

**FRATERNITY BYLAWS OF THE PENNSYLVANIA XI CHAPTER  
OF PHI DELTA THETA AT CLARION UNIVERSITY**  
(LAST REVISED December 1 , 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**

A new policy/alteration will be proposed during a Chapter meeting and discussed. It will then be the duty of the Vice President/Warden 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 have access to a copy of these Chapter Bylaws by means of verbal communication. Others are to be kept on file by the Vice President/Warden.

**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**

Lavaliering is the act of a fraternity man presenting his significant other with a lavalier of his letters. It symbolizes a strong commitment and love, and is usually accompanied by a ceremony by the fraternity and the sorority. 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 scheduled 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 \$20. 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.

+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

-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 meetings including, but not limited to, informal Chapter meetings, philanthropy events, recruitment events, Greek Games, Greek Sing, fundraising, etc. 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 the 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. He shall be responsible for coordinating and forwarding of the awards report and to make the Chapter aware of awards granted by the General Fraternity. He shall be in charge of alumni relations, keeping accurate and up to date records of alumni information and working with the Vice President on newsletters.

### **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. He shall also hold the Warden and Risk Management position and all duties outlined by sections 2.2a, 2.2b, and 2.2c. The Vice President shall also be in charge of the chapters by laws and will be responsible for all changes to them that the chapter deems necessary as outlined in section 1.2.

### **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. He shall be in charge of all the social events of the Fraternity, including formal, coordinating with other organizations to set up events and filling out all required paperwork for said events. The Secretary will be in charge of brotherhood, setting up and coordinating events for brotherhood. He shall also be charged with the task to keep accurate records of the Fraternity as the historian.

### **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. The Treasurer shall be in charge of all community service and philanthropy events. He shall organize ALS week and keep records of the chapters community service hours.

### **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 and Recruitment**

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. He shall also be in charge of the chapter's scholarship, helping brothers maintain and exceed the required GPA to remain in this Fraternity. He shall also hold the position of Recruitment, coordinating and setting up recruitment events with brothers and PNMs. The Recruitment responsibilities will be to maintain and accurate and up to date record of all PNMs and Phikeia, regularly reaching out to them to keep them up to date on the chapters events.

### **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 and Warden, Secretary, Treasurer, New Member Educator and Recruitment*

### **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. 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 April. Nominations shall occur during the first meeting in April, with the election 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 three (3) nominees will be accepted for each position. Officers will be nominated and voted on in the following order: *President, Vice President and Warden, New Member Educator and Recruitment, Secretary, Treasurer.*

### **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 five (5) members: *President, Vice President and Warden, Secretary, Treasurer, New Member Educator and Recruitment.* 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.

#### **Section 4.2: Judicial Board**

The Judicial Board shall consist of four (4) members that will compromise of three (3) elected members as well as the Vice-President/Warden who shall be elected a full year. Each class standing will have one representative in the Judicial Board (Sophomore, Junior, Senior). The Vice President/Warden will fill the final member. The Vice President/Warden will act as the head of the Judicial Board. Any brother may sit in on a judicial board hearing but no brother may be present for voting.

#### **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**

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 up 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 and fifth year to attend all special meetings. Special meetings must be announced 72 hours in advance in order to give all

brothers adequate time to prepare. 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, and one (1) unexcused absence that does not need voted on. If an absence is anticipated, a Brother must notify the Executive Board 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 \$25 fine for the first meeting missed after one unexcused absence. Every meeting missed after the \$25 fine will be \$50. An appeals process may be used 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 excuse 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. If a brother attends every chapter meeting, not including the unexcused absence, then he shall be added to a raffle held at the end of each semester to win a gift card of the chapters choosing. If more than half of the chapter meetings for a semester have gone unexcused, then that brother will be suspended from all social events for the rest of the semester and will not be allowed to attend formal.

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

A brother shall be fined \$50 for each meeting or mandatory event that he is absent and without an approved excuse (see *Section 5.4(b)* for motion for excusal and/or appeal 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 a 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, dress slacks or khakis, and dress shoes. The Vice President/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 Vice President/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/nicotine 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 Vice President/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 Vice President/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 an 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, sweethearts, removal from office, excusing brothers from missed meetings, and anything the President may deem necessary. 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 7 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 is left to the Executive Board to decide and will result in a vote that needs 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 (3<sup>rd</sup>) 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 added 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 \$50.

### **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, the brother will be fined \$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 Phikeia Educator/Recruitment Chairman shall preside over all activities concerning bid session meetings, with the Vice President/Warden 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 Phikeia Educator/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 Manager 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/Warden. Then, a plan of action will be decided on if the brother will be subject to a Judicial 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 instructions consult the Greek Plan.

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