 1.01 and 1.50 will be limited to any one social event where alcohol is present.
 2. *1.51 – 2.00*: Members with a semester GPA of 1.51 and 2.00 will be limited to any two social events where alcohol is present.
 3. *2.01 – 2.50*: Members with a semester GPA of 2.01 and 2.50 will be limited to any three social events where alcohol is present.
 - B. *Executive Office*: May not hold or be elected to an Executive Office
 1. A 2/3 vote of the Chapter will restore the privilege of running for Executive Office.
 2. If an officer receives below a 2.00 semester G.P.A. he cannot be reinstated for his respective position until the following semester.
 - C. *Committee Chairman*: May not hold or be appointed a Committee Chairman.

1. A 2/3 vote of the Chapter will restore the privilege of running for Committee Chairman positions.
 2. If a chairperson receives below a 2.00 semester G.P.A. he cannot be reinstated for his respective position until the following semester.
- D. *Study Hours*: The Scholarship Chair will oversee study hours unless a substitute has been appointed and approved by the Executive Board.
1. After Midterm exams (Approx. 8 weeks of classes) a brother may submit a grade check filled out by his instructors to be approved for increased social privileges.
 2. A brother may receive increased privileges if the following criteria are met:
 - a) No more than one week of study hours have been missed.
 - b) A cumulative GPA over 2.6.
 - c) The grade report must have a grade check from all instructors.
 - d) Only the classes that have so far included a test or major project will be included in the new GPA.
 3. Only the classes that have so far included a test or major project will be taken into account on his midterm GPA.
 - a) 3.25 - 3.5: One additional social event where alcohol is present.
 - b) 3.5 – 4.0: Two additional social events where alcohol is present.

OR

If all of the above criteria are met then the brother is eligible to receive a decrease in required study hours.

- a) 3.25 – 3.5: A decrease of four hours.
- b) 3.5 And above: A decrease of six hours.

E. Suspension

1. *Failure to make grades*: All members that fail to make grades for their two most recent semesters at the University of Kansas will be suspended from the Chapter.
2. *GPA's less than 1.0*: Any member that receives a 1.0 or less in a semester at the University of Kansas will be suspended from the Chapter.

F. Appealing Suspension

1. *Chapter Vote*: At the beginning of each semester, a written motion may be submitted to the President requesting that suspension be waived. A 2/3 vote by secret ballot may then waive the suspension.

G. *Suspension proceeding*:

1. *Filing of Grievance*- Bringing an outstanding grievance before the Executive Board.
2. *Deliberation*- Executive Board shall present the submission to be heard and discussed by the entire Chapter.
3. *Notification of the Accused*- If deemed necessary by the Executive Board, the Accused shall be notified in writing that he shall have a suspension hearing before the Chapter at the second Chapter Meeting after said written notification.
 - a) The President and the Accused must have identical copies of the written notification, both signed by the President and the Accused for verification purposes.
 - b) A refusal to sign both copies on the part of the Accused shall be

considered a waiver of innocence.

- i. *Note:* An attempt to collect the signature on both documents must be attempted by the Standards Board Chairman and then the Vice President before it is considered a waiver of innocence.

4. *Notification of Chapter-* The Chapter shall be notified of the suspension hearing, the grievance presumably committed, and the Accused at the Chapter Meeting following Notification of the Offender during New Business of that Meeting.

- a) *Note:* The Chapter shall not be notified of the Accuser.

5. *Hearing-* The hearing shall take place at the Chapter Meeting after the Chapter Meeting where the Notification of the Chapter was issued.

- a) The Offender will defend himself before the Chapter.
- b) He shall then step out and discussion will occur.
- c) A Secret Ballot vote shall then occur, requiring 2/3 of all undergraduate members of the active chapter eligible to vote (or who would be eligible to vote if present).

6. *Aftermath-* If the motion to suspend is sustained, the remaining members shall vote upon a motion to recommend expulsion of the accused member to the Grand Chapter. A $\frac{3}{4}$ vote of all undergraduate member of the active chapter eligible to vote (or who would be able to vote if present) shall be necessary to sustain the motion to recommend for expulsion. If the Accused is suspended, they shall not be reimbursed dues or rent. The suspended member shall be prohibited from attending any fraternity activity and have 30 days to move out of the Chapter House (See Housing Contract).

H. *Reinstatement-* Any Member who becomes suspended, has their suspension upheld, or is seeking reactivation has the right to an Appeal for reinstatement at the first Chapter Meeting of the following semester

1. 2/3 of a quorum vote must be obtained via secret ballot for the suspension to be revoked.

ARTICLE III- CHAPTER MEETINGS & VOTING PROCEDURE

SECTION 1 – CHAPTER MEETINGS

- I. *Regular Meetings:* Regular chapter meetings shall be held every week when school is in session at a time and place designated by the President. Meetings should be held on Monday if possible. The President may elect not to have one chapter meeting per semester preferably the Monday before finals.
 - A. Time and place to be designated by the President.
- II. *The Right to Call a Meeting*
 - A. Chapter: The President shall have the authority to call special chapter meetings to deal with emergency issues or unfinished business.
 - B. House: The President shall have the authority to call a house meeting of all members to

deal with issues which require a general house knowledge and participation. A 72 hour notice must be given before the meeting may be considered mandatory.

III. *Attendance:*

- A. *Requirements:* Attendance at all chapter and house meetings shall be required of all members. Attendance shall be defined as doing roll call.
- B. *Excused Absences:* An Excused absence is defined in Article II, Section 3 subpoint I.A.
- C. *Fines:* Fines for absences shall be left to the discretion of the Standards Board with the following recommendations:
 - 1. 1st unexcused absence: no penalty
 - 2. 2nd unexcused absence: \$5
 - 3. 3rd unexcused absence: \$10
 - 4. 4th and all subsequent unexcused absences: \$15
 - 5. After the 5th unexcused absence, the member may be suspended from all fraternal activities for the semester.
 - 6. Fines must be paid within one week of notification. Fines shall be handled by the Treasurer in the same manner as late dues

IV. *Format:*

- A. *Agenda:* The agenda of the chapter meeting should follow the format specified in the National Bylaws of Theta Chi Fraternity.
- B. Motion to approve previous weeks minutes.
- C. *Committee Reports:* Committee reports must be filed with the Vice-President in order to give a report during the chapter meeting.
- D. *Executive Reports:* Executive Board Members will give their reports following the Committee Report.
- E. *Parliamentary Procedure:*
 - 1. Robert's Rules of Order shall be strictly followed at all chapter meetings
- F. *Official Business:* Shall include new and old business and must have quorum to vote.

SECTION 2 – VOTING AND DISCUSSION

- I. *Eligibility to Vote:* Only brothers in good standing shall have the right to vote.
 - II. *Discussion:* All members have the right to discuss when recognized by the President. The President should alternate between pros and cons and the President should not allow a person to speak twice on an issue until everyone who wishes to speak has spoken. Any discussion pertinent to the issue is acceptable.
 - III. *Debate:* The President has the right to limit debate to a period of time at his discretion. The chapter may motion to extend debate or the President may extend it on his own.
 - IV. *Secret Ballots:* The President has the right to require a secret ballot. Secret ballots shall be required for elections, suspension, expulsion, progress votes, and final votes.
 - V. *Absentee Ballots:* Absentee ballots will not be allowed under any circumstances.
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SECTION 3 – COMMITTEES AND BOARD MEETINGS

- I. Executive Board: The Executive Board shall meet before each chapter.
- II. Standards Board: The Standards Board shall meet at least once every month.
- III. Committee Meetings: Committee meetings should meet at least a once a month, but preferably once per week.

ARTICLE IV – BOARDS AND COMMITTEES

SECTION 1 – EXECUTIVE BOARD

- I. Executive Board
 - A. *Composition*: The Executive Board shall be composed of the following members and shall be ranked in the following order:
 - 1. President
 - 2. Vice President
 - 3. Vice President of Health and Safety
 - 4. Secretary
 - 5. Treasurer
 - 6. Marshal
 - 7. Recruitment Chairman
 - 8. Scholarship Chairman
 - B. *Chairman*: The President shall chair the Executive Board Meeting.
 - C. *Voting*: All Executive Board Members shall be allowed to vote. Votes must pass by a majority
 - D. *Meetings*: The Executive Board shall meet at least once before every chapter meeting and the President shall set the time and location.
 - E. *Attendance*: Attendance is required for all Executive Board Members. The President may require committee chairmen to attend an Executive Board Meeting. Absences must be excused by the Secretary 24 hours in advance and the President should also be notified. Absences will be subject to penalty by the Standards Board.
 - F. *Quorum*: A quorum will consist of the President and three other voting members. A quorum must be present before any official business may take place.
 - G. *Duties*:
 - 1. *Agenda*: The Secretary shall compile an agenda for the upcoming chapter meeting. In order for a committee chairman to give a report to the Chapter, all committees must submit a written report to the Vice-President before the Executive Board Meeting ends.
 - 2. *Policy*: The Executive Board shall formulate fraternity policy and recommend

them to the chapter with methods for their implementation.

3. *Calendar*: The Executive Board shall set the calendar. The President may add events to the calendar, as he deems necessary.

H. *Format*:

1. *Committee Reports*: If the President has required attendance by any committee chairmen, their reports will be given first.
2. *Officer Reports*: Officer Reports will be given after committee reports.

SECTION 2 – STANDARDS BOARD

I. Purpose:

- A. To uphold the standards and principles of the Delta Psi Chapter of Theta Chi Fraternity.
- B. To motivate and recognize individual achievements and contributions to the fraternity.

II. *Composition*:

- A. *Vice-President*: The Vice-President shall oversee the Standards Board, but shall not have any voting power.
- B. *Chairman*: The Chairman of the Standards Board shall be appointed by the President and remain in the position for a year unless circumstances dictate the need for the President to appoint a new chairman to the position (resignation, graduation, election to the Executive Board, or appointed to a Committee Head).
- C. *Members*: Two members are elected by the Chapter during elections.
 1. *Term*: One year unless the person is elected to the Executive Board, graduates, or resigns.
 2. *Qualifications*: Members of the Standards Board must not be an Executive Board, Member, or a Committee Head.
 3. *Removal*: A member can be removed by the Chairman or 2/3 vote of the chapter.
- D. *Standards Meeting*:
 1. A meeting cannot be held unless the Standards Chairman and the two committee members are in attendance. One reserve or alternate brother may stand in for a committee member. The Standards Chairman cannot be replaced with an alternate brother.
 2. *Reserve Members*:
 - a) *Alternates*: the Standards Board will appoint the designated alternate.
 - b) *Qualifications*: Alternates may not be Executive Board Members or a Committee Head and in good standing with the chapter.
 - c) *Removal*: An alternate may be removed by the Chairman or 2/3 vote of the chapter.
- E. *Good Standing*: The Standards Board Chairman and all members must remain in good standing with the fraternity or be removed from the position.
- F. *Powers*:
 1. *Imposing Penalties*: The Standards Board may impose whatever penalties it deems necessary for violations of the National Bylaws of Theta Chi, Bylaws of Delta Psi Chapter, House Rules, Officer Policies, and the Delta Psi Code of Conduct.

2. *Punishments*: Punishment may be either monetary or service oriented, provided that it is not demoralizing to the member. Fines and punishments may be diverse in nature and are dealt on the basis of what best suits the individual and the situation.
3. *Maximum Fine*: The maximum fine is \$500.
4. *Appeals*: Appeals must be submitted to the Executive Board in writing within one week of the Standards Board ruling. If the Executive Board deems the appeal worthy of submission to the Chapter, a 2/3 Chapter vote is required to overturn the decision.
5. *Statute of Limitations*: All complaints must be submitted to the Standards Board within one month of the violation.
6. *Official Parliamentarian*: The Standards Board Chairman is the official parliamentarian at all chapter meetings. The Chairman will be responsible for updating and knowing the Delta Psi Bylaws and shall bring an updated copy to all chapter meetings. He shall update the bylaws within three weeks of any changes.
7. *Recognition*: The Standards Board is granted the power to recognize members that have given outstanding effort to the fraternity and have gone above and beyond the call of duty.

G. Procedure

1. *Filing Charges*: Charges must be submitted in writing to the Standards Board Chairman.
2. *Informing of Charges*: The Chairman shall confidentially inform the accused of the charges and the time of the Standards Board Meeting at least 72 hours in advance. A written and acceptable excuse must be submitted to the Chairman prior to the meeting if the accused cannot attend the meeting. Failure to appear without an excuse constitutes an admission of guilt.
3. *Decision*: The Standards Board shall discuss the case and arrive at one of the following:
 - a) Table the case for gathering of information
 - b) Find the defendant guilty and impose a penalty
 - c) Find the defendant Not Guilty
4. *Informing of Decision*: If the defendant is not present, the defendant shall be notified within 24 hours of the ruling by the Chairman.
5. *Follow up*: Prompt follow up is expected. Recommended service or payment is to be completed within one week of being notified of the decision
6. *Delinquency*: Those members not complying with fines or service requirements are not in good standing with the chapter and are suspended from all fraternal activities until service and/or fines are completed.
7. *Appeals*:
 - a) A written letter must be sent to the vice president informing him that he wishes to appeal the standards ruling.
 - b) The vice president then puts the appeal on the docket for chapter in new business.
 - c) At the next chapter during new business the submitted will stand up at chapter and present his case to the chapter.
 - d) A 2/3rd vote of voting brothers will overturn the standards decision.

ARTICLE V – COMMITTEES

I. Committees

A. Committee Chairmen

1. *Appointment and Approval:* The President shall appoint all Committee Chairmen and the chapter must approve all presidential appointments by a majority vote. Any positions not approved by the chapter will then be voted upon.
2. Guidelines:
 - a) *Sign up:* The President must have an open sign up for those interested in each committee chair.
 - b) *Application:* The President should have applicants fill out an application or do an interview or a combination of the two methods before selecting the new chairman.
 - c) *Refusal:* Any member selected to be a chairman has the right to turn down the position.
 - d) *Time table:* Committee Chairmen must be chosen after the election of officers and before Stop Day.
 - e) *Changeover:* The new officer will officially take office after Finals end during the semester he was selected to be a Chairman.
 - f) *Term:* The term of office shall be one semester.

B. Committee Members

1. *Appointment:* The Vice-President appoints all committee members with the assistance of the committee chairmen.

C. Standing Committees

1. Recruitment
2. Social
3. Philanthropy
4. Community Service
5. Alumni Relations
6. Scholarship
7. Intramurals
8. House
9. Risk Management
10. Public Relations
11. Rock Chalk Revue
12. IFC Representative

D. Temporary Committees

1. Any committee other than the standing committees of the chapter shall be considered temporary.

E. *Service:* All committees shall work with and directly serve under the Vice-President

ARTICLE VI – ELECTION OF OFFICERS

I. Election Procedure

- A. *Nominations*: Candidates will be nominated in chapter one week before elections are held and the nominations must be posted for all Brothers to see. Nominations shall remain open until the election process opens.
 - B. *Elections*: Beginning with the President, Executive Officers shall be elected in descending order. Then the order of elections shall be the House Manager, Chaplain, Historian, Librarian, First Guard, Second Guard, and Assistant Treasurer. Standards Board Members will be elected in chapter after committee chairman have been appointed.
 - C. *Speeches and Discussion*: Speech and discussion rules shall be decided by the President.
 - D. *Voting Procedure*: Voting will be by secret ballots.
 - E. *Appointment*: Committee Chairman, unless otherwise noted, will be appointed by the President
- II. Date of Elections
- A. *Date*: Nominations will take place during the first Chapter meeting in November. Elections will take place the week after Nominations.
- III. Eligibility
- A. *Good Standing*: Candidates must be in good standing with the Chapter. The Chapter may reinstate a Brothers right to seek office because of outstanding contributions to the fraternity. A 2/3 Active Chapter vote by secret ballot will reinstate a Brothers right to seek office.
 - B. *Live In*: All candidates for Executive Office must live in the chapter house.
- IV. Installation
- A. *Date*: Officers shall be installed one week following election.
- V. Vacancies
- A. *President*: In the event of death, resignation, or impeachment of the President, the Vice-President shall succeed to the office of President until the chapter has had time to find a suitable replacement through election of a new President.
 - B. *Other Offices*: In the event of death, resignation, or impeachment of any other office, the office will be elected if its an elected position or appointed by the President if it is one of the aforementioned offices.
- VI. Impeachment
- A. *Removal from Office*: Any officer of the Chapter may be removed from office by a 2/3 vote of a quorum of the Active Chapter. A written charge must be submitted to the President and discussed one week before voting to impeach.
 - B. *Voting*: A vote to impeach shall be taken by secret ballot.

ARTICLE VII – OFFICER DUTIES AND POLICIES

- I. General Responsibilities
- A. *Officer Notebooks*: All Executive Officers and Committee Chairmen shall maintain and update an Officers Notebook relating to their position, which can be passed onto future officeholders. These notebooks shall include the planning and evaluation of events designated by the President, and their upkeep shall be monitored by the President. Failure to adequately maintain the notebook properly can result in removal from office.
 - B. *Special Projects*: All Officers shall carry out any special projects prescribed by the President.

SECTION 1 – EXECUTIVE BOARD

I. Duties and Policies

A. President

1. *Presiding Officer*: He serves as the presiding officer at all meetings of the Chapter.
2. *Representative*: He shall be the official representative of the fraternity.
3. *IFC*: He shall attend all Interfraternity Council General Assembly Meetings.
4. *Creating of Positions*: He may create any house position deemed necessary. He may not create Executive positions.
5. *Enforcement*: He shall enforce all officer policies and programs.
6. *Confirmation of Grades*: He shall, along with the Scholarship Chairman, verify all members grades to help enforce the Chapter scholarship program.
7. *Informing of Status*: He shall, along with the Marshal, inform New Members of their standing after Progress and Final Votes.
8. *Delegate Authority*: He shall delegate responsibility to all chapter officers.
9. *Liaison*: He shall act as a liaison between the Alumni Corporation and the active chapter.
10. *Appoint Chairmen*: He shall appoint all committee chairmen
11. *Schedules*: He schedules all chapter and executive board meetings.
12. *Arbiter*: He acts as an arbiter in all chapter disputes.
13. *Summer Chapter*: He is responsible for organizing summer chapter.
14. *Reports*: He shall be responsible for giving a complete and accurate account of the financial and general condition of the chapter to the International Headquarters, the Grand Chapter, and the Delta Psi Alumni Corporation.
15. *Risk Management*: He is responsible for knowing and following all risk management guidelines of the University of Kansas Interfraternity Council, the International Headquarters of Theta Chi, and all federal, state, and local laws.
16. *Programs*: He shall coordinate all designated driver programs and/or a safe ride home for all members from an official function or party of the chapter.
17. *Reports*: He shall make any requested reports to the Grand Chapter of Theta Chi or the Interfraternity Council at the University of Kansas concerning risk management guidelines.

B. Vice-President

1. *Officiates*: He shall officiate in the absence of the President with the same powers and privileges of the President.
2. *Standards Board*: He shall attend all Standards Board meetings and shall oversee the board.
3. *Committees*: He oversees all committees and serves as an ex-officio member of all committees.
4. *Special Days*: He is in charge of planning special days, which includes but is not limited to Family Days, and Homecoming.
5. *Calendar*: He is in charge of keeping an updated calendar for chapter members. He should pass out at least one calendar per semester to each member.
6. *Report*: He is responsible for informing the President on the work of the committees and he is responsible for keeping the chapter informed of special

functions.

C. Vice President of Health and Safety

1. The Vice President of Health and Safety will champion Sacred Purpose within the local chapter so that a deepened culture of caring emerges, and so that more members get the help they need. He will learn to recognize the emotional, physical and relational needs of chapter members and proactively facilitate access to assistance and resources for those same members. In addition, he will inspire and equip all chapter members to also recognize the needs of others and to provide proactive and relevant assistance to each other.

2. Specific Responsibilities

- a) Serve on the chapter's executive council as the third-highest ranking chapter officer
- b) Cultivate working relationships and serve as a liaison with campus and community health and safety professionals who can support the mission of Sacred Purpose
- c) Identify campus and community resources available to the local chapter, make those resources available to individual members, and in the process, break down barriers to members so they can get help when they need it •
- d) Twice annually, organize related educational programs that are open to the entire campus community and that inspire a deepened culture of caring
- e) Four times annually, coordinate guest speakers who will provide inspiration, ideas and resources for advancing Sacred Purpose within the chapter. Topics for campus-wide programs and guest speakers will include: deepened friendships and brotherhood, recognizing when a brother is in trouble, drug and alcohol awareness, mental health, fire and life safety, sexual assault prevention, and other general health and well-being topics
- f) Inspire and organize the chapter to fully support campus-wide initiatives that advance health, well-being and safety
- g) Recruit a Health and Safety Advisor
- h) Collaborate with that advisor to set goals and create an annual strategic plan
- i) Possess a nuanced understanding of Theta Chi ritual, values, procedures and policies
- j) Attend training events and maintain regular communication with the Director of Health and Safety Programs
- k) Serve as a resource during chapter crisis situations

D. Secretary

1. *Correspondence*: He is responsible for maintaining and transmitting all correspondence of the Chapter to the International Headquarters, other fraternities and sororities, the campus, and the Lawrence community.

2. *Secret Ballots*: He shall count all secret ballots along with the First Guard.

3. *Minutes*: He shall maintain a written record of all chapter proceedings.

4. *Attendance*: He shall take attendance at all chapter meetings, executive meetings, and any other mandatory functions. He shall report all unexcused absences to the Standards Board.

5. *Custody*: He shall have official custody of the ritual materials, the roster book, the minutes, and any other secret materials of Delta Psi.

6. *Collect fees*: He shall collect all new member and initiation fees with the Treasurer and send these materials to the International Headquarters

E. Treasurer

1. *Money*: He shall collect all dues, fees, assessments, and fines of the chapter.

2. *Budget*: He shall develop a budget for the chapter to approve at the beginning of each semester. He shall keep a working budget and report on it to the chapter at least once per month.

a) Any unallocated/unbudgeted money cannot be spent without the approval of the chapter if the purchase is in excess of \$500.

3. *Checking Account*: The Chapter checking account shall be required to have two signatures on each check. The members authorized to sign the checks should be the Treasurer, the President, or the Vice-President.

4. *Collection*: The Treasurer and Omega Financial shall be responsible for the collection of Dues and Fees, including:

a) Membership Dues

b) Rent

c) Late Fees

d) Standards Fines

5. *Delegation*: The Treasurer may delegate financial duties to the Assistant Treasurer at his discretion

6. *Ineligibility*: The Treasurer shall submit to the Secretary a list of members ineligible to vote because of financial reasons before each chapter.

F. Marshal

1. *New Member Education*: The Marshal shall be responsible for the education of all New Members.

2. *Status*: He shall give a regular report on the status of the pledge class.

3. *Initiation Week*: He shall organize I-Week and set the location.

4. *Secrecy*: He shall maintain the secrecy of all Final Votes.

5. *Informing New Members*: He must inform all New Members of all pertinent information to their moving into the chapter house.

6. *Expectations*: He shall inform the active chapter as to what is expected of them in relation to the new member education program.

G. Recruitment Chairman

1. *Recruitment Program*: The Recruitment Chairman shall organize the chapter recruitment program including rush parties. He shall maintain the written program.

2. *Notification*: The Recruitment Chairman shall notify the President and Marshal as soon as a recruit is signed. He should also send an email notifying chapter members so they can welcome the new member.

3. *List*: He shall compile and maintain a list of all recruits.

4. *Formal Rush*: He is responsible for formal rush. He shall develop the chapter strategy and shall attend all meetings for formal rush.

H. Scholarship Chairman

1. *Custody*: The Scholarship Chair shall have official custody of all books, and he

- shall update and maintain the chapter test files.
2. *Academic Awards*: He shall purchase any academic awards of the chapter.
 3. *Records*: The Scholarship Chair shall maintain all academic records for the chapter.
 4. *Academic policy*: He shall develop the chapter scholarship policies including study hours
 5. *Study Hours*: The Scholarship Chair shall monitor study hours and shall be responsible for taking an accurate attendance.
 6. *Study Atmosphere*: The Scholarship Chair shall maintain a proper study atmosphere during quiet hours and study halls.
 7. *Grades*: He shall compile a list off all members who fail to make grades and shall report this to the President and the Secretary.

SECTION 2 - COMMITTEES

A. Social Chair

1. *Organization*: The Social Chair shall organize the chapter's social events with the help of his committee.
2. *Risk Management*: He is responsible for knowing and following all risk management guidelines of the University of Kansas Interfraternity Council, the International Headquarters of Theta Chi, and all federal, state, and local laws.
3. *Party Favors*: The Social Chair shall coordinate the designing, ordering, and distribution of party favors.
4. *Communication*: He shall inform the chapter of dates, times, and places of all social events.

B. House Manager

1. *Maintenance*: The House Manager shall be responsible for all maintenance of the chapter house, including the grounds.
2. *Supplies*: The House Manager shall be responsible for maintaining and purchasing an adequate amount of supplies for cleaning, repairing, and general use.
3. *Cleaning*: He shall coordinate all cleaning of the house including all chapter clean ups.
4. *Closing the House*: He shall work with the President to close the house. This includes inspecting rooms for cleanliness, making sure keys are turned in, turning off utilities, and posting a list of emergency contacts.
5. *Safety Standards*: The House Manager shall insure that all safety standards are adequately met.
6. *Meals*: He shall plan all meals in conjunction with the cook. He shall also notify the cook when extra people shall be eating with the chapter.
7. *Budget*: The House Manager must have his budget approved by the President.
8. *Housing Account*: The House Manager shall be in charge of the housing checking account. Two signatures must be on all checks. Persons authorized to sign the checks shall be the House Manager, President, Vice-President, and the Treasurer.

C. Alumni Chairman

1. *Newsletter*: The Alumni Chair shall be responsible for preparing a newsletter for Delta Psi Alumni on at least a semiannual basis.

2. *Correspondence*: He shall be responsible for corresponding with alumni.
3. *Alumni Addresses*: He shall maintain an updated list of all Delta Psi Alumni and their addresses including their telephone number.
4. *Meetings*: The Alumni Chairman along with the President shall attend all Delta Psi Alumni Corporation meetings.
5. *Functions*: He shall organize all chapter/alumni events, which include, but are not limited to Hackers & Duffers and Homecoming.

D. Philanthropy Chairman

1. *Philanthropies*: The Philanthropy Chair shall organize current philanthropies and develop new ones.
2. *Community Service*: He shall seek and inform the chapter of community service opportunities.
3. *Hours*: He must make sure that at least five hours of community service are available for chapter members.

E. Intramurals Chairman

1. *Organization*: The Intramurals Chair shall organize fraternity athletic teams and shall appoint their coaches. The Coach shall be responsible for attending all appropriate meetings; the Intramurals Chair is responsible in the Coach's absence.
2. *Fees*: He shall see that all teams are entered in the proper league or event and that all entrance fees are paid.
3. *Notification*: The Intramurals Chair shall notify the chapter of all game times and dates.
4. *Equipment*: He shall maintain and acquire all house sporting equipment including at least one ball per sport (if applicable).
5. *Philanthropies*: He shall work with the Philanthropy Chair in organizing and executing intramural philanthropies.

F. Interfraternity Council Representative

1. *Representation*: The IFC Rep shall attend all IFC meetings.
2. *Voting Delegates*: The IFC Rep shall insure that a proper number of voting delegates are present at all balloted IFC elections.
3. *Report*: The IFC Rep shall inform the chapter of all IFC proceedings

G. Chaplain

1. *New Initiates*: The Chaplain shall meet with the new initiates after initiation to explain the initiation ceremony. Meeting in new member education is acceptable.
2. *Ritual*: He shall organize the chapter for initiation to insure proper execution of the ritual and shall be responsible for setting up all ritual activities.

H. Historian

1. *Scrapbook*: The Historian shall maintain and update the chapter scrapbook. He shall work with the Assistant Treasurer to acquire party pictures and other scrapbook materials.
2. *Plaques and Trophies*: The Historian shall update all plaques and trophies.
3. *Yearbook*: The Historian shall obtain a copy of the KU yearbook for the chapter. He shall also be responsible for insuring that chapter pictures and possibly articles are provided to the Yearbook staff.

I. First Guard

1. *Guardian*: He shall guard the chapter door during all chapter proceedings.
2. *Voting*: The First Guard shall count all secret votes along with the Secretary.
3. *Securing the House*: The First Guard shall secure the house during all ritual. This should include, but not limited by, securing the phones, doors, and windows, and assisting the Chaplain in other preparation and set up.

J. Second Guard

1. *Assistant*: The Second Guard assists the First Guard in the discharge of his duties and performs all functions of the First Guard in his absence.