

**FRATERNITY BYLAWS OF THE PENNSYLVANIA XI CHAPTER
OF PHI DELTA THETA AT CLARION UNIVERSITY**
(LAST REVISED April 4 , 2019)

PREAMBLE

In accordance with Title IX, Section 8, of the Constitution and General Statutes of Phi Delta Theta International Fraternity (1970), these rules are instituted for the self-government of the Clarion University Chapter of the Phi Delta Theta International Fraternity Chapter. They are subject to the interpretation of the President, the Judicial Board, and the Bylaws Committee of the Chapter, and such interpretation shall be final. The Clarion University Chapter believes that certain policies and regulations are fundamental to the successful operation and conduct of this Chapter in keeping with the teachings of Phi Delta Theta and for the strengthening of the Greek system as a whole. No portion of these Bylaws shall be constructed as to conflict with the Constitution and General Statutes of the Phi Delta Theta International Fraternity.

Article 1: Statement of Policies

Section 1.1: Hazing and Illegal Substances

We the Brothers and Phikeia of the Clarion University Chapter of Phi Delta Theta do adhere to and are in support of the Fraternity's further plan of action regarding hazing and pre-initiation activities and support the Risk Management policies of Phi Delta Theta. Any brother who doesn't adhere to this policy will be subjected to a Judicial Board hearing.

Section 1.2: Changes to the Bylaws

Any or all of these policies and Chapter Bylaws may be stricken or altered by a unanimous vote by the Bylaws Committee, at their monthly meeting so long as *Section 5.3 Quorum* applies. A new policy/alteration will be proposed during a Chapter meeting and discussed during a Bylaws Committee Meeting. Should there be any conflicts of opinion, the proposition may be carried over to the next Bylaws Committee meeting, or until there can be a compromise. It will then be the duty of the Bylaws Committee to amend the Chapter Bylaws in a timely manner and to notify all Brothers and Phikeia of said alterations at the next convenient chapter meeting where the alterations will be voted on.

Section 1.3: Distribution of Bylaws

Each Brother and Phikeia shall access a copy of these Chapter Bylaws by means of verbal or written communication. Others are to be kept on file by the Bylaws Chairman.

Section 1.4: Acts Unbecoming

All Phikeia, Initiates, and Brothers shall not disgrace or in any manner harm the reputation of another Fraternity or Sorority, nor shall he act in a way, unbecoming of Phi Delta Theta. If so, he will be subjected to a Judicial Board hearing.

Section 1.5: Fighting

Any violent physical altercations involving Brothers and/or Phikeia shall result in an automatic appearance in front of the Judicial Board.

Section 1.6: Lavaliering

A two-thirds (2/3) vote of the Chapter is required for a lavaliering.

Section 1.7: Designated Driver Responsibilities

The DD schedule shall start after the first chapter meeting of the semester. Brothers will DD alternating in reverse bond order until every brother has taken his turn as the DD. Only in Chapter-approved circumstances will the DD be required to drive on a Thursday night. Prior to the start of each month, the DD schedule shall be announced and made available to all brothers for that month, in accordance with *Section 2.12*. If an individual cannot fulfill his responsibilities on a given night, he is responsible to find a replacement for that night. Failure to find a replacement, as well as not fulfilling the duties prescribed could result in punishment(s) found in *Section 1.7(b)*.

Disclaimer: The Pa-Xi chapter of Phi Delta Theta and Phi Delta Theta Fraternity shall not be held responsible for any traffic violations, an accident of any sort, any illegal vehicle related act, or any generic fines that include, but are not limited to, parking tickets, meter fines, any vehicle collision, any sort of dangerous or aggressive driving, any faulty insurance, registration, or state documents, any sort of prescribed ticket, etc.) This disclaimer will be provided in the “Designated Driver Statement” as stated in Section 1.7 (a).

Section 1.7 (a): DD Responsibilities

The responsibility of all brothers prior to the beginning of the DD schedule is to sign the “Designated Driver Statement”. Utilization of the DD service cannot start until all the statements have been signed and turned in for the respective semester. The responsibilities of the DD during their schedule day is to (1) complete their entire shift which will be from 9:30 PM until 2:15 AM and (2) to stay completely sober during the duration of their shift, which includes but is not limited to, the use of legal and illegal drugs. Picking up non-brothers, making an unreasonable amount of trips, and/or driving passengers to get food is at the discretion of the DD. The DD is not responsible or required to drive any individual that is not an active Brother, sweetheart or Alumni.

Section 1.8 (b): Failure to meet required duties

Failure to find a replacement, as well as not fulfilling the duties prescribed to that individual, in accordance with *Section 1.7(a)*, for their scheduled shift shall result in a \$50 fine. This punishment can be waived by means of a closed-majority vote for excusal during “New Business.” In the event that the vote fails to pass, the accused can appeal his fine to the chapter’s Judiciary Board for a final verdict. Failure to pay the fine within two weeks of the most recent verdict will result in an automatic Judicial Board hearing.

Section 1.8 (c): Financial Obligations

The scheduled designated driver is expected to provide fuel for mileage during their shift. In the event that it is not possible for that brother to pay for gas, they may make a motion during “New Business” in a chapter meeting prior to their scheduled shift to receive compensation for fuel mileage, which shall not exceed \$15. The vote must pass by two-thirds (2/3) majority vote.

Section 1.9: Point System

- **Every brother starts with 10 points, 20 points is the maximum** amount of points a brother can reach. If a brother reaches 6 points, then they will not be able to attend any social events (mixers, date party, formal, Greek week, Greek sing, etc.) until they get their points back up to 10. If a brother does not reach 10 points by the end of the semester, then he will not be able to go to any social events the following semester and will have an extra DD shift until his points are brought back up. The brother with the highest points by the end of the semester, if over 15 points, will earn the title “Brother of the Semester”. He will have his dues lowered by \$30 and will not have to DD the following semester.

+0.5 Point	+1 Point	+2 Points	+3 Points
Send secret word to secretary	Cumulative GPA last year 3.0	Cumulative GPA last year 3.5	Get 10 hours of community service within three months of start of semester
Wear different letters five days in a row all day	Pay half of dues within one month of start of semester	Pay dues in full within one month of start of semester	Fundraise \$400
Participate on an intramurals team	Personally, recruit two PNMs	Crash another Fraternity event with 5 other brothers all wearing letters	Log 10 hours in the rec in one week
Have your picture hung on the board in the rec	Log 10 hours of studying in one week	Fundraise \$200	Make Dean's list

-0.5 Point

-1 Point

-2 Points

-4 Points

Not wearing letters on Monday	Get kicked out of a mixer or party	Miss two or more chapter-meetings (will keep losing 2 Points for every unexcused chapter missed after two)	Pay less than \$50 in dues all semester
Not being a reliable brother		Receive one Richard Head card	Receive two Richard Head cards within two days
Being rude in chapter	Cumulative GPA last year 2.9-2.5	Cumulative GPA last year 2.5-2.0	Cumulative GPA last year 2.0 or under
	Drop DD shift without two days' notice	Log no hours in the rec all semester	Only attend three total events all semester
	Miss two events in a row unexcused	Miss three events in a row (will keep losing 2 Points every unexcused event missed after three)	Receive an F in a class (lose 4 points for every F)
	Not logging 6 hours a week for studying	Receive a D in a class (lose 2 points for every D)	

Section 1.10: Fifth Year Plan

The fifth year is restricted to only those who are on or going into their fifth year of college, unless approved otherwise by Chapter. The dues for an active Brother on the fifth year plan is a minimum of \$140 or they are cut in half according to what the active current due amount is if the halved amount is more than \$140. If a Brother owes dues, he may not be allowed on the fifth year plan. Fifth year plan actives are required to go to Phikeia pinning, Phikeia initiation, and must attend every Chapter meeting that is formal attire or the Bond is read at and every special meeting that is called.(refer to Sections 5.5 and 6.4). Fifth year plan actives are not required to do or go to any mandatory events or meeting including, but not limited to, informal Chapter meetings, philanthropy

events, recruitment events, Greek Games, Greek Sing, fundraising. The fifth year plan actives are not included in anything the Chapter may cover for active Brothers. The items include, but are not limited to, Cedar Point gas money, recruitment or event t-shirts, any Brother Retreats/outings, etc.

Article II: Officers*

Section 2.1: Office of the President

The President of a chapter shall preside at all meetings thereof, and, within the chapter, shall enforce the laws and rules of the Fraternity. He shall be charged with the custody of The Bond, Constitution, General Statutes, Rituals, and Bylaws, and shall deliver them to his successor. He shall be charged with the authority to call such special meetings, as he deems necessary. He shall serve as Vice-Chairman of the Executive Committee. He shall perfect the organization, make recommendations for the improvement of the Organization, and shall be responsible for the general policy of the Chapter at all times.

Section 2.2: Office of the Vice President

The Vice President shall, in the temporary absence of the President, assume the full responsibilities of the President; serve as chairman of the Executive Committee and coordinate the activities of all the officers. He will be responsible for the preparation of all special reports as assigned by the President and shall supervise the Secretary in the preparation of all the routine correspondence of reports. He shall appoint all special committees.

Section 2.3: Office of the Secretary

The Secretary shall prepare a permanent record of the proceedings of every meeting and shall record each roll call therein, one copy to be placed in the President's file and one to be maintained by the chapter. The Secretary shall conduct the official correspondence of the chapter; give an account thereof at each meeting; preserve all official communications, He shall file all minutes and reports from meetings onto a disk. The Secretary is responsible for establishing what is required to meet the points as per section 1.8 (Points System). He will keep record of the points system and announce anyone who is not eligible to participate in any fraternity functions.

Section 2.4: Office of the Treasurer

The Treasurer shall be responsible for the financial management of the Chapter. He shall collect all money due to the General Fraternity and the Chapter, giving receipts thereof and shall disburse the same giving receipts thereof. He shall make all payments to the General Fraternity and keep proper account books as prescribed by the General Council. He shall render a statement for the financial condition of the Chapter monthly to the General Headquarters of the Fraternity, to the Province President, and weekly to the Chapter.

Section 2.5: Office of the Warden

The Warden shall serve official notices, attend the keeping of the chapter rooms, ensure that all required ritual paraphernalia is in proper order, and be responsible for the care of all chapter room equipment. The Warden shall be responsible for keeping order during all Chapter meetings and for teaching the secrets of Phi Delta Theta to new initiates. He shall oversee and assist with all ritual activity of the chapter and he shall ensure The Bond is read and ritual ceremonies reviewed during a regular chapter meeting at least once each month. The warden shall also sit as the head of the Judicial Board.

Section 2.5(a): Power of the Warden to Enforce Bylaws

The Warden is responsible for enforcing Robert's Rules and *Sections 5.5, 5.7 and 5.8* during Chapter Meetings. He possesses the authority to establish fines and/or remove brothers that are not in accordance with the aforementioned rules and bylaws. The Warden

is also vested with the power of enforcing punishments decided on by the Judiciary Board for cases brought before them.

Section 2.6: Office of the New Member Educator

The New Member Educator, or Pledge master, shall be responsible for the supervision of Phikeia group activities, including their meetings and learning program. He shall enforce the laws and rules of the Organization regarding Phikeia education. The Pledge master shall have complete custody over all Phikeia and shall keep an adequate supply of pledge manuals and pins up to date. He shall also have the sole power to appoint an assistant to assist him in his duties. The Pledge Master will follow a pre-written schedule for the Phikeia process, making any adjustments to the process he feels necessary.

Section 2.7: Office of the Scholarship Chairman

The Scholarship Chairman shall appoint such members he considers necessary to constitute a Scholarship Committee. It shall be the duty of this Committee, with such assistance as it deems necessary to promote the scholarship of the entire chapter. The Scholarship chairman will keep a record of study hours that each brother performs throughout the semester.

Section 2.8: Office of the Historian

The Historian shall collect the biographical information regarding the active members of the Chapter and enter it promptly in the Chapter Roll Book. He shall keep the Chapter scrapbook up to date and in good order. On the night of initiation, the Historian shall forward General Headquarters, without delay, the names and Bond numbers together with the date of initiation of all new initiates on the standard form prepared for that purpose.

Section 2.9: Office of the Chaplain

The Chaplain shall conduct any and all religious exercises that occur within the Chapter and its functions. The Chaplain also presides over mental and emotional health for the actives within the Chapter. He is not the Chapter therapist, and is not the only person a Brother should to for mental/emotional health support. The Chaplain will be in charge of knowing the mental health resources on campus and distributing them to the Brothers.

Section 2.10: Office of the Chorister

The Chorister shall promote and endeavor to improve the efficiency of the Chapter in singing songs of the Fraternity. He shall supervise the Phikeia in their learning of the songs of the Chapter.

Section 2.11: Office of the Awards Chairman

It shall be the responsibility of the Awards Chairman to make the Chapter aware of awards granted by the General Fraternity, University, Community, and Chapter and he shall be responsible for the coordinating and forwarding the awards report.

Section 2.12: Office of the Risk Management Chairman

It shall be the responsibility of the Risk Management Chairman to develop a written safety plan and an emergency evacuation procedure to be used at the Chapter House. He shall make sure these documents are posted at the house and educate all Brothers and Phikeia about the safety and evacuation procedures. He shall also complete the *Phi Delta Theta Fraternity Chapter Facility Life Safety Checklist* no less than two (2) times during the scholastic year. He shall keep in order the Designated Driver system and provide a tentative schedule at the first meeting of each semester of who will be driving for that semester in Bond order. The Risk Management Chairman is also

responsible for presenting, to the chapter, the schedule for drivers for the upcoming month at the first chapter meeting of said month.

Article III: Election of Officers

Section 3.1: Elected Officers

The Elected officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Warden, New Member Educator, and Vice President of Recruitment.

Section 3.2: Non-Elected Committee Chairs

Historian, Chaplain, Chorister, Awards Chairman, Alumni Relations, Risk Management, Brotherhood, Community Service, Fundraising, Housing Manager, Social, Scholarship, IFC, IGC, "Phitness", Philanthropy Chairman, and Formal.

Section 3.3: Eligibility of Office

Officers from each Chapter shall be selected from the active members thereof. Members with scholastic delinquencies as stipulated in Section 149 of the General Statutes or members who are financially delinquent shall not be eligible for election or continuance of office.

Section 3.4: Terms of Office

All elected officers shall serve for calendar one year *with the exception the New Member Educator who will serve for one semester*. In the event that an officer cannot fulfill their position for a full year, nominations will be taken and a new person elected.

Section 3.5: Time of Election

All Executive Board positions shall be nominated and elected in the month of December. Nominations shall occur during the first meeting in December, with election and installation of the new officers occurring during the next meeting.

Section 3.6: Method of Election for Executive Board Positions

The nomination of Executive Board Officers shall occur during a weekly Chapter meeting. The elections and installation of Executive Board Officers shall occur during the subsequent meeting. A maximum of five (5) nominees will be accepted for each position. Officers will be nominated and voted on in the following order: President, Vice President, New Member Educator, Treasurer, Warden, Vice President of Recruitment, and Secretary. The Brothers presiding in the house shall elect the House Manager.

Section 3.7: Method of Election for non-Executive Board Positions

The nomination of non-Executive Board Officers shall occur during the course of a weekly Chapter meeting. The election of non-Executive Board Officers shall occur during the course of a subsequent Chapter meeting. A maximum of three (3) nominees will be accepted for each position. Officers will be nominated and voted on one by one in the following order: Alumni Secretary, Scholarship Chairman, Risk Management Chairman, Awards Chairman, Chaplin, Chorister, and Historian.

Section 3.8: Removal from Office

If it is felt that a Brother is neglecting the duties of his position, he may be removed from that position. After a motion is made for his removal and seconded, a discussion will occur. The final vote for the removal will occur at the subsequent meeting. The individual being brought up has no vote. If removed from an elected position, a maximum of three (3) nominees shall be nominated,

elected, and installed during that meeting. If removed from a non-elected position, the Vice President before the next meeting will appoint a new chairperson for that committee.

Article IV: Committees

Section 4.1: Executive Committee

The Executive Committee shall consist of seven (7) members: President, Vice-President, Secretary, Treasurer, New Member Educator, Vice President of Recruitment, and Warden. The Chairman of the Executive Committee shall be the Vice President, and he is responsible for running each Executive Board meeting.

Section 4.1(a): Duty of Executive Committee

The Executive Committee shall serve in an advisory capacity to the President and the Committee may meet privately. However, if an open meeting is conducted, only the Executive Committee members may vote on proposals referred to the Committee. Only Committee members may be present during the vote. The Executive Committee will act as the By-Law committee.

Section 4.2: Judicial Board

The Judicial Board shall consist of five (5) members that will comprise of three (3) elected members as well as the Vice-President and the Warden who shall be elected a full year. Each class standing will have one representative in the Judicial Board (Sophomore, Junior, Senior). The Warden and the Vice President will fill the final 2 members. The warden will act as the head of the Judicial Board.

Section 4.2(a): Duties of the Judicial Board

The Judicial Board shall meet, when necessary, and be in charge of the interpretation of the Bylaws of the Chapter, determination whether the Bylaws have been violated, to what extent, and shall hand down punishments it deems necessary for the well being of the Chapter and/or individual.

Section 4.2(b): Judiciary Procedure

The Brother who is head of the Judicial Board shall be in charge of the Judiciary Procedure. A letter or email shall be sent to the accused Brother no less than seven (7) days prior to the date of his hearing. This letter shall include: (a) the charges he is accused of, (b) the date and the time of the hearing, and (c) potential punishments he may receive. Each side (the accused Brother and the accusing Brother) shall be allowed no more than three (3) witnesses to speak on their behalf. The Judicial Board shall write a report of the contents of the hearing and present it at the next weekly Chapter meeting.

Section 4.2(c): Voting of the Judicial Board

While Brothers may attend all open sessions of the Judicial Board, no one may be present during the voting session of the Judicial Board, however all Brothers may be present for the punishment/verdict. A majority vote of the members of the Judicial Board is needed in order to hand out a punishment to a Brother. No punishment may be in conflict with the Code.

Section 4.2(d): Alternates for Judicial Board

The Brother with the lowest Bond number in the Chapter shall be the alternate in instances where a member of the Judicial Board brings ups another Brother in front of the Board, or when a member of the Judicial Board is brought up in front of the Judicial Board.

Section 4.2(e): Suspension from Voting of a Judicial Board Member

A Judicial Board member may not vote on a punishment for a Brother when he has brought up that brother in front of the Judicial Board.

Article V: Meeting Rules and Procedures

Section 5.1: Regular Meetings

The Chapter shall hold regular meetings conducted according to the ritual at least once every week throughout the scholastic year at a regular time, day and location as previously determined by the Chapter

Section 5.2: Special Meetings

The President shall call special meetings whenever he or three (3) other brothers may deem it advisable. Anyone calling a special meeting shall notify all active members of the special meeting. It shall be the duty of every active member to attend all regular and special meetings. Special meetings must be announced 72 hours in advance in order to be deemed eligible for the point system. Failure to not send in an excuse and miss the meeting will result in a \$50 fine.

Section 5.3: Quorum

A Quorum shall be required before any matters may be voted on during a Chapter meeting. A quorum is a majority consisting of all the Chapter members that are entitled to vote.

Section 5.4: Absences

Each Brother is allowed excused absences from the Chapter meetings. If an absence is anticipated, a Brother must notify the Secretary beforehand. Then at the next Chapter meeting, under New Business, the Brother must move to be excused followed by a second and then some sort of explanation for the absence, the Chapter will then vote on whether the absence shall be excused. Fines for missing chapter meetings, or failure to have an excuse approved during a closed vote, will result in a \$50 for every meeting unexcused. An appeals process may be used for if the offending brother wishes to utilize, which will be handled and decided upon by the Judicial Board. If a brother fails to turn in an excuse for a mandatory event, or his excused is disapproved, or is absent from an event without an excuse, then he will be fined \$50. No excuse can be turned in less than 24 hours from an event. With exception to family emergency.

Section 5.4(a): Punishment(s) for Unexcused Absences

A brother shall be fined \$50 for each meeting that he is absent and without an approved excuse (see *Section 5.4(b)* for motion for excusal and/or appellate process).

Section 5.4 (b): Excusing Absences and Appeals

If a brother is absent from a Chapter Meeting and wishes to avoid a fine, he is expected to make a motion for excusal in “New Business” during the next Chapter Meeting he attends and shall justify his absence during the discussion. The Chapter then holds a closed-vote, and the motion requires majority to pass. If the vote fails, the brother may then file a motion appeal to the Judiciary Board. They will hold a meeting with him and give the final verdict on his punishment, which shall not exceed the \$50 fine originally imposed.

Section 5.5: Dress for Formal Chapter Meetings

Formal meetings shall be conducted once a month, either the first or the last meeting of the month, which is a decision to be made by the President. Each Brother shall be dressed neatly in business attire. Acceptable attire shall be no less than a collared dress shirt with a tie, or a sweater, dress slacks or khakis, and dress shoes. The Warden shall consider anyone dressed inappropriately absent from the meeting.

Section 5.5(a): Failure to Abide

Failure by a brother to abide by the rules of a formal dress code for designated formal Chapter Meetings is punishable, at the Warden’s discretion, by means of dismissal from the meeting and/or a reasonable fine, per *Section 2.5(a)*. Any brother removed from the meeting shall be considered absent, and is also subject to the punishment as defined in *Section 5.4(a)*.

Section 5.6: Dress for Informal Chapter Meetings

Informal Chapter meetings shall be all other meetings that are conducted by the Chapter besides formal meetings. The President is in charge of the attire for non-formal meetings.

Section 5.7: Etiquette

The use of cell phones is prohibited during any Chapter Meeting. The use of tobacco products (smoking, chewing tobacco, electronic smoking devices, etc.) or consumption of food is strictly prohibited during Formal Chapter meetings.

Section 5.7(a): Failure to Abide

Failure by a brother to abide by the etiquette rules is punishable, at the Warden’s discretion, by means of dismissal from the meeting and/or a reasonable fine, per *Section 2.5(a)*. Any brother removed from the meeting shall be considered absent, and is also subject to the punishment as defined in *Section 5.4(a)*.

Section 5.8: Speaking Order

In the event that multiple Brothers wish to speak on a subject they will be heard in order from lowest Bond to highest Bond, with no Brother speaking twice before all Brothers wishing to be heard speak. The Warden has the authority to interject in order to keep control of the meeting room.

Section 5.8(a): Failure to Abide

Failure by a brother to abide by the rules of a organized speaking order is punishable, at the Warden's discretion, by means of dismissal from the meeting and/or a reasonable fine, per *Section 2.5(a)*. Any brother removed from the meeting shall be considered absent, and is also subject to the punishment as defined in *Section 5.4(a)*.

Section 5.9: Closed Voting

Closed voting shall occur on topics concerning elections, bids, sweetheart, removal from office, and excusing brothers from missed meetings. The plurality of the vote decides the outcome with the President voting only in case of a tie.

Section 5.10: Open Voting

Open voting shall occur on topics concerning Inter-Fraternity Council votes and chair motions. A majority is needed in open voting with the President only voting in case of a tie.

Section 5.11: Sweetheart

Sweetheart voting will occur during the first meeting of the month of April. Sweetheart voting will consist of one round of nominations with a maximum of 8 nominees taken. After the nominations are taken, a first round of voting will be taken where the brothers will vote for the top 5 nominees. Those top 5 nominees will then come to the chapter meeting the following week and give speeches as to why they deserve to be sweetheart. The brothers will then determine the top 3 girls to receive the title of sweetheart. Of the 3 sweethearts, the 1 with the most votes will be chosen as Pallas.

Section 5.12: Acquisition and Utilization of Funds

When obtaining a motion regarding the acquisition and utilization of Chapter funds, any amount under \$50 the decision is left to the Executive Board and will result in a vote, need majority to pass. Any amount exceeding \$50 will be brought to a chapter vote under new business following Robert's Rules.

Section 5.13: Mandatory Events

All events that are made mandatory must be done during the chapter meeting that is one week prior to said event. No event can be made mandatory during the week of the event. (see *section 5.4* for missing a mandatory event)

Article VI: Financial Responsibilities**Section 6.1: Delinquencies**

Semester dues will be \$330. Fall semester dues are to be paid in full by the third (3rd) meeting in the month of September and will be considered late after that. Spring semester dues are to be paid in full by the second meeting in the month of February and will be considered late after that. Once dues are past due a fee of \$10 per month will be until the balance is paid (Omega), and may be brought up on Judicial Board for further punishment. Any brother who reaches Charge Off Status (three months late) will have his balance sent to a collection agency. Any brother who falls behind two billing periods without payment

(i.e. a pledge period/semester as a brother, or two semesters as a brother) will be brought up on Judicial Board, and considered for expulsion. If a brother is incapable of paying off the dues in the aforesaid timely manner, they are required to establish a payment plan approved by the executive board decided on by a majority vote. They will not have to follow the rules as stated above, instead the individual will fulfill and execute the responsibility of the payment plan in which was established. Failure to make a payment for a month will result in the brother having to pay double the amount of the missed payment in the following month, failure to make two payments in a row will result in a meeting with the Judicial Board in which the subject individual should plead their case explaining the reasoning of failing their financial responsibilities. If deemed necessary, a punishment will be decided on a majority vote of the Judicial Board.

Section 6.2: End of the Year

Any brother who has not paid his bill/fines in full at the end of the academic year must sign a notarized promissory note with a payment schedule as determined by the Treasurer.

Section 6.3: Responsibility of Monies Raised Through Fundraisers

The Treasurer shall have sole responsibility of all monies that are collected through Chapter fundraisers. Throughout the course of a semester, all active brothers are required to raise a minimum of \$25 for the Chapter. In failing to meet this requirement, the brother will receive a fine of \$25.

Section 6.4: Fines for missing ritual events

If a brother misses a pinning or initiation and does not turn in an excuse to the executive board and needs to be voted on by the executive board, the brother will be fine \$50 per new member.

1 new member \$50

2 new members \$100

3 new members \$150

4 new members \$200

5 new members \$250

And so, on

Article VII: Bid Session Protocol

Section 7.1: Bid Session Meetings

The Recruitment Chairman shall preside over all activities concerning bid session meetings, with the President presiding in his absence. It is at the discretion of the Recruitment Chairman to decide when and if a prospective member is to be brought up for discussion and/or bid extension.

Section 7.2: Voting Process

The Chapter votes on Potential New Members collectively, and the President and Vice President of Recruitment are to count the votes. If 1/3 of the Chapter votes “No” to extend a bid to a Potential New Member, the chapter shall deliberate amongst each other before

voting again. If the vote fails to exceed 2/3 of the Chapter saying “Yes” after the discussion, then the Potential New Member shall not receive a bid. If a Potential New Member receives “No” votes from 2/3 of the Chapter, they are automatically disqualified from receiving a bid. In either case of denial, the President shall not disclose specific vote results and shall simply say “No Bid.”

Article VIII: Membership Status

Section 8.1: New Membership

New Membership is granted by a Chapter vote. In order for a New Member to be proposed for a vote, he must pass all criteria outlined in the Phikeia program. Twenty-five percent (25%) or more (no votes) deny membership. A denied member must participate in the Phikeia program again in order to be brought up again for new membership.

Section 8.2: Requirements for Initiation

No Phikeia may be initiated until his initiation and pledge dues are paid in full. This is up to the members of the Executive Board’s discretion.

Article IX: Chapter House Management

Section 9.1: Events Occurring at the Chapter House

All events desired to take place at the Chapter House must be approved by the majority of the Brothers residing in the Chapter House at least twenty four (24) hours before the anticipated date of the event. A monthly calendar of events is to be placed at the Chapter House.

Section 9.2: House Manager

The Brothers residing in the Chapter House will have the responsibility of appointing a House Manager. He will have the main tasks of, among other responsibilities, assigning crew/committees to ensure the general maintenance of the Chapter House and its surrounding property. (Such tasks consist of, but are not limited to, daily and/or weekly-cleaning responsibilities, payment of bills, collecting parlor fees, housing finances, general repairs, yard work, snow removal, etc.) All Brothers and Phikeia are eligible to be a part of these crews/committees.

Section 9.3: Housing Committee

The House Manager shall form a Housing Committee consisting of the Chapter House residents, Social Chairman, and Risk Management Chairman. The Housing Committee will aid the House Manger in his delegation of authority, responsibilities and may assist him in other related decisions.

Section 9.4: Report of Finances

It will be the duty of the House Manager to report any and all payments made from the parlor fee fund to all the Chapter members during the weekly Chapter meeting. The House Manager shall also keep accurate records of all transactions that occur from the parlor fund.

Section 9.5: Alteration and/or Modification of the Property

No alteration and/or modification of any existing structure or any property of the Chapter House shall be made or undertaken without prior consent of the Chapter House residents and, above all, the property landlord. All approved alterations and/or modifications must be performed legally and comply with all relevant Fraternal, local, state, and federal laws/ordinances. Any damage or alterations caused by Brothers to the Chapter House will result in an immediate appearance before the Judicial Board.

Section 9.6: Written Safety Plan

A written plan of general safety rules and regulations will be assembled by the Housing Committee and the Risk Management Chairman and is to be posted throughout the Chapter House. Each Phikeia and Brother shall be issued and should review a copy of these safety regulations in order to become more familiar with them.

Section 9.7: Emergency Evacuation Procedures

The Housing Committee and Risk Management Chairman shall be responsible for developing, implementing, and maintaining a written plan of evacuation of the Chapter House should any emergency originate. The House Management will then be responsible for posting the evacuation plan throughout the Chapter House. It will be the duty of the Housing Committee and the Risk Management Chairman to educate each Brother and Phikeia on all emergency evacuation procedures.

Section 9.8: Chapter House Safety Checklist

They House Manager shall be responsible for completing the *Phi Delta Theta Fraternity Chapter Facility Life Safety Checklist* no less than two (2) times during the scholastic year. It will then be the task of the Housing Committee to make any essential improvements within a reasonable period.

Section 9.9: The use of illegal substances in the house

The use of illegal substances is prohibited in the chapter house. If caught using such substances, you will be put on Judicial Board and will be up to the Judicial Board to determine the punishment.

Article X: Scholarship

Section 10.1: Scholarship Requirements for Brothers

All Brothers are required to maintain good Clarion University academic standing in order to retain membership in the Chapter. If a Brother falls below a 2.25 cumulative QPA, he shall be suspended from all Chapter activities with the exception of meetings. He shall still be required to pay dues in full, participate in all fundraisers and attend all community service events, and Inter-Fraternity Council mandated events. If a brother falls below the cumulative GPA, he must have a meeting with the Scholarship Chair and Vice President. Then, a plan of action will be decided on if the brother will be subject to a Judiciary Board hearing.

Section 10.2: Scholarship Requirements for New Members

No bid shall be extended to a potential who is a first semester freshman, or who does not have an established Clarion University GPA. For further instruction consult the Greek Plan.

* See Title XI of the General Statutes (pages 142-145 in the Phikeia Manual) for a more detailed description of some of Chapter Officers' duties.