

Chapter Bylaws

Phi Delta Theta Alberta Alpha

Preamble

These bylaws are the governing regulations of the Alberta Alpha Chapter of the Phi Delta Theta Fraternity and are intended to supplement the Bond, Constitution, and Statutes of Phi Delta Theta. They serve to aid the chapter operations by documenting chapter policies and procedures. These bylaws are for the private use of the Alberta Alpha Chapter of Phi Delta Theta and can in no way be shared, altered, or reproduced without the consent of the chapter.

Article One: Membership

1.1.0 Definitions of Membership: (see 147 of the Code)

1.1.1 Active Member

An initiated member or affiliated member of Alberta Alpha who is currently enrolled in an undergraduate or professional degree program at the University of Alberta, who is in good financial standing with the chapter, and who meets the Member Standards criteria. Any member who withdraws from the University of Alberta and subsequently returns before the completion of four (4) years of undergraduate work shall be considered an active member. Members on a Cooperative Term through the institution are eligible for active status.

- A. Senior Actives are actives who have, as actives, completed two semesters of university and participated in at least two initiation weekends.
- B. Junior Actives are actives who have not yet met the requirements in A.

Members must adhere to the following standards (Appendix A):

1. Register in classes at the University of Alberta
2. Maintain a minimum 2.3 grade point average per term
3. Must adhere to the Three Strikes Policy (Appendix B)
4. Agree to submit their term schedule and an unofficial transcript by mid-September and January of each academic year.
5. Perform eight hours of community service under the auspices of Phi Delta Theta each semester.
6. Be involved with at least one other student or community group during each academic year.
7. Submit a member standards contract at the beginning of each academic year, and/or upon joining the fraternity. This contract must clearly state that the member will adhere to the rules and responsibilities of a member, as outlined in the Alberta Alpha chapter bylaws.
8. Must either hold an officer position within the chapter, or as a minimal commitment, be a contributing member of one of the chapter's committees (Article 5).

Academic Improvement Program (Appendix B)

- A. A member who has been required to withdraw from the University of Alberta may remain as an active member with tangible targets for re-admittance for the University of Alberta. Failure to meet these targets will require the member's membership to be evaluated by the Judicial Committee.

- B. Members will adhere to the Three Strike Policy, which will be carried forth by the Scholarship Chair. The policy outline is as follows:
1. Each member must meet the academic standard (GPA) outlined in Appendix A.
 2. If a member does not meet this requirement during a semester while he has been active, he will gain one (1) strike and meet with the Scholarship Chair to create an academic plan.
 3. A member gaining two (2) strikes must meet with the Scholarship Chair and President to discuss the offending member's future in the fraternity and academics.
 4. Gaining a third (3) strike will require the offender's membership status to be reviewed by the JCOM and Scholarship Chair shall recommend he become a suspended member until satisfactory academics are achieved.

1.1.2 Alumni Member

An alumni member is a previously active member of Alberta Alpha who, by graduation or upon the expected date of graduation, is no longer an undergraduate student at the University of Alberta. As well, upon four (4) years of undergraduate study, an undergraduate may elect to become an alumni member. Any member withdrawn from the institution is subject to 1.1.1, and not eligible for Alumni status until the expected date of graduation.

1.1.3 Suspended Member

A suspended member is a previously active member by decision of the Judiciary Committee (hereinafter referred to as JCOM) or by decision not to participate in Phi Delta Theta while attending the institution. A suspended member is subject to the following restrictions:

1. Not eligible for Alumni Member status until satisfied under 1.1.2.
2. Not permitted to attend chapter functions, with the exception of initiations, unless by chapter decision for each individual event subject to one event per term.
3. Privilege of "Bond Number" upon any member of Phi Delta Theta is removed.
4. Voting privilege is removed.

1.2.0 Rights & Obligations (See 14, 148, & 149 of the Code)

1.2.1 All active members who regularly attend meetings and mandatory functions in accordance with 2.7.1 of these bylaws, have the right to make motions, vote, hold office, and participate in all activities, unless otherwise deprived of such privileges elsewhere in the bylaws. In no case shall an active be deprived of the right to vote on a question of membership.

1.2.2 Alumni members have the right to attend and speak at chapter meetings, but may not vote or hold office.

1.3.0 Phikeia

1.3.1 A rush must receive a 2/3 majority vote of approval in order to be extended a formal bid.

1.3.2 All Phikeia must, as a part of pledgeship:

- A. Raise money for and organize a pledge social event and pledge project.
- B. Adhere to a Phikeia education program as agreed upon by the active chapter.

1.3.3 The pledge class shall elect a President, Vice President, Treasurer, Secretary, and Social Chairman.

1.3.4 A Phikeia shall be de-pledged for failing to meet financial or scholastic standards, or by a vote of the active chapter (see 1.3.5 of these bylaws).

1.3.5 In order to achieve affiliated status, a Phikeia must:

- A. Attain a grade of seventy five (75) percent on the final examination.
- B. Be registered and in good standing with the University of Alberta.

- C. Be in good financial standing with the chapter.
- D. Receive a four-fifths (4/5) vote of approval. Also if a Phikeia receives two (2) negative votes in two (2) consecutive meetings, he shall be de-pledged.
- E. In regard to this meeting, Phikeia will be informed of the vote outcome (only the results, not the vote counts) as follows:
 - 5. After the first meeting only if all Phikeia receive approval.
 - 6. After the second meeting, when all Phikeia memberships will be either approved or declined.
- F. In regard to this meeting, all actives shall have one (1) week notification by the Secretary and attendance shall be mandatory for the meeting.

1.3.6 Alumni are not eligible to vote on questions of Phikeia membership.

1.4.0 Affiliation

1.4.1 Individuals who wish to become affiliated with the Alberta Alpha chapter must obtain four-fifths (4/5) vote of approval, voted upon by the members of the active chapter.

1.5.0 Fees

1.5.1 Fees shall be determined by the Executive Committee and presented in the budget (see Article Six (6) of these bylaws).

1.5.2 One half of dues must be paid by September 30th and all remaining dues must be paid in full by January 30th, unless a payment plan has been proposed to the treasurer, and approved by the executive committee.

1.6.0 Discipline (See also Title XVI of the Code)

1.6.1 The active chapter may discipline an active for the following reasons.

- A. Financial delinquency.
- B. Violation of these bylaws, The Bond, Constitution, or General Statutes of the Fraternity.
- C. Conduct unworthy of a member of Phi Delta Theta.

1.6.2 Discipline by the active chapter will take due process through the Judicial Committee (hereafter referred to as the JCOM). Discipline administered by the JCOM shall only be overturned through a two thirds (2/3) vote by the active chapter (or by another vote of the JCOM, see 1.6.5 of these bylaws). Such a vote shall be held only at the request of the accused.

1.6.3 Such discipline shall only occur only if just cause is established by a full investigation, and shall follow the procedure set down in 156 of the Code. Any member may initiate the proceedings by request, verbally or in writing, to the JCOM. The JCOM shall decide if the issue is to be further investigated. If the JCOM chooses to proceed, then they shall take all necessary action to investigate and report to the chapter.

1.6.4 With respect to the meeting where the JCOM conclusions are to be presented all actives, including the active to be disciplined, shall be given written notice of the cause for discipline and the evidence supporting the conclusions. The President will report any disciplinary action deemed a "Major" violation to General Headquarters and the province president.

1.6.5 The JCOM may also reconsider any JCOM action by a JCOM vote of four fifths (4/5), and the chair shall promptly inform the chapter.

1.6.6 The JCOM shall use the following as a reference for disciplinary action:

1. Initially, said member will not be allowed to make motions or vote in meetings with exception to the conditions set forth in 1.2.1 of these bylaws. In addition, the JCOM may choose to levy financial reconciliation or alternate reconciliation methods. This is the First Warning.
2. After a repeat offence, the member will be asked to return his key to the house and his membership status, or suspension, will be reviewed. This is the Second Warning.
3. Following a third offence, the member will be put before the active chapter to be de-bonded. The member must be given a chance to speak before any vote is taken, and may appeal as per article eight (8) of these bylaws.

In cases of financial delinquency, all initial discussion pertaining to disciplinary actions concerning a member are to remain confidential, disclosure occurring only when a payment is not made in a timely manner according to the appropriate payment plan. In such cases, the Treasurer will make the first warning during normal meeting hours.

Hereafter this will be referred to as "chapter discipline".

Article Two: Meeting

2.1.0 Meetings: (See also 78 of the Code)

2.1.1 Regular meetings of the active chapter shall be held on the Monday of each week of the scholastic year, starting at 6:00PM.

2.1.2 In case of a statutory holiday, the affected meeting shall be annulled, and meetings shall resume the following Monday at the same time. The secretary shall notify all actives of this schedule change.

2.1.3 The first meeting of each month is to be attended in formal attire (collared shirt & tie at minimum).

2.2.0 Quorum

2.2.1 Quorum shall be a simple majority of the active chapter.

2.2.2 In the event of a tie, the President shall have the deciding vote.

2.3.0 Rules of Order

2.3.1 Robert's Rules of Order shall be used to conduct meetings, except as otherwise provided in the Code.

2.4.0 Agenda

2.4.1 The Executive Committee shall set the agenda prior to the chapter meeting.

2.4.2 Any member may add an item to the agenda prior to the meeting by informing the Vice President and the Secretary.

2.4.3 During the meeting, the President can call for any additional items that an active or alumni may have for discussion.

2.5.0 Conduct

2.5.1 There shall be no smoking, drinking of alcohol, or chewing of tobacco during the chapter meeting, nor any unruly conduct. Any such behavior shall give the Warden cause to first issue a warning to the offending member, and following a second misconduct or a continuance of the original the Warden reserves the right to eject the offending member from meeting.

2.5.2 Cell phones are not to be used during meeting and should be turned to silent. The Warden reserves the right to confiscate the phones of individuals violating this rule for the remainder of the meeting.

2.6.0 Special Meetings

2.6.1 The President, Warden, or any three (3) actives in accordance with 79 of the Code may call special meetings. The Secretary shall be responsible for notifying all active members of the meeting.

2.7.0 Attendance

2.7.1 All meetings shall be considered mandatory; However, excused absences shall be reviewed on a case by case basis, providing notification is provided to the Warden before the start of the meeting. An unexcused absence shall be subject to chapter discipline under 1.6.0, and referred to the JCOM.

2.7.2 Unexcused absences shall be subject to chapter discipline under 1.6.0 of these bylaws.

2.8.0 Mandatory Events

2.8.1 The Recruitment Chairman, the Social Chairman, and the President shall have the power to declare events as mandatory, subject to chapter approval, with a resulting chapter discipline for an unexcused absence.

2.8.2 All recruitment events are mandatory for all active members unless valid excuse is given at a minimum of twenty-four (24) hours in advance, except under extraneous circumstances. If no valid excuse is given members shall be disciplined by the JCOM.

Article Three: Officers

3.1.0 Officers (See also 113 of the Code)

3.1.1 In addition to the officers defined in the Code, other officers of Alberta Alpha shall include House Manager, Recruitment Chairman, Fundraiser, Social Chairman, IFC Representative, Alumni Secretary, Scholarship Chairman, and Awards Chairman.

3.2.0 Qualifications (See also 113 of the Code)

3.2.1 To hold office a member must:

- A. Be registered and in good standing with the University of Alberta.
- B. Be in good financial standing with the chapter.
- C. The President must have previously held an executive position.

3.3.0 Impeachment

3.3.1 The President has the duty and right to ask for the resignation of any officer who is failing to adequately perform the functions of his office.

3.3.2 If any officer misses two (2) consecutive meetings, his office may be declared vacant if a suitable replacement can be found.

3.3.3 A two-thirds (2/3) vote of the active chapter may remove any member from his office.

3.4.0 Resignation

3.4.1 An officer may resign from his position by informing the Executive Committee of his intention to resign and reasons for doing so.

3.4.2 Any officer who has decided to resign from his position voluntarily must help facilitate turnover of the position to the member replacing him. This may include briefing on current events, duties, work in progress, etc. Failure to do so may be subject to chapter discipline.

3.5.0 Terms of Office

3.5.1 All officers shall hold their offices for a maximum of 12 months between elections.

3.6.0 Duties

3.6.1 All the following duties are the responsibility of the officer, along with any other responsibilities outlined in the manuals provided by the General Headquarters of Phi Delta Theta. All officers must complete an officer report each semester. Nothing in these bylaws should discourage any active member from taking initiatives that help to better the chapter, whether or not it falls within his direct responsibilities.

3.6.2 President

The President shall preside over active chapter meetings, where he shall have the deciding vote (except during elections, where he may cast his vote as a regular member), enforce the laws and rules of the Fraternity, and shall have the custody of the Bond, Constitution, General Statutes, Ritual, and rules of the Fraternity, and shall deliver them to his successor. As well, the President shall represent the chapter to General Headquarters, the University, and the community. He shall ensure that all aspects of chapter operations are in order and that each officer is performing his duty to the required standard. In this regard he shall, at the beginning of his term, prepare a list of objectives for both the chapter and the officers for the upcoming year, to be discussed at the first meeting of the Executive Committee. The President shall sit on the Executive Committee of the Alumni Association, in order to serve as a liaison between the chapter and the alumni. He shall also sit on the board of PhiDelco, the House Corporation. The President has the power to appoint committees and in the case of an emergency or business requiring immediate attention is empowered to act as he sees fit in the best interest of the Fraternity; such actions are subject to ratification or rejection at the next chapter meeting. All residual powers not elsewhere delegated shall be the responsibility of the President. The President shall be the official delegate to the General Convention, unless for some reason he cannot attend. Also, the President is responsible for completion of the Chapter Greatness Checklist (hereafter referred to as the CGC).

3.6.3 Vice President

The Vice President shall serve in the President's place in the temporary absence of the President and is the Chairman of the Executive Committee, for which he shall make and distribute the agenda. He shall be the chairman of the activities of the officers, reporting on this to the President. He shall ensure CGC dates are met by the concerned officers, and that the criteria for Chapter Awards are met. The Vice President shall organize an annual retreat every summer, serving as the chair, and shall ensure that follow up reports are delivered to the concerned officers. He is an ex-officio member of all committees.

3.6.4 Secretary

The Secretary must also hold the office of Alumni Secretary. The Secretary shall prepare a permanent record of the proceedings and attendance of each meeting, one copy of which is to be forwarded to each active member within 48 hours of termination of said meeting, and another to be maintained by the chapter. He shall prepare a telephone list of all actives at the beginning of each school year, updating when necessary, and also prepare a list of summer addresses at the end of each school year. He shall conduct the official correspondence of the chapter and shall inform the chapter of all communications with The Scroll, notifying them of significant events and providing photographs. He is responsible for all public relations and protocol duties. He is also responsible to ensure the Bylaws are kept on file and updated, and that copies are distributed to all members at the beginning of the year.

3.6.5 Alumni Secretary

The Alumni Secretary shall keep an updated list of all alumni members and shall deepen cordial relations with alumni, making them aware of the chapter's activity and progress. He will prepare a newsletter at least twice a year to be distributed to all alumni, assist the Recruitment Chairman in contacting Alumni

for Bid Stag as well as discover potential legacies, and shall assist the Alumni Club in planning their functions if necessary. He shall also serve as the President's proxy to the Alumni Club if necessary.

3.6.6 Treasurer

The Treasurer shall be responsible for all monies received and disbursed by the chapter, and shall account for them according to the General Accepted Accounting Principles. As well, he must ensure all reports and monies to be sent to Province President and General Headquarters are sent on time, and should make monthly financial reports at the beginning of each month. He is also responsible for ensuring that an annual audit is completed, all accounts receivable are collected, the bylaws pertaining to the finances upheld, and that all fines are recorded. He shall be able to itemize the debt if needed and notify each member of his current financial standing within the first week of each month.

3.6.7 Recruitment Chairman

The Recruitment Chairman is responsible for all recruitment events. He shall design a recruitment program and present it to the Executive committee no later than at the general chapter retreat during the summer months. He is also responsible for organizing Bid Stag in conjunction with the Alumni Secretary. He shall see that all recommendations for recruitment are properly and promptly acknowledged. If he so chooses, he may select a co-chairman.

3.6.8 House Manager

The House Manager shall be in charge of the physical appearance and proper maintenance of the building and property. He shall delegate the yard, house equipment and furniture, ensure compliance with municipal bylaws and regulations, including an annual fire safety inspection with the fire department, promptly repair any damages, and periodically inspect the furnace, fire extinguishers, electrical system, plumbing and other fixtures of the building. He shall organize all work parties, and is responsible for the allocations of rooms and parking spaces. He shall present a proposal to the chapter in April regarding short and long term renovation work, and shall undertake some renovation to the house during the summer. He shall sit on the board of the House Corporation, PhiDelco, and shall bring to their attention the state of the house and any required repairs or renovations.

3.6.9 Fundraiser

The Fundraiser is responsible for the organization of any activities designed to raise funds for the chapter. The Fundraiser must plan and execute one large fundraising event for the chapter during the course of the academic year.

3.6.10 Warden

The Warden shall serve official notices and keep order at meetings, having the power to remove disorderly members. He shall be responsible for the maintenance of the ritual room and the ritual equipment, and shall keep the chapter aware of any necessary improvements or replacements. He shall be the chairman of the JCOM and he should be aware of his role in disciplinary actions, as set out in 156 of the Code.

3.6.11 Phikeia Educator

He shall organize and implement an effective education program to prepare the Phikeias for initiation into Phi Delta Theta, which shall be presented to the active chapter for approval by the end of the formal recruitment periods (September 30th and January 31st). He shall supervise all pledge activities and ensure the requirements under 1.3.2 and 1.3.5 of these bylaws are met. The program shall cover the Manual of Phi Delta Theta, the operation and history of the University of Alberta and Alberta Alpha chapter, and any other relevant material. He shall set the final examination and is responsible for proposing Big Brothers to the chapter. He is also responsible for recording the biographical date cards for each Phikeia and the initiation records, and sending them to the General Headquarters before the deadline. He is also responsible for the ordering of pins.

3.6.12 Historian

The historian shall compose a history of the chapter for his year in office. These yearbooks, as well as the composite, shall be ready for the Formal. The Historian shall also be responsible for the documentation of the chapter's functions through various social media platforms, such as the Facebook, Twitter, Instagram, and YouTube accounts. All media must meet the standards of moral rectitude.

3.6.13 Social Chairman

The social chairman shall be responsible for organizing the social events of the chapter. He shall work with the recruitment chairman to arrange events and exchanges during the formal recruitment period. Other exchanges should be planned for each semester and with each Panhellenic Sorority throughout the academic year. Panhellenic exchanges are to be planned by the end of June for the fall and winter semesters. He shall draw up a tentative schedule before the first week of September along with a semester budget. He is responsible for organizing Founders Day and Formal activities. He shall be responsible for ensuring any social suspensions are properly carried out.

3.6.14 Chorister

The Chorister shall be responsible for improving the chapter's singing ability, especially with respect to the songs of our Fraternity. He shall organize the chapter's entries in Songfest, Greek God & Goddess, and Anchorsplash. All chosen song material must not conflict with the high standards of moral rectitude expected of all members of Phi Delta Theta.

3.6.15 Awards Chairman

The Awards Chairman shall be responsible for making the chapter aware of awards available from General Headquarters, the University, Community, and the Chapter. He shall prepare submissions for individual and chapter awards from the General Fraternity. He shall present the awards during formal.

3.6.16 Chaplain

The Chaplain shall conduct the religious exercises of the chapter, and act as a counselor to his Brothers.

3.6.17 Scholarship Chairman

The Scholarship Chairman shall be responsible for ensuring a high academic standard in the chapter. He shall also act as the Scholarship Foundation Representative, serving as a liaison between the chapter and the foundation, and shall coordinate nominations for the Foundation's scholarships. He shall chair the Scholarship Committee and use it to enforce the Three Strike Policy (Appendix B) and develop a program to enhance the academic standing of the chapter.

3.6.18 IFC Representative

The IFC Representative shall represent the chapter at meetings of the University of Alberta Interfraternity Council, voicing chapter concerns, and shall report to the chapter on IFC activities.

3.6.19 Sports Chairman

The sports chairman shall be responsible for notifying the chapter of intramural events and times, organizing teams, and registering them for competition. He shall also be responsible for ensuring a team is organized for Anchor Splash and Greek Games.

3.6.21 Philanthropy Chairman

The philanthropy chairman shall ensure chapter involvement in charitable causes and coordinating chapter involvement in at least one community service (1) event per term.

3.6.22 Paraphernalia Officer

The paraphernalia officer shall be responsible for making the chapter aware of merchandise related to chapter activities which may be available from both GHQ and local sources.

3.6.23 Webmaster

The webmaster shall be responsible for maintenance and regular updating of Alberta

Alpha's chapter website (www.phideltalberta.ca). He shall also be responsible for forwarding officer email addresses to their appropriate officer or granting them access to the said mailbox. The webmaster must also make sure the website is devoid of any inappropriate content, or any content that might jeopardizes the standing of the chapter. In addition, he must also assist the secretary in posting the minutes from weekly and executive meetings on the web site as soon as possible.

3.6.24 Brotherhood Chairman

The Brotherhood chairman is responsible for planning and executing events for the sole purpose of building on the camaraderie between members of the chapter

3.6.24 Community Service Chairman

The community service chairman shall be responsible for all community service events each semester. He is responsible for recording active members' community service hours under the auspices of Phi Delta Theta each semester. He must create opportunity for actives to satisfy eight (8) hours of community service each semester.

3.7.0 Delegation

3.7.1 An officer may, if he so desires, delegate part of his duties to another active, providing that the active member agrees. This does not absolve him from the responsibilities of his portfolio, nor may he delegate his entire portfolio.

3.8.0 GHQ Reports

3.8.1 Any officer who fails to submit a report to GHQ for which points are awarded must explain his actions to the satisfaction of the Executive. Otherwise the matter will go to the JCOM for possible disciplinary action.

3.8.2 If this occurs more than once, then the President may declare the office vacant.

3.8.3 A duplicate of all GHQ reports should be submitted to the chapter for approval upon request.

3.9.0 Term Evaluations

3.9.1 At the end of the term each officer shall submit a written report with his suggestions and recommendations for improvements, which shall be kept in the appropriate file and passed onto his successors.

Article Four: Elections

4.1.0 Elections

4.1.1 Elections shall be held in November and conducted according to 114.1 of the Code.

4.2.0 Procedure

4.2.1 Elections shall be held by secret ballot and in the order that appears in 3.6.0 of these bylaws. The winner must have a majority vote of the active chapter. If this is not obtained, a runoff election shall be held between the two candidates who received the largest number of votes.

4.2.2 Each candidate shall be allowed two (2) minutes for a presentation, followed by a question period. After this, each candidate shall leave the room and discussion shall take place until the President calls the vote.

4.2.3 The outgoing President shall preside over the elections and the three tellers shall be the Warden, Vice President, and some other active appointed by the President.

4.3.0 By-elections

4.3.1 In the event of an impeachment or resignation, the election for the vacant position shall be held at the next chapter meeting.

4.3.2 If the vacancy occurs during the summer, the executive may appoint someone to fill that role until an active chapter meeting can be called to hold the by-election.

Article Five: Committees

5.1.0 General

5.1.1 The President may appoint special and Ad-Hoc committees for a specific purpose whenever required.

5.1.2 The Vice President is an ex-officio member of all committees, and shall be the liaison to the Executive.

5.1.3 All committees shall have a minimum of three (3) members and the chair shall either be appointed by the President or defined in these bylaws.

5.1.4 The standing committees of the chapter are Executive, Finance, Recruitment, and Judicial.

5.2.0 Executive Committee

5.2.1 The committee is composed of the Vice President, President, Secretary, Treasurer, and Recruitment Chairman. The Vice President shall prepare an agenda and distribute it prior to each meeting. Meetings shall occur before active chapter meetings.

5.2.2 The Executive Committee shall set the agenda for the regular chapter meeting, guide and direct the chapter, and shall act for the chapter during the summer months. It shall also hear any appeals of these bylaws, and may overturn an action with a four-fifths (4/5) vote.

5.2.3 The President, Vice President, or any two (2) members of the committee may call special meetings at any time.

5.3.0 Financial Committee

5.3.1 The Financial Committee shall be composed of the Treasurer, Vice President, President, House Manager, and one (1) junior active.

5.3.2 The Treasurer shall be the chair, and shall prepare the agenda and notify all members of meetings. Meetings shall be held at least once per term, and within the first month of each term.

5.3.3 The Finance Committee shall prepare the budget for the chapter each year, covering all normal operations. They shall also assist the Treasurer in his other duties, especially the collection of accounts receivable. They shall also look into contributing to a fund to finance future renovations of the house, in conjunction with PhiDelco.

5.4.0 Recruitment Committee

5.4.1 The Recruitment Committee shall consist of the Recruitment Chairman, the Vice President, Social Chairman, and two (2) active members.

5.4.2 The committee shall assist the Recruitment Chairman in planning and implementing the Recruitment Program.

5.5.0 Judicial Committee (JCOM)

5.5.1 The JCOM shall consist of the Warden as the Chair, the Chaplain, the Vice President, one (1) junior active, and one (1) senior active.

5.5.2 The Secretary shall also be present for all proceedings of the JCOM.

5.5.3 The Chaplain shall be able to cast a vote in the event of a tie of the other members.

5.5.4 Members shall serve terms of one year and following the procedure outline in section 1.6.0

5.6.0 Ad-Hoc Committees

5.6.1 Members who do not hold a position on any of the committees listed above are to be a member of at least one Ad-Hoc (as necessary) committee throughout the academic year.

Article Six: Financial Responsibility

6.1.0 Budget

6.1.1 The chapter shall pass a budget, as prepared by the Finance Committee, no later than the third week of September.

6.1.2 The budget shall enumerate all dues for the upcoming year.

6.1.3 The budget must have two (2) readings, no less than one (1) week apart. The first reading requires a simple majority. The second and final readings require a two-thirds (2/3) majority to pass.

6.2.0 Payment

6.2.1 Actives may choose to pay chapter dues in one lump sum at the beginning of the year, or may split their payments according to 1.5.2 of these bylaws.

6.2.2 Complete payment of all dues must be made by January 30th, unless a payment plan has been established under discretion of the treasurer, and approved by the executive committee (see 1.5.2)

6.2.3 Phikeia must likewise pay their pledge and initiation fees according to the above schedule.

6.2.4 An active or Phikeia who has not paid his dues or signed a payment plan to do so with the Treasurer, President, and Vice President, will not be allowed to enter any social function without paying an amount determined by the Executive.

6.3.0 Rent

6.3.1 All those renting rooms must sign a tenancy contract in advance of moving in.

6.3.2 Rent is due on the first of the month. If two (2) consecutive rent payments are missed and not received by the last day of the second month, then the member shall be subject to eviction.

6.3.3 Additional provisions will be enumerated in the contract signed.

6.4.0 Disciplinary Action

6.4.1 All disciplinary actions determined by the Executive must be carried out by the date determined by the Executive.

6.5.0 Bills

6.5.1 Upon request, the Treasurer shall inform each member within the first ten days of the month of his current outstanding balance with the chapter, and must be able to provide itemized billing upon request.

6.5.2 In addition the penalties set out in 6.2.4 of these bylaws, nonpayment of dues can also result in social suspension, barring a member from all non-mandatory social functions.

6.6.0 Spending Powers

6.6.1 The President, Vice President, and the Treasurer are the only three individuals authorized to spend chapter money, and only for items within the chapter budget. As such, these three officers shall have the signing authority on the chapter's accounts.

6.6.2 Extraordinary expenses not covered by the chapter budget, with the exception of urgently needed house repairs, must be voted on by the active chapter and require a two-thirds (2/3) majority to pass.

Article Seven: House Operations

7.1.0 Occupancy of the House

7.1.1 Rooms are assigned on a first come first served basis.

7.1.2 All members living in the house shall be required to sign a minimum four (4) month agreement at the beginning of each of the following periods.

- A. September 1 to December 31
- B. January 1 to April 30
- C. May 1 to August 31

7.1.3 Any members who submit NSF cheques will be responsible for the penalty incurred.

7.2.0 Relation to the House Corporation (PhiDelco)

7.2.1 The President and House Manager shall sit as representatives of the active chapter on the board of PhiDelco.

7.2.2 The House Manager shall collect monthly rent and pay PhiDelco the agreed upon rent for the house.

7.2.3 PhiDelco shall use this money to pay for property taxes and other expenses, and shall save some for future renovations of the house. However, the active chapter shall be ultimately responsible for any major repairs or renovations.

7.3.0 Work Parties

7.3.1 Work parties shall occur every Monday during the school year after the active chapter meeting.

Work parties must be performed after this time must be done before midnight of the day assigned.

7.3.2 In order to receive an excused absence, a member must notify the Warden twenty-four (24) hours in advance that he will be unable to attend a work party.

7.3.3 Work missed as a result of an excused absence must be made up before Thursday of that week. If not the absence shall be considered unexcused and chapter discipline will be incurred.

7.4.0 Parking

7.4.1 Priority for parking spaces shall be in the following order, unless already sold:

- A. Live-ins
- B. Members of the Executive Committee
- C. Actives by Bond Number
- D. Phikeia
- E. Alumni
- F. Others

7.5.0 Private Use

7.5.1 Any person, including Alumni, who wish to use the chapter house for a special event must be sponsored by an active member and receive approval of three-quarters (3/4) of the live-ins and two-thirds (2/3) of the active chapter.

7.5.2 The required damage deposit is \$200 and the active member who sponsors the event shall be responsible for the care, maintenance, and cleanup of the house. Charges shall be assessed for house damage and cleanup if necessary.

7.5.3 The house cannot be used for any personal fundraising of any sort.

7.6.0 House Rules

7.6.1 Quiet hours shall be from 2300 to 800, Sunday night through Friday morning and 300 to 1200 Saturday and Sunday. Violations shall be defined as:

- A. Excessive noise, music, or loud talking with the door open.
- B. Conversation or disturbances of any kind in the halls on the upper floor.
- C. Any noise from the basement or first floor that could disturb the upper floor.

7.6.2 Any member personally responsible for damage to the house shall be required to pay for repair of the damages.

7.6.3 The house of Phi Delta Theta shall remain animal free unless prior consent has been given by the house manager and by all current live-ins.

7.6.4 Smoking is prohibited within the Phi Delta Theta House.

7.6.5 Consumption of alcohol and/or drugs is strictly forbidden within the Phi Delta Theta house.

7.6.6 Storage of alcohol and/or drugs is strictly forbidden within the Phi Delta Theta House

7.6.7 Any violation reported by at least two (2) actives will result in the offender being subject to chapter discipline.

Article Eight: Appeals

8.1.0 Appeals

8.1.1 Any member who wishes to appeal any section of these bylaws or any disciplinary action may do so to the Executive Committee.

8.2.0 Procedure

8.2.1 The active must present a written appeal to the Executive.

8.2.2 The Executive will hear the case and must decide with a four-fifths (4/5) vote.

8.2.3 Appeal of the executive's decision can be made to the active chapter, where a two-thirds (2/3) vote is required.

8.2.4 A vote held under section 8.2.3 of these bylaws shall be final, with the exception of new evidence being brought forward in appeal of a disciplinary decision.

Article Nine: Risk Management and Hazing

9.1.0 General

9.1.1 Members will at all times adhere to the risk management policies as published by the General Council of the Phi Delta Theta Fraternity.

9.2.0 Hazing

9.2.1 The chapter will not participate in or condone any actions taken by any member that may cause physical or mental harm to any individual, including current and/or prospective Phikeia.

9.2.2 The chapter will not participate in or condone any actions which force or pressure any individual to consume alcohol against his/her will.

Article Ten: Amendments

10.1.0 General

10.1.1 Bylaws may be added, altered, or deleted according to 10.2 of these bylaws.

10.2.0 Procedure

10.2.1 Amendments to these bylaws require two (2) meetings of the active chapter.

10.2.2 The first reading requires a simple majority to pass.

10.2.3 The second reading must be held at least one (1) week after first reading, and shall require a two-thirds (2/3) majority to pass.

10.3.0 Updates

10.3.1 Bylaws must be reviewed at least once per year.

10.3.2 These bylaws shall be updated, if necessary, twice per year, and if significant amendments have been made those amendments shall be distributed to the active chapter.

Updated November 16th, 2015 by Dalton Schamehorn, Landon Evans, Justin Baldock, Evan Veldhoen and Matthew Barker.