

**THE BYLAWS OF
THE DELTA TAU CHAPTER OF THE PHI KAPPA TAU FRATERNITY
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

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PREAMBLE

We, students of California State Polytechnic University, Pomona, in order to develop the spirit of enduring brotherhood, to instill the fundamentals of wholesome living and vigorous thinking, to promote a spirit of democracy, to encourage participation in all collegiate activities, educational, social, and athletic, to maintain a high standard of scholarship and morality, to promote lasting fellowship, to secure all the benefits of a close organization and to strengthen the bond of union between the student and their Alma Mater, do hereby form and establish these bylaws for the Delta Tau Chapter of The Phi Kappa Tau Fraternity. The Delta Tau Chapter of The Phi Kappa Tau Fraternity exists for the betterment of the California State Polytechnic University, Pomona Associated Students, Inc., as a whole.

MISSION STATEMENT

Our mission is a relentless pursuit of fraternal excellence and personal achievement through hard work, sheer discipline, and unparalleled desire.

ARTICLE I: NAME

Section 1, Official Name: The official name of the organization shall be: The Delta Tau Chapter of The Phi Kappa Tau National Fraternity, Inc., California State Polytechnic University, Pomona.

ARTICLE II: PURPOSE

Section 1, Specific: The purposes of this organization are: to contribute to the development of enthusiasm and spirit in the student body toward school activities and functions through the development and use of experienced leaders and workers to assist in the planning and execution of extracurricular activities, and to promote high standards of scholastic achievement throughout the organization.

Section 2, Non-Discrimination: The Delta Tau Chapter of The Phi Kappa Tau Fraternity shall not be discriminatory on the basis of race, color, religion, national origin, financial, or social status.

Section 3, Off Campus Issues: This organization or its Members, when taking stands on issues, recognizes and will fulfill its obligation to make clear that it in no way represents the official position of the California State Polytechnic University, Pomona.

ARTICLE III: STATEMENT OF COMPLIANCE

Section 1: The Delta Tau Chapter of the Phi Kappa Tau Fraternity shall comply with all policies, laws, rules, and regulations set forth by the National Constitution, namely Title VI, article 59, the California State Polytechnic University, Pomona, and state and local authorities. This includes, but is not limited to, rules, laws, and regulations concerning recruiting, membership orientation, initiation and risk management.

Section 2: The Constitution and Statutes of the Phi Kappa Tau Fraternity shall supersede the Bylaws of the Delta Tau Chapter and its amendments. Any statute contained in the Bylaws conflicting with the National Constitution and Statutes shall be deemed null and void.

Section 3: These Bylaws shall supersede all previous Bylaws and amendments of this chapter upon adoption by the Resident Council contingent upon approval of the Board of Governors and the Chief Executive Officer.

Section 4: The Risk Management Policy adopted by the National Fraternity shall be printed and distributed to all Chapter Members, the Chapter Advisor, the House Corporation, the Board of Governors, and to others within the Fraternity as deemed appropriate. Punishment for violation of the Risk Management Policy may include: probation, suspension or revocation of Chapter charter; probation, suspension or expulsion of the individual(s) involved; removal from office of those officers of the Chapter involved, and the denial of membership to associate members who allow themselves to be involved in any of the aforementioned.

ARTICLE IV: ACCOUNTS

Section 1, Trust Account

- A. Maintenance:** This organization, pursuant to its charter obligation shall maintain a trust account with the ASI Business Office.
- B. Usage:** All moneys of this organization relating to university dues, shall be deposited in, and disbursed from this account following procedures outlined by the ASI business office.
- C. Dispersal of Funds:** Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active within this two (2) year period, it is hereby declared that any funds remaining in said account are to be transmitted to the Executive Offices of the Phi Kappa Tau Foundation, an educational, charitable organization, to aid in carrying out its objectives. If said organization is no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State University, Pomona, general fund.

Section 2, General Chapter Checking and Savings Accounts

- A. Maintenance:** This organization shall maintain Chapter Checking and Chapter Savings Accounts, whose signors shall include the Chapter President, Chapter Treasurer, and Chapter Advisor, at a minimum.
- B. Usage:** All moneys of this organization relating to items not included in the Trust Account, shall be deposited in and disbursed from the Chapter Checking Account. A small amount of savings shall be budgeted for and deposited in the Chapter Savings Account each year. The Chapter Savings Account shall be used for long-term needs or for emergency purposes.
- C. Dispersal of Funds:** Should this organization become inactive by failing to apply for charter renewal, the Chapter Checking and Savings Accounts, it is hereby declared that any funds remaining in said accounts are to be transmitted to the Phi Kappa Tau Pomona Chapter House Corporation. If according to its charter and bylaws, said House Corporation is no longer organized for the purpose of holding title to property and to engage in pleasure, recreation, and non-profitable activities to promote and foster the fraternal principles and ideals of the Phi Kappa Tau Fraternity, then it is hereby declared that any funds remaining in said accounts are to be transmitted to the Executive Offices of the Phi Kappa Tau Foundation, an educational, charitable organization, to aid in carrying out its objectives. If that organization is no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State University, Pomona, general fund.

Section 3, Non-Profit Organization

- A.** No income or profit arising from the operations of the corporation is to inure to the benefit of any private person.
- B.** Upon dissolution of the corporation, any assets remaining after payment of debts shall be given to The Phi Kappa Tau Fraternity, Phi Kappa Tau Foundation, or any of their

- subsidiaries or successors. In the event that all the foregoing are non-existent, then to some other appropriate non-profit entity qualified under Section 501 (c)(3);
- C. The Closing of the Resident Council is a cause of automatic dissolution of the corporation as a failure of purpose. Surplus funds of a Resident Council shall be invested only in United States government securities or financial institutions providing adequately insured deposit accounts.

ARTICLE V: MEMBERSHIP

Section 1, Categories of Membership: This organization shall consist of the following categories of membership, and shall be under the general supervision of a Board of Governors, composed of members of both the Resident and Graduate Councils.

- A. **Associate Members:** The Associate Members shall be composed of those members of the Chapter enrolled as students of the California State Polytechnic University, Pomona that have been duly installed as Associate Members of Phi Kappa Tau.
- B. **Associate Members Pending Initiation:** The Associate Members Pending Initiation shall be comprised of the Associate Members of the Chapter enrolled as students of the California State Polytechnic University, Pomona that have completed the period of Associate Membership, but have not yet been initiated as members of Phi Kappa Tau.
- C. **Resident Council:** The Resident Council shall be composed of those members of the Chapter enrolled as students of the California State Polytechnic University, Pomona, that have been duly initiated as members of Phi Kappa Tau, and are in good standing.
- D. **Graduate Council:** The Graduate Council shall consist of those members of the Chapter who have successfully graduated from said university. Members who have discontinued their enrollment and have not graduated from said university, and have left the Chapter on good standing will be considered a member of the Graduate Council after a one (1) year period. Upon approval of the Executive Board, married Resident Council Members may transfer their membership to the Graduate Council, as may Resident Council Members who father a child and are actively involved in raising that child.
- E. **Honorary Members:** Honorary membership may be accorded any male who has demonstrated outstanding service and contributions to the Chapter.

Section 2, Eligibility for Membership:

- A. **Associate Members:** Any male student who is not a member of a national college Fraternity, other than an honor society or professional Fraternity, and who is pursuing undergraduate, postgraduate, or professional study, who has accepted a bid to join the Chapter, and has been installed as an Associate Member of Phi Kappa Tau. Said Members must fulfill the Associate Member Requirements, detailed in Article V: Membership, Section 4.
1. **Awarding of Bids:** An invitation to join the Chapter, herein referred to as a “bid”, is required for any prospective member to become an Associate Member of the Delta Tau Chapter of Phi Kappa Tau.
- a. **Formal Recruitment:** During a formal recruitment period, a bid may be awarded upon approval of a simple majority of the Resident

Council at a Regular or Special Chapter Meeting.

- b. Informal Recruitment:** During an informal recruitment period, bids may be awarded by the Recruitment Chairman with a majority approval of the Executive Board, unless there is an objection by a member of the Resident Council. In case of such an objection, the awarding of said bid shall be permitted upon approval of a simple majority of the Resident Council at a Regular or Special Chapter Meeting.
 - 2. Revoking of Bids:** If there is an objection by a member of the Resident Council to a bid that has already been awarded, said member shall present his objection to the Chapter in a Regular or Special Chapter Meeting, and call for a vote to revoke that bid. The voting procedures, Quorum requirements, and number of votes required to revoke said bid shall follow the same guidelines as described in Article V: Membership – Section 4, Associate Member Requirements – Point D. Election to Resident Council Membership.
- B. Associate Members Pending Initiation:** Any Associate Member who has completed the prescribed period of Associate Membership and has been elected to Resident Council Membership, but has not yet been initiated into the Resident Council, shall be considered an Associate Member Pending Initiation. Said members must fulfill the Resident Council Membership Requirements, detailed in Article V: Membership, Section 3, except that they are not eligible to live in the Chapter House unless otherwise approved by the Chapter House Corporation. After one (1) year from said Member's date of installation as an Associate Member, if said Associate Member Pending Initiation has not yet become eligible for initiation into the Resident Council, said Associate Member Pending Initiation shall be disassociated from the Chapter and Fraternity.
- C. Resident Council Members:** Any Associate Member Pending Initiation who has completed the prescribed period of Associate Membership, has been elected to Resident Council Membership, and has been approved for initiation by the Phi Kappa Tau National Fraternity is eligible for Resident Council membership. Resident Council members shall be officially inducted into the Resident Council by being duly initiated through participation in the Phi Kappa Tau Initiation Ceremony. Said Members must fulfill the Resident Council Membership Requirements, detailed in Article V: Membership, Section 3.
- D. Graduate Council Members:** Any Resident Council Member who has officially graduated from said university, as defined in the Academic Regulations and Programs section of the University Catalog. This entails meeting all of the "Requirements for Bachelor's Degree" listed in said catalog. Any Member who has not graduated said university after one (1) year, but has left in good standing with the Chapter, the Chapter House Corporation, and the National Fraternity may also be considered eligible for membership in the Graduate Council. A married member of the Resident Council may elect to have his membership transferred to the Graduate Council and may affect such transfer by submitting notification in writing to the President of the Resident Council. Graduate Council members shall be officially inducted into the Graduate Council by being duly initiated through participation in the Graduate Council Initiation Ceremony.
- E. Honorary Members:** Any male approved by the Resident Council and the National

Council is eligible for Honorary Membership, after participating in an Honorary Membership Candidacy period. Upon completion of this period, he shall be nominated by the Executive Board, ratified by a majority vote of Quorum, and approved by the National Council or Chief Executive Officer of the National Fraternity. The rights and privileges of said members shall follow the guidelines set forth in the Chapter's Honorary Member Program.

Section 3, Resident Council Membership Requirements:

A. Requirements for Good Standing: To remain in good standing with the Chapter, each Member of the Resident Council must fulfill, at the minimum, the following requirements:

1. **Chapter Dues:** Payment of dues in full, each month, as defined in Article VI: Dues.
2. **Fines:** Once a fine has been officially assessed, after a Member has had an opportunity to appeal that fine, if desired, said fine must be paid in full, at the time that the next dues assessment is due, but not longer than one month from the fine assessment date if no dues payment is to be paid within that month. In the absence of said Member from the Regular or Special Meeting during which said fine is assessed, the right to appeal said fine shall be revoked, unless otherwise approved by the Executive Board.
3. **National Dues:** Members must pay National Fraternity dues in an amount established by the National Fraternity.

4. Attendance at all Chapter Meetings:

- a. Said Member shall be considered in bad standing upon his third unexcused absence in a single Quarter.
- b. Work and school shall be considered an excuse for absence or tardiness when a meeting is held on a day of the week that is different from the day of the week that meetings are regularly scheduled on.
- c. Work shall be considered a legitimate excuse for being tardy to a regularly scheduled meeting provided that said brother has given the Executive Board at least one day's notice that he will be tardy. To be considered for an excused tardy, said Member must be present at said meeting within the first hour of its commencing; otherwise said Member shall be considered absent.
- d. The amount of excused tardies allowed per academic term shall be decided upon at the discretion of the Executive Board.
- e. Every three (3) tardies in a single Quarter shall be counted as an unexcused absence in that Quarter.

5. Attendance at Mandatory Events

6. Exceptions for Senior Members: A Resident Council Member near graduation may be excused from certain activities, at the discretion of the Executive Board, based on the status of his Graduation Check by the university.

- a. **Graduation Check Defined:** The regulations for obtaining a Graduation Check are defined in the Academic Regulations and

Programs section of the University Catalog, under the “Requirements for Bachelor’s Degree” section.

b. Graduation Check Status and Eligibility for Excuse from Specified Activities:

1. Graduation Check Pending Approval: While a Senior Resident Council Member is waiting for the approval of his Graduation Check, he may be excused from events as defined in this section. If said Graduation Check is declined, then said Member shall no longer be excused from events for reasons pertaining to being a Senior Member.

2. Approved Graduation Check: Once a Senior Member’s Graduation Check has been officially approved by the university, then said member will officially be considered a Senior Resident Council Member and shall be eligible for excuse from certain activities.

c. Exceptions Allowed: Senior Resident Council Members may be excused from meeting attendance and mandatory event attendance, for reasons pertaining to education (such as school work, school projects, studying, or internships), so long as the Executive Board is given at least one day’s notice of said absence.

d. Exceptions Not Allowed: Senior Resident Council Members may not be relieved of their responsibility to pay Chapter or National Dues. Furthermore, if said member lives in the Chapter House, he shall still be required to pay rent as detailed in the Housing Contract.

B. Eligibility for Residence in the Chapter House: Each Member of the Resident Council that is in good standing with the Chapter shall be eligible for residence in the Chapter House. Said Member must, at all times during his residency in the Chapter House, maintain good standing with the Chapter and the House Corporation, per his Housing Contract. Good standing with the House Corporation shall include, but not be limited to, the following:

1. Rent/Fines: Payment of rent and/or fines, in full, as defined within the Housing Contract.

2. Good Standing with the Chapter: Compliance with the Requirements for Good Standing, as outlined in these Bylaws.

C. Mandatory Events: Each Member of the Resident Council shall be responsible for attending all mandatory events.

1. Mandatory Event: A mandatory event is any event announced as mandatory by the Executive Board. The Resident Council must be given three (3) weeks notice prior to the event, for said event to be deemed mandatory.

2. Notification: Upon the Resident Council being given verbal notice that an event is mandatory, an electronic-mail (e-mail) must also be sent to the Chapter's e-mail list serve, stating the name, date, and time of the event, and specifying that the event is mandatory. This must take place on the same date that the Resident Council was verbally notified of the event being mandatory.

3. Discipline: If a Member of the Resident Council does not attend a mandatory event, he is subject to penalty as outlined in Article VII, Disciplinary Statutes. Said Member shall be considered in bad standing upon two (2) unexcused

absences from Mandatory Events within a single Quarter.

D. Academic Performance:

1. **Grade Point Average:** Resident Council Members shall maintain a minimum Cumulative Grade Point Average (GPA) of 2.6.
2. **Academic Probation by the University:** If a Resident Council or Associate Member Pending Initiation should be placed on academic probation by the university, said Member shall be placed on probation by the Scholarship Chairman for the entire time that he is on academic probation with the university. This requirement, or the length of probation, may be modified on a per-Member basis by a vote of simple majority of Quorum.

Section 4, Associate Member Requirements:

- A. **Association Period:** Each Associate Member shall complete an association period as prescribed by the National Fraternity.
- B. **Examination:** The Associate Member must pass an examination as prepared by the National Fraternity, and earn a score of no lower than 80%.
- C. **Scholastic Requirements:** The Associate Member must meet the scholastic requirements set by the National Fraternity prior to initiation, which are as follows:
 1. Associate Members must have a 2.4 in cumulative or previous semester GPA to initiate.
 2. If the Associate Member is a first-term freshman, he must have permission of the National CEO to initiate via grade checks approved by the Board of Governors.
- D. **Financial Requirements:** Associate Members will be charged associate and initiation fees concurrent with the financial requirements set by the National Fraternity prior to initiation.
- E. **Election to Resident Council Membership:** Election to Resident Council membership for an Associate Member shall be by secret ballot. Specific procedures for the vote shall follow those defined in the Delta Tau Chapter's Membership Orientation Program.
 1. **Quorum:** Quorum must be met in order for said vote to proceed, unless that requirement is waived. Refer to Article VIII: Quorum for specific details.
 2. **Voting Eligibility:** Resident Council Members, who are on Suspension or Automatic Suspension, shall not be allowed to cast a vote. Absentee and proxy votes shall not be accepted, nor shall they be considered for determining Quorum, when voting on eligibility for membership.
 3. **Minimum Number of Negative Votes:** At any Regular or Special Meeting, the minimum number of negative votes required to cause an Associate Member to become ineligible for membership is three (3). This number may be higher, as calculated by the Ten Percent Determination, based on the type of meeting being held.
 - A. **Regular Meetings:**
 1. **Ten Percent Determination:** In the event that ten percent (10%) of the voting membership in attendance at a Regular

Meeting is a number greater than three (3), then that number shall be used as the minimum amount of negative votes required for an Associate Member to become ineligible for membership. In the event that a vote for eligibility for membership is performed when the Quorum requirement has been waived, then the minimum number of votes required for an Associate Member to become ineligible for membership shall be based on ten percent (10%) of the total count of Members eligible for voting, not just the number of voting Members in attendance, as in the case of a Special Meeting.

- 2. Rounding:** When determining the minimum number of negative votes allowed, the result of calculating ten percent (10%) of the voting membership in attendance shall be rounded up at a number ending in one (1) or higher. For instance, if the result of ten percent (10%) of the voting membership in attendance is three and one-tenth (3.1), then the minimum number of negative votes required shall be four (4).

B. Special Meetings:

- 1. Ten Percent Determination:** During a special meeting, in the event that ten percent (10%) of the count of all Members eligible for voting (including those Members not in attendance) is a number greater than three (3), then that number shall be used as the minimum amount of negative votes required for an Associate Member to become ineligible for membership. For instance, if the total voting membership of the Chapter is forty (40), then the minimum amount of negative votes required for an Associate Member to become ineligible for membership is four (4), regardless of how many Members are in attendance at that Special Meeting.
- 2. Rounding:** When determining the minimum number of negative votes allowed, the result of calculating ten percent (10%) of the total voting membership shall be rounded up at a number ending in one (1) or higher. For instance, if the result of ten percent (10%) of the total voting membership is three and one-tenth (3.1), then the minimum number of negative votes required shall be four (4).

F. Becoming a Resident Council Member: Upon meeting the above requirements, and any other requirements of the Delta Tau Chapter's Membership Orientation Program, paying the initiation fee required by the National Fraternity, undergoing the initiation, taking the oath, and leasing the official badge of The Phi Kappa Tau Fraternity, the Associate Member Pending Initiation may become a full Member of the Resident Council of the Delta Tau Chapter of Phi Kappa Tau.

G. One-Year Time Limit: If an Associate Member fails to meet the requirements for becoming a Resident Council Members within one (1) year of the date of his installation as an Associate Member, said Associate Member shall be disassociated from the Chapter and shall be declared ineligible for membership.

Section 5, Voluntary Withdrawal:

- A. **Withdrawal Consideration:** As the Chapter and National Fraternity do not allow for an “Inactive” status of membership, any Member who cannot fulfill his requirements may ask to be voluntarily withdrawn from the Fraternity. Such cases should be treated with prudence and shall be discussed with the Executive Board and Board of Governors before proceeding with the withdrawal, as Voluntary Withdrawal is intended to result in permanent removal from membership in this Chapter and the National Fraternity.
- B. **Withdrawal Form:** When said Member is certain that Voluntary Withdrawal is the best course of action, then the appropriate form shall be completed by said Member and forwarded to the National Headquarters for approval.
- C. **Reinstatement to Membership:** Only in extreme cases shall consideration for reinstatement from Voluntary Withdrawal be given, and only if such reinstatement is permitted by the National Fraternity. A Member wishing to be reinstated from Voluntary Withdrawal must first gain approval by a two-thirds (2/3) affirmative vote of the Board of Governors. He must then present his case to the Resident Council, and must obtain a two-thirds (2/3) affirmative vote of Quorum to move forward with the reinstatement policies set forth by the National Fraternity. Said member shall not be considered reinstated until his reinstatement is ultimately approved by the National Fraternity.

ARTICLE VI: DUES

Section 1, Dues:

- A. **Amount of Dues:** Monthly dues shall be fifty dollars (\$50) per month for each Resident Council Member living in the Chapter House, and sixty-five dollars (\$65) per month for each Resident Council Member not living in the Chapter House.
- B. **Months of Collection:** Monthly dues will be collected twelve (12) months out of the year.
- C. **Payment Date:** Monthly dues will be due by the fifteenth (15th) day of each month of collection. If a Resident Council Member’s balance is not at zero dollars (\$0) after this date, he will be subject to discipline for each meeting until his balance reaches zero dollars (\$0).
- D. **Discount for Advance Payment:** A Resident Council Member paying monthly dues at least three (3) months in advance shall receive a ten percent (10%) discount on his monthly dues for those three months, unless the Chapter funds are not sufficient for regular Chapter activities. The Chapter Treasurer, and/or the Chapter’s Financial Advisor shall measure the sufficiency/deficiency of Chapter funds.
- E. **Late Fine:** A Resident Council Member delinquent at least one month in his payment of monthly dues shall have a late fine of ten dollars (\$10) assessed to his account balance for every month until his balance reaches zero dollars (\$0).
- F. **Graduating Members:** Any Resident Council Member who has pre-paid his dues, and has been deemed eligible for Graduate Council membership, shall receive twenty-five percent (25%) of dues paid back to him for the following months that he will not be participating in Chapter events as a Resident Council Member. If requested, this money owed back to a Graduate Council Member may be used as an

initial payment towards the Chapter's Graduate Member Donation Plan.

- G. National Dues:** Twice a year, in the Fall and Winter Quarters, all Resident Council Members must pay their obligated National Fraternity Dues. These must be paid in full not less than one week before the Chapter is responsible for paying said dues to the National Fraternity.

Section 2, Assessments: The Resident Council shall have the power to assess the Resident Council Membership additional fees upon a two-thirds (2/3) vote of Quorum.

Section 3, Fines: The Resident Council shall have the power to fine any Member for fineable offenses. Said Member shall have a chance to voice his defense, in front of the Resident Council, to an infraction at the time of notice. In such case, a majority vote is required to install the fine. [A five dollar (\$5) fine is the result of a house infraction; a five dollar (\$5) fine is the result of a missed meeting.]

Section 4, Scholarship Fund Dues: Dues of two dollars (\$2) per month for all Resident Council Members are due and payable at the first meeting of each month, or by the seventh (7th) day of each month during the Summer Quarter. These dues are in addition to the monthly dues and will be kept separate from the monthly dues. The collection, maintenance, and disbursement of these funds will be the responsibility of the Scholarship Chairman.

Section 5, Fundraising Obligations: Each Member of the Resident Council shall be responsible for raising a given dollar amount set forth by the Treasurer and approved by the Executive Board for each regular academic quarter; Fall, Winter, and Spring.

- A. Non-Members Credit:** If said Member invites and has a non-member attending any fundraising event, then he may receive that non-member's credit towards his given dollar amount for that academic term.
- B. Failure to Raise Set Amount:** If said Member does not raise the given dollar amount for that quarter than he shall be charged the difference to his Chapter account.
- C. Scheduling of Events:** Said obligation is restricted only to times when at least three (3) such events for that quarter are available. Upon failure to organize three (3) such events, then assessment of said obligation will be up to the discretion of the Treasurer, and must be approved by two thirds (2/3) of the Resident Council.

Section 6, Unresolved Discipline: Any Member of the Resident Council having any unresolved Disciplinary Action(s) at the end of a Quarter shall be assessed a fine of ten dollars (\$10) for each Disciplinary Action. Upon payment, said actions shall then be stricken from the Discipline List, giving each Member a clean record for the next Quarter. Collection of these fines shall be the responsibility of the respective Member accountable for each Disciplinary Action. (I.e., a House Assignment Disciplinary Action fee shall be collected by the House Manager and be placed into the general House account, and a Chapter Dues Disciplinary Action shall be collected by the Treasurer and be placed into the general Chapter account, etc.)

Section 7, Collection:

- A. Electronic Collection System:** All Members of the Resident Council shall participate in the electronic collection system that is in use by the Chapter and approved by the Board of Governors. Said collection system will accept payments via credit card,

debit card, or direct bank withdrawal.

- B. Omega Financial Exemption:** The Delta Tau Chapter has been granted an exemption from using the Omega Financial collection system. But if the Chapter falls into arrears with the National Fraternity, or fails to meet the National Fraternity's mandatory membership reporting requirements, it may be forced to switch to Omega Financial, pending discussion with the Board of Governors.
- C. Electronic Payments:** All Members must complete an agreement form and provide the required personal identification and payment method account information to establish an account with the electronic collection system. A monthly recurring payment amount will be applied accordingly for each Member by the Treasurer using the information provided by the Member. Additional charges may be applied by the Treasurer upon proper notification to cover additional charges such as fines or assessments.
- D. Cash Option:** If a member wishes to pay for a term or school year in-full, using cash or check, said Member shall be allowed to do so and will not be required to establish a recurring payment plan. Said Member will still be required to establish an account with the collection system for payment of potential additional charges such as National Dues, fines, or assessments. However, if a Member not on a recurring payment plan becomes delinquent at any point, said Member must subsequently establish a recurring payment plan or be subject to discipline and additional fines.

ARTICLE VII: DISCIPLINARY STATUTES

Section 1, Offenses Requiring a Trial: Members **may be disciplined** for the following offenses, only after due trial and sentencing:

- A.** Conduct prejudicial to the Fraternity and tending to bring it into disrepute.
- B.** Disorderly conduct, gross misdemeanor, or actions that conflict with organization policies.
- C.** Behavior or **activity that is deemed detrimental** to the Chapter, the Chapter House, or any Member of the Fraternity. **Said behavior or activity must be deemed detrimental by a two-thirds (2/3) vote of Quorum.**

Section 2, Other Offenses: Members may be **disciplined for the following offenses** without having to go through a full trial proceeding, but only after being given reasonable opportunity to defend themselves before the Board or Council that is accusing them of an offense. In extreme cases, if it is **deemed by a two-thirds (2/3) vote of Quorum** that **expulsion may be the ultimate penalty of any of these offenses, than a trial must be performed.**

- A.** Financial delinquency.
- B.** Failing to attend a mandatory event.
- C.** Not being in good standing with the Chapter or House Corporation.
- D.** Violation of the Housing Contract.

Section 3, Accusation of a Member: A Member may be charged with an offense at a regular or special meeting of the Resident Council, or any regular or special meeting of the Chapter's Executive Board, or at any regular or special meeting of the Board of Governors. Said charge may also be presented to the presiding officer of the appropriate Board or Council at any time, in

writing or verbally. An accusation of an offense must be made within two (2) weeks of the occurrence of said offense.

In the absence of the accused Member, it shall be the duty of the presiding officer of said Board or Council to present said Member with a copy of, or verbally discuss the details of, the charge. This contact must be documented and completed within two (2) weeks of the presentation of said accusation. If two (2) weeks of documented, continual, reasonable attempts to contact the accused Member have failed, then the trial may proceed in the absence of the accused Member.

Section 4, Defense: A Member facing a disciplinary vote shall be given the right to defend himself in the presence of the appropriate Board or Council, in the form of a trial, when the offense requires a trial.

When a trial is not required, said Member shall be given the opportunity to defend himself at a regular or special meeting of the Board or Council accusing him of an offense.

If a duly notified defendant, who is aware of the charges that have been brought against him, is willfully or unnecessarily absent at the time he is to defend himself, a plea of not guilty shall be entered for him and the trial or meeting shall proceed in his absence.

Section 5, Trial: The National Council, Board of Governors, or Resident Council may preside over such proceedings.

An accusation initiated by the Board of Governors or the National Council shall be presided over by the appropriate Board or Council, and that Board or Council shall determine the defendant's guilt or innocence, as well as any appropriate penalties.

Accusations initiated from the Resident Council shall be presided over by that Council. In said case, the Resident Council shall perform the trial and determine the defendant's guilt or innocence, as well as any appropriate penalties. In said case, the Quorum required to proceed with said trial shall be determined as defined in Article VIII: Quorum. Furthermore, the Quorum requirement may not be waived for proceeding with a disciplinary trial, unless it can be verified that Members are intentionally absent with the intent of obstructing the trial from proceeding.

Said trial shall be considered a mandatory event, so long as proper notice is provided.

Section 6, Guilt: Guilt shall be determined by two-thirds (2/3) vote of the presiding Board or Council.

Section 7, Penalties: A Member found guilty of an offense may be punished by the appropriate penalty, at the discretion of the Resident Council, Executive Board, or Board of Governors. If the penalty is the result of a trial, then the Board or Council that determined guilt shall select the appropriate penalty.

A. Minor Discipline and Fines: Any Member may be disciplined and/or fined at a Regular or Special Chapter Meeting as deemed appropriate by the Board or Council accusing him of an offense. Said discipline shall be conducted in accordance with the procedures outlined in the Disciplinary Policies of the Delta Tau Chapter.

- B. Probation:** Any Member may be placed on probation for financial delinquency, academic performance, or for other reasons causing said Member to no longer be in good standing with the Chapter. Any Member placed on probation shall be forbidden from attending social events. A Member on probation shall not be relieved from his regular obligations to the Chapter, including but not limited to: dues, rent, meeting attendance, philanthropies, and fundraisers. A Member may be placed on probation as a penalty of a disciplinary trial by a simple majority of the presiding Board or Council; or by simple majority vote of Quorum of the Resident Council, Executive Board, or Board of Governors, when a trial is not required. Any Member on Probation at the end of a quarter shall remain on probation into the next quarter, until said member meets the Requirements for Good Standing with the Chapter.
- C. Automatic Probation:** Members shall be automatically placed on probation after missing three regular Chapter meetings without reasonable excuse. If, after being reinstated, said Member misses another regular Chapter meeting, he shall be automatically placed on probation again. Members may also be placed on automatic probation by failing to keep their moneys due to the Resident Council or House Corporation up to date, as defined by the Treasurer or House Manager, respectively.
- D. Suspension:** Suspension of a Resident Council Member shall include the penalties of probation, plus the loss of voting rights, and loss of all other membership privileges. A Member on suspension shall not be relieved from his regular obligations to the Chapter, including but not limited to dues, rent, meeting attendance, philanthropies, and fundraisers. A Member may be placed on suspension as a penalty of a disciplinary trial by a two-thirds (2/3) vote of the presiding Board or Council; or by two-thirds (2/3) vote of Quorum of the Resident Council, Executive Board, or Board of Governors, when a trial is not required.
- E. Expulsion:** Expulsion is the complete and permanent removal from membership in the Phi Kappa Tau Fraternity. A Member may be expelled from the Fraternity only after investigation and due Fraternity trial by the Chapter, Board of Governors, or National Council. A Member may only be expelled as a penalty of a disciplinary trial, by four-fifths (4/5) vote of the presiding Board or Council. All cases of expulsion must be referred to the National Fraternity.

Section 8, Reinstatement: A Member who has been penalized may be reinstated in the following manner.

- A. Probation:** Any Member on probation may be reinstated by fulfilling the obligation that was the cause of being placed on probation, and upon officially being deemed reinstated by simple majority vote of Quorum of the Resident Council, Executive Board, or Board of Governors.
- B. Automatic Probation:** These members shall be automatically reinstated after attending two consecutive regular Chapter meetings and/or paying up their past due Chapter and/or House Corporation accounts, and receiving verbal confirmation from the Chapter President or Chapter Treasurer of being reinstated.
- C. Suspension:** Any Member who has been suspended may be reinstated by fulfilling the obligation that was the cause of being placed on suspension, and upon officially being deemed reinstated by two-thirds (2/3) vote of Quorum of the Resident Council, Executive Board, or Board of Governors. The voting privilege of said Member shall be immediately restored upon reinstatement.

- D. Expulsion:** Members who have been expelled may never be reinstated as members of the Chapter, unless their expulsion is overturned by the National Fraternity.

Section 9, Trial Voting:

- A. Attendance:** Probation, suspension and reinstatement votes may be made in person or by written absentee vote, or by proxy. Expulsion and impeachment votes require attendance.
- B. Board of Governors:** Judicial proceedings initiated by the Board of Governors shall adhere to the sections on Judicial Procedures outlined in the Constitution of the National Fraternity and in the Delta Tau Chapter Board of Governors Articles of Operation.

ARTICLE VIII: QUORUM

Section 1, Quorum: A quorum of the Resident Council Membership is required to transact Chapter business.

- A. Quorum Count:** Only those Members eligible to vote shall be included in the tally that is used to determine Quorum.
- 1. Special Issues:** For issues relating to the Chapter Bylaws, Chapter Resolutions, Officer Elections, Awarding of Bids during Formal Recruitment, Revoking of Bids during any Recruitment Period, Election to Membership, Discipline, Disciplinary Trial, or Financial Decisions, a Quorum shall constitute two-thirds (2/3) of the Resident Council that is eligible to vote.
 - 2. Other Issues:** For issues not listed above, a Quorum shall constitute one-half (1/2) of the Resident Council that is eligible to vote.
- B. Waiving the Quorum Requirement:** The Quorum requirement may be waived if an item needs to be acted upon with immediacy and Quorum, as defined above, is not reasonably attainable. In such cases, the number of votes required to pass an item of business shall be set at the appropriate percentage number that would be used as if the minimum Quorum count had been met. For instance, if the minimum Quorum count was forty (40), but only thirty (30) voting Members were in attendance, and the item required a simple majority of Quorum for approval, then twenty-one (21) affirmative votes would still be required for approval, not sixteen (16), which would be the simple majority of thirty (30). Some Special Issues, such as voting for Election to Membership and Disciplinary Trials, may have additional stipulations on voting that supersede this point. Such issues will be detailed in their appropriate sections.

ARTICLE IX: MEETINGS

Section 1, Meetings:

- A. Regular Meetings:** Regular meetings of the Resident Council shall be held weekly during the regular academic year, at a regular, specified time. The dress code for Resident Council meetings shall be decided upon by the Chapter President, unless otherwise voted upon by the Resident Council.
- B. Special Meetings:** Special meetings may be called by the President, allowing three

(3) days' notice. Special meetings may also be called by the Resident Council with the written or oral consent of two thirds (2/3) of the Resident Council membership, allowing three (3) days' notice. If a time-sensitive issue must be addressed in fewer than three (3) days, that requirement may be waived with consent of two thirds (2/3) of the Resident Council membership.

- C. **Quorum:** Quorum shall be determined at the outset of any Regular or Special Meeting. The Quorum tally shall be verified and updated appropriately at the time of any vote that requires quorum. Refer to Article VIII: Quorum for specific details.
- D. **Operations:** Meetings shall be governed by Robert's Rules of Order, Revised.
- E. **Order of Business:** All Regular Meetings shall consist of the following items of business: Opening, Invocation / Pledge of Allegiance, Roll Call, Approval of Minutes, Officer Reports, Committee Reports, Old Business, New Business, Voting on Associate Members (if applicable), Announcements, Open Forum, Closing.
- F. **Conduct:** All members are expected to remain orderly during the course of all meeting, and may be dismissed from the meeting by the President or Sergeant-At-Arms after a fourth (4th) warning to that effect. Upon three (3) such warnings, said Member shall be disciplined.
- G. **Resolutions:** Any Member may propose a resolution that requires a vote at any Regular or Special Meeting. The proposed resolution must be presented in writing and must be **tabled until the regular meeting two (2) weeks after its first reading**, unless said resolution is time-sensitive and a simple majority of Quorum waives this requirement. Said resolution shall be **posted in a public place** in the Chapter House, as appropriate, during this two week period. **Adoption of said resolution must be made by an affirmative vote of a simple majority of Quorum.** Following adoption by the Resident Council, a resolution shall become effective immediately, unless otherwise specified within said resolution.
- H. **Executive Board Meetings:** The Executive Board shall meet weekly, prior to the regular Chapter meeting.

Section 2, Voting:

- A. **Eligibility:** Any active Resident Council Member shall be eligible to vote on business of the Resident Council, unless said Member is serving a penalty that revokes voting privileges. **Any Associate Member Pending Initiation of the Chapter who is currently eligible for initiation, but who has not yet been initiated, shall also be granted the same voting privileges as those who are initiated, unless said Member is serving a penalty that revokes voting privileges.**
- B. **Absentee Votes:** **Absentee votes may be accepted from any Member in good standing with the Chapter and House Corporation who is eligible to vote.** Absentee votes shall be written and presented to the President, Vice-President, or Secretary before the voting begins. Each Member voting in absence shall select one stance for each issue in question. Once voting begins, no changes may be made to those selections. An absentee vote shall count towards the count of Quorum, but only for the item for which the vote was submitted.
- C. **Proxy Votes:** **Any Member eligible to vote, and in good standing with the Chapter and House Corporation, may proxy his vote to another Member of the Resident Council in good standing with the Chapter and House Corporation, or to a Graduate Council Member in attendance.** The Member yielding his vote shall advise the proxy

voter of his voting desires, with the expectation that said proxy voter will follow his wishes. The Member yielding his vote shall inform the President, Vice-President, or Secretary that he will be doing so, and to whom he will be yielding his vote; or, the Member voting in proxy must present, to the President, Vice-President, or Secretary, a signed note from the Member yielding his vote at the time that Quorum is determined. The proxy voter shall announce that he will be voting in proxy prior to the time of voting. If the issue or list of candidates under consideration is modified, it is up to the proxy voter to decide how to vote. No proxy voter shall be allowed to vote for more than one (1) absent voting Member. A proxy vote shall count towards the count of Quorum.

ARTICLE X: OFFICERS

Section 1, Categories of Officers:

- A. Elected Officers:** Elected officers of the Resident Council shall be President, Vice-President, Vice-President of Alumni Relations, Treasurer, House Manager, Programming Director, Membership Orientation Officer, Recruitment Chairman, and Recording Secretary. Said officers shall comprise the Executive Board of the Chapter. The succession of power of Elected Officers is the order in which they are listed above.
- B. Appointed Officers:** Appointed officers of the Resident Council are chosen by the Executive Board and shall report to the Vice-President. In the event of a vacancy, the Vice-President, upon the approval of the Executive Board, shall decide upon a replacement.
- C. Other Officers.** The past President shall be an automatic advisor of the Resident Council. He must meet the requirements for Resident or Graduate Membership and will help in ensuring a smooth transition for newly elected officers.

Section 2, Duties of Officers:

A. Elected Officers:

- 1. President:** The President shall preside over all meetings of the Chapter, and shall see that all departments function efficiently. He shall have the power to call special meetings at his discretion. He shall act as parliamentarian along with the Sergeant-At-Arms. He shall have the power to appoint officers with the consent of the Executive Board. He shall serve as Resident Council representative on the Board of Governors and shall additionally serve as secretary for the Board of Governors. Said Officer shall live in the house during his term in office. If said officer does not live in the house he shall be placed on the waiting list, if not already, and move in as soon as possible. If said officer fails to attempt to move in to the house, he may be removed and replaced from office upon a majority vote by the resident council.
- 2. Vice-President:** The Vice-President shall be the assistant to the President, and shall act in full authority in his absence. He shall be chairman pro-temp of all committees.
- 3. Vice-President of Alumni Relations:** Said officer shall serve as the coordinator of all alumni dealings. He shall be responsible for Brotherhood

Night and Founders' Day, and other alumni events. He shall maintain an alumni database and serve as the correspondent to alumni for the Resident Council. He shall serve as Editor of the alumni newsletter if a separate officer is not appointed to that position. He shall serve as chairman of the Alumni Relations Committee.

4. **Treasurer:** The Treasurer shall keep full and accurate records of all financial matters of the Resident Council in a standard accounting system approved by the National Council. He shall collect all charges owing and payable by members of the Resident Council, and shall disperse funds at the direction of the President with the consent of the Resident Council. He shall report to the organization at every regular meeting the expenditures and/or income recorded since the last regular meeting. He shall render a quarterly statement of the financial condition of the Resident Council to the Board of Governors. He shall submit to the Board of Governors at their last meeting of his term an Annual Report of the finances of the Fraternity. He shall submit his accounts to the Executive Board for audit before making his annual report, at the discretion of the President. He shall be a member of the Board of Governors. Said Officer shall live in the house during his term in office. If said officer does not live in the house he shall be placed on the waiting list, if not already, and move in as soon as possible. If said officer fails to attempt to move in to the house, he may be removed and replaced from office upon a majority vote by the resident council.
5. **House Manager:** The House Manager shall keep full and accurate record of all financial matters relating to the Chapter House in a standard accounting system approved by the National Council. He shall be responsible for evaluating and distributing a housing contract to all residents of the Chapter House, the Executive Board, Board of Governors, and House Corporation on an annual basis. He shall collect all charges owing and payable by the Chapter House Members, and shall disperse funds at the direction of the President with the consent of the Resident Council. He shall report to the organization at every regular meeting the expenditures and/or income recorded since the last regular meeting. He shall have the ability to hold a house cleanup during his report at meeting. He shall render a monthly and quarterly statement of the financial condition of the Chapter House to the Board of Governors and House Corporation. He shall submit to the Board of Governors and House Corporation at their last meeting of his term an Annual Report of the finances of the Chapter House. He shall submit his accounts to the Executive Board for audit before making his annual report, at the discretion of the President. He shall be a member of the Board of Governors and House Corporation. Said Officer shall live in the house during his term in office. If said officer does not live in the house he shall be placed on the waiting list, if not already, and move in as soon as possible. If said officer fails to attempt to move in to the house, he may be removed and replaced from office upon a majority vote by the resident council.
6. **Development Chairman:** Said officer is responsible for organizing at least one fundraising activity per Quarter, three per Year in order to generate more funds for the Fraternity. Said officer shall be responsible for arranging all

philanthropic activities for the Fraternity. He shall gather all letters needed for the Poly Gold Award. Said officer shall compute the total community service hours accomplished at the end of each Quarter and the year. He shall also serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.

7. **Programming Director:** The Programming Director shall serve as the coordinator of all events. He will provide a calendar of these events to the Resident Council in a timely manner. He shall be responsible for all social events. He shall coordinate his programming efforts with and delegate authority where appropriate to all officers involved in his duties, including the Vice-President of Alumni Relations and the Recruitment Chairman. He will oversee the function of all committees relating to programming events and shall advise said chairmen. For any social event, he has the authority and discretion to impose a fine of fifteen dollars (\$15) to any active brother that misses a shift, does not sign up for a shift, or does not speak to the programming chairman 24 hours prior to the event for excusable circumstances.
8. **Membership Orientation Officer:** The Membership Orientation Officer shall instruct and orient the Associate Members of the Chapter in accordance with the provisions of the Constitution and Statutes of the Phi Kappa Tau National Fraternity. Said Officer shall live in the house during his term in office. If said officer does not live in the house he shall be placed on the waiting list, if not already, and move in as soon as possible. If said officer fails to attempt to move in to the house, he may be removed and replaced from office upon a majority vote by the resident council.
9. **Recruitment Chairman:** The Recruitment Chairman is in charge of all the recruitment activities of the Resident Council. He shall develop his program with the approval of the Resident Council. He shall serve as chairman of the Recruitment Committee.
10. **Recording Secretary:** The Corresponding Secretary is responsible for preparing neat and complete minutes of all Chapter meetings, and for keeping such minutes in a permanent binder; he shall also keep a record of proceedings of all Executive Board meetings. He shall issue all summons for special meetings and events, keep a complete register of all members, maintain personal binders for use by all members at regular meetings, and perform such other duties as the President may require of him. He shall serve as the correspondent for the Resident Council and is responsible for writing, answering, and filing all correspondence, except letters directed to other officers for personal attention; he shall compile all reports for the Executive Board Officers under supervision of the President.

B. Appointed Officers:

1. **Assistant Membership Orientation Officer:** Said officer shall be the assistant to the Membership Orientation Officer, and shall act in the full authority on matters pertaining to the Membership Orientation Program in his absence. He shall be a Chairman on the Recruitment Committee, under the guidance of the Recruitment and M.O.O. Chairman.
2. **Assistant Programming Chairman:** Said officer shall serve under the

authority of the Programming Director in matters relating to Formal, the Red Carination Ball, Parties, and other special relations. He shall serve as the Chairman of the Programming Committee, under the guidance of the Programming Director. He shall also work with the Brotherhood Chairman, and Assistant M.O.O. to organize a new-member workshop when needed.

3. **Assistant Recruitment Chairman:** Said officer shall be the assistant to the Recruitment Chairman, and shall act in full authority on matters pertaining to the Recruitment Program in his absence. He shall serve as a Chairman on the Recruitment Committee, under the guidance of the Recruitment Chairman.
4. **Assistant Vice President:** Said officer shall help serve as the coordinator of all dealing with the Vice President & the Vice President of Alumni Relations. He shall be responsible for Brotherhood Night and Founders' Day, other alumni events, and the Annual Red & Gold Volleyball Tournament. He shall help maintain the alumni database and serve as the correspondent to alumni for the Resident Council as needed. He shall serve as chairman of the Alumni Relations Committee and Volleyball Committee is needed under the guidance of the Vice President of Alumni Relations.
5. **Assistant Treasurer:** Said officer shall be the assistant to the Treasurer. He shall be responsible for reconciling the chapter accounts monthly and report to the Treasurer and the President in this matter. No money will be handled in this position.
6. **Athletics:** Said officer shall be responsible for entering the Chapter in Intramural activities, organizing and managing teams for those activities, and for motivation of the Chapter membership for support of the teams and programs through attendance. He shall be a Chairman on the Programming Committee, under the guidance of the Programming Director.
7. **Brotherhood Chairman:** Said officer shall organize events and activities that will bring brothers together. He shall organize Brotherhood dinners, and maintain the award plaques located at the House on a quarterly basis by updating them with new name brackets for Brother of the Quarter and Most Improved Brother of a Quarter. He shall serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.
8. **Greek Week Representative:** Said officer shall be responsible for preparing the Chapter for Greek Week throughout the year. He shall attend all Greek Week meetings and relay pertinent information to the Chapter in Chapter Meetings. He shall also serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.
9. **Historian:** Said officer is responsible for maintaining and updating photo albums and scrapbooks of the Fraternity, as well as the picture frames within the House. He shall also serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.
10. **House Manager II:** Said officer shall be the assistant to the House Manager, and shall be responsible for enforcing all house assignments, helping supervise work parties, maintain house supplies in a timely manner, and general house operation and maintenance. He shall maintain a record of uncompleted house assignments, which will be presented to the Chapter at meetings. He shall also serve as a Chairman on the Programming Committee,

under the guidance of the Programming Director.

- 11. Ritual:** Said officer shall supervise and direct all ritualistic ceremonies and shall be personally responsible for all initiation equipment. He shall also serve as a Chairman on the Alumni Committee, under the guidance of the Vice President of Alumni Relations.
- 12. Scholarship Chairman:** Said officer will maintain an atmosphere conducive to scholastic achievement and career development within the chapter, and enforce the National Constitution and Statutes regarding minimum scholarship requirements. Said officer will also be responsible for the collection, maintenance, and disbursement of the Scholarship Fund dues. Said officer shall enforce all statuette of the Delta Tau Scholarship Program. He shall also serve as a Chairman on the Alumni Committee, under the guidance of the Vice President of Alumni Relations.
- 13. Sergeant-At-Arms:** Said officer shall admit members to formal Chapter meetings as prescribed by the ritual. He shall maintain order during the meetings and will assist the President as parliamentarian. He shall also serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.
- 14. Sorority Relations Chairman:** Said officer shall be responsible for all exchanges with off-campus and on-campus Sororities. He shall maintain proper correspondence between the Fraternity and all Sororities. He shall be responsible for organizing support for the Annual Red & Gold Volleyball Tournament. He shall also serve as a Chairman on the Programming Committee, under the guidance of the Programming Director.
- 15. Webmaster:** Said officer is responsible for maintaining and updating the Delta Tau Website of the Fraternity. He shall also serve as a Chairman on the Special Events Committee, under the guidance of the Vice President.
- 16. Research & Development:** Said officer will be an aide to the Executive Board and Appointed Officers in researching resources and tools for developing more efficient processes in all Chapter functions. Chapter officers may report problems to Research & Development. For any Executive Board member in charge of a major event, Research & Development shall meet with that officer at least one month prior to the event to develop a plan of action to execute the event and estimate deadlines for tasks that are required in the planning process. Research & Development will meet with said officer no later than one week after the event to document any potential future improvements. Developed solutions will be reported at meeting for Resident Council input prior to finalized recommendations being sent to the responsible officer(s) or to the Executive Board. Final recommendations and suggestions of the Research & Development officer are not binding, and it is up to the Executive Board to determine whether or not to accept or dismiss the officer's findings. Areas of focus shall be executive transparency, transition efficiency, cost reduction of events, and the improvement of preparation processes for officers' duties or events.

Section 3, Eligibility of Officers:

- A. Good Standing:** At the time of assuming office, and during tenure in office, all

Elected Officers must be in good standing with the Chapter and House Corporation.

B. Academic Eligibility:

1. **At the time of Assuming Office:** An Executive Board Candidate must meet all eligibility requirements as stated by the university. Said officers must also have a **minimum Cumulative Grade Point Average (GPA) of 2.50**. If said candidate does not have a Cumulative GPA of 2.50, the **Resident Council may vote to waive this requirement by a simple majority vote**, only if said candidate is in good standing with the university.
2. **During Tenure in Office:** An Elected Officer must meet all eligibility requirements as stated by the university. Said officers must also maintain a minimum Quarterly Grade Point Average (GPA) of 2.50. Said officers shall accept the responsibility of monitoring their own grades and unit load to meet these requirements each quarter in office. If said Officer earns below a 2.50 GPA during a quarter in office, or if he is placed on probation by the university, he shall meet with the Executive Board and Board of Governors to obtain approval to remain in office. Upon their approval, said officer will make his case to the Resident Council who shall, by a simple majority vote, allow said officer to remain in office. Said officer shall lastly obtain permission from the Chief Executive Officer of Phi Kappa Tau to remain in office.
3. **Expulsion / Withdrawal from University:** Any Elected Officer who is expelled from or withdraws from the university shall be removed from office and a special election shall be held to fill that vacated position.

ARTICLE XI: ELECTION OF OFFICERS

Section 1, Election Procedures:

- A. **Time of Elections:** Elections shall take place during the regular Resident Council meeting on either the second or third week of October, during the Fall Quarter, approximately around October 15th.
- B. **Nominations:** Officers shall be nominated by the Members of the Resident Council. Nominations shall begin taking place during the regular Chapter meeting, two (2) weeks prior to the meeting at which elections are scheduled for, during the Fall Quarter. Nominations will be re-opened during the following regular meeting, one week later. All nominations shall be posted on the bulletin board, and e-mailed to the Chapter Listserve prior to the time of elections. Any eligible Member may be nominated from the floor prior to the start of elections. Any Member nominated for a higher position may be automatically nominated for a lower position upon losing the election for the higher position.
- C. **Procedure:** At the time of elections, nominees will be allowed three (3) minutes to address the Resident Council as to their qualifications for office, followed by a five (5) minute question and answer period. As an option, after all candidates for a position have spoken, if multiple members of the Resident Council would like to have a discussion on those candidates, they may ask for one. This discussion shall take place for a maximum of (3) minutes. Voting shall take place by secret ballot, and the

outcome will be determined by majority vote of quorum. In the event that a run-off election is required, the top two (2) vote-getting candidates shall be given an additional one (1) minute to speak, followed by an additional three (3) minute question and answer period.

- D. Voting Eligibility:** Resident Council members and Associate Members Pending Initiation may vote for Executive Board Officers so long as they meet the eligibility requirements for voting outlined under Article IX: Meetings. All eligible voting members must be present at the time of Elections in order to cast a vote.
- E. Absentee Votes:** No absentee votes may be accepted at the time of elections.
- F. Proxy Votes:** No proxy votes may be accepted at the time of elections.

Section 2, Assumption of Office and Term Length: The newly elected officers will assume their positions on a fiscal year that begins the day after the end of the Fall Quarter (approximately December 15), and their tenure shall end on the last day of the end of the next Fall quarter (approximately December 14 the following year). Said officers shall be formally installed at a banquet held on their behalf, or at the regular Chapter meeting preceding their date of assumption.

Section 3, Vacancies: If for any reason an elected office is vacated, it shall be filled by special election by the Resident Council. The procedures for such an election shall follow those of a regular election period. The office of President in such a case shall be filled by the Vice-President, pending an election for replacement. An election for the office of President should be held within one (1) month following the vacancy.

Section 4, Impeachment: In case of malfeasance of office, neglect of office, or inappropriate conduct, any officer may be impeached by the following procedure:

- A. Written Charges:** Three (3) Resident Council members may bring signed impeachment charges before the Chapter at a regular Chapter meeting. Or, the Board of Governors may present charges before the Chapter at a regular Chapter meeting. No discussion shall occur at the time the charges are announced.
- B. Defense:** Said officer shall be given an opportunity to present his case at the next regular meeting. Said officer shall be allowed ample time to present his case against impeachment, followed by an ample question and answer period.
- C. Impeachment Vote:** At the meeting following the presentation of said officer's case, a vote shall be taken. A three-fourths (3/4) vote of Quorum is required to convict and remove any officer from office.

ARTICLE XII: COMMITTEES

Section 1, Executive Board: Said committee shall be composed of the Elected Officers of the Chapter. The Executive Board shall serve as a cabinet to the President, and shall advise and direct Chapter operations in general. It shall additionally act as a Judiciary Board for disciplinary action concerning members.

Section 2, Standing Committees: Said committees of the Resident Council are the Alumni Relations Committee, Recruitment Committee, Programming Committee, and Special Events

Committee. These, or other special committees, shall be formed or disbanded at the discretion of the Executive Board, as necessary.

- A. **Alumni Relations Committee:** Said committee shall be headed by the Alumni Relations Chairman. Said committee shall be responsible for maintaining correspondence with alumni and for organizing alumni/active activities.
- B. **Recruitment Committee:** Said committee shall be headed by the Recruitment Chairman and shall be responsible for preparing and organizing all recruitment efforts. Generally, during a formal recruitment period, a different member of said committee shall be responsible for each day's events.
- C. **Programming Committee:** Said committee shall be headed by the Programming Director (On Campus), with the help of the Sorority Relations Chairman (Off-Campus). They will be responsible for all Parties, Formals, and activities with sororities including exchanges, philanthropies, fund-raisers, and Red and Gold Week.
- D. **Special Events Committee:** Said Committee shall be headed by the Assistant Programming Chairman, under the guidance of the Programming Director. The committee will be responsible for planning the Semi-Formal, the Red Carnation Ball, the Chapter's participation in Greek Week, and other special relations. They will assist the Programming Director in his duties as needed. They will also be responsible for Risk Management under the supervision of the President during any social activity. Shall assume responsibility for Sorority Relations in absence of said committee.
- E. **Research & Development Committee:** The members of said committee will be aides to the Research & Development officer, and will assist him in his duties, under his direction. The amount of committee members shall be determined by the Research & Development officer, and membership may change or fluctuate throughout the year, based on the committee's needs and the upcoming events schedule. Membership in this group is recommended for older Actives, as some past Fraternity experience is required for this committee.

ARTICLE XIII: BOARD OF GOVERNORS

Section 1, The Board of Governors Officers: The Board of Governors shall be composed of seven (7) members of the Graduate Council, and three (3) members of the Resident Council. The Graduate Council members shall be approved by the Chief Executive Officer of Phi Kappa Tau.

Section 2, Duties: The Board of Governors shall exercise general supervisory control over the Chapter, and shall be responsible to the National Council in all matters. Meetings shall be held at least once a month. Membership on the Board of Governors shall adhere to the statutes outlined in the Delta Tau Chapter Board of Governors Articles of Operation.

Section 3, Authority: The Board shall have full authority to enforce the Statutes of the National Constitution which pertain to both scholarship and finance. The Board shall have full authority to summon any Member of the Resident Council, upon proper notice, to appear before the Board assembled. The Board may place any Member on probation or suspension for reasons of misconduct if the Board deems advisable, provided that the Resident Council will support the

probation or suspension by a majority vote of those present during the next regular meeting; except in cases of scholarship or financial delinquency, for which the Board of Governors has full authority.

It shall be the duty and responsibility of the Board to act in the best interest of the Fraternity at all times, in accordance with the National Constitution and Statutes and Board of Governors Articles of Operation. Other duties and powers may be delegated to the Board by the Resident Council. The Board of Governors shall derive its authority from the Constitution of the National Fraternity and the Delta Tau Board of Governors Articles of Operation.

ARTICLE XIV: FACULTY ADVISOR

Section 1, Eligibility: The Delta Tau Chapter of the Phi Kappa Tau Fraternity shall have an advisor who shall be a full time member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The Advisor may not be on leave of absence at any time during his/her term of appointment.

Section 2, Selection: The prospective Advisor of the Chapter shall be nominated by the Executive Board and submitted to the Resident Council along with his/her qualifications. A simple majority vote of Quorum of the Resident Council is required for acceptance of said Advisor. After said Advisor has been nominated by the organization and approved by his/her department head and school dean, he/she will request appointment by the Director of Student Development.

Section 3, Duties: The Advisor's responsibilities include attendance at selected workshops and functions of the Fraternity. The Advisor shall advise the Chapter and interpret university policy and requirements.

ARTICLE XV: AMENDMENT

Section 1, Means of Amendment: A Member may propose amendments to these Bylaws at any regular meeting. The proposed amendment must be presented in writing and must be **tabled until the regular meeting two (2) weeks after its first reading**; unless said amendment is time-sensitive and a simple majority of Quorum votes to waive this requirement. Said amendment shall be posted in a public place in the Chapter House, as appropriate, during this two week period. Adoption of an amendment must be by an **affirmative vote of two-thirds (2/3) of Quorum**.

Section 2, Notification: After an amendment to the Bylaws or fraternity policy is proposed at a Chapter meeting, the **amendment in its entirety must to be sent via electronic-mail (e-mail)** to the Chapter's e-mail list serve. This must be done on the same date the amendment or policy change was proposed. If the amendment or policy change is adopted, an e-mail must be sent to the Chapter's e-mail list serve on the same date it was adopted. That e-mail must state the amendment or policy change that was adopted, and the result of the vote.

Section 3, Approval: Following adoption by the Resident Council, an amendment shall become effective only upon written approval by the Chief Executive Officer of Phi Kappa Tau. Any amendment(s) to these Charter Provisions which change the purpose or intent of the organization shall be approved by the ASI Senate and the University before taking effect.

Section 4, ASI By Laws: This charter shall not conflict with the By Laws to the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California; and any stipulations applying to all chartered organizations made by the ASI Senate or the University shall be considered to be immediately enforceable whether contained in these Charter Provisions or not.

ARTICLE XVI: ADDITIONAL BYLAWS

Section 1, Chapter House Policies: It is important that the Chapter House is maintained in good, safe order to help ensure that fire, health, and safety procedures are followed.

A. Policies: The following policies shall be enforced upon all levels of Members of the Chapter:

1. **Smoking:** Smoking tobacco or related products (i.e., cigarettes, cigars, cloves, etc.) inside the Chapter House shall be prohibited. This includes common areas and bedrooms alike. Smoking on Chapter House property should only be done on the porch or other outside areas.
2. **Roof Access:** No Member shall at any time go onto the roof of the Chapter House for any reason, unless otherwise given permission by the House Manager or Chapter President. Non-Member Guests, other than repair persons, are expressly forbidden from accessing the roof of the Chapter House.

B. Exclusions: If for any reason there needs to be a temporary lift of any of the Chapter House Policies for a particular event (i.e., Brotherhood Night, Founders' Day, etc.), the Resident Council may approve to do so by a majority vote, prior to the specified event. The lifted policy shall go back into effect following the conclusion of that event.

C. Penalties / Discipline: Violation of any of the Chapter House Policies shall result in a penalty, including, but not limited to: disciplinary action, fines, or probation. The specific penalty for each violation shall be determined by the Chapter's Executive Board or by the officers of the Chapter's House Corporation.

We, the brothers of the Delta Tau Chapter of The Phi Kappa Tau Fraternity, California State Polytechnic University, Pomona, do hereby adopt these Bylaws as our governing articles on this 7th day of December, 2014.

Resident Council President

Resident Council Secretary

BOG Chairman or Chapter Advisor

Approved:
Chief Executive Officer

Date