



Theta Delta Chi – (Charge name) Charge

By-Laws

ARTICLE I

Name, Purpose, and Establishment

Pursuant to the provisions of the Theta Delta Chi International Fraternity, which allow for the creation and adoption of these by-laws, the (Charge name) Charge of Theta Delta Chi Fraternity, at (Name of College or University), hereby adopts and enacts these by-laws regarding the internal business and procedural matters of our Charge. Through this document we aim to provide moral, social, and intellectual purpose for all brothers of the (Charge name) Charge. This will be accomplished by scholarship, leadership and a responsible social life that is founded on mutual esteem and dependence all while being a small, intimate and diverse brotherhood. In turn, these fortified relationships will translate through (Charge name) and the communities that allow (Charge name) to prosper both now and in the future.

On this, the (date) day of (Month) in the year (Year), we hereby declare these amended By-Laws as the official governing rules of procedures of our Charge in addition to the Constitution and International By-Laws of our Fraternity such that no article herein should be construed to supersede, replace or change any provisions of the Constitution, National By-Laws, (Name of College or University) regulations, Inter-Fraternity and Greek Council By-Laws and or all applicable local, state and federal laws.

ARTICLE II Membership

Section 1: New Member. A candidate for New Membership must be an undergraduate male who has completed a minimum 6.5 credits earned and a 2.6 GPA at (Name of College or University). Additionally, each new member prospect must be in good social and academic standing per the Colleges. Said candidate must have accepted a bid offered in the manner prescribed in Art. II, Sect II. of these by-laws and not have previously been initiated into any other secret or social fraternal organization.

Section 2: Bidding Process. To receive a bid to become a New Member of Theta Delta Chi, (Charge name), a candidate must first be approved by the rush committee for that respective semester. Then, the committee will present a slate of these candidates who must receive three-fourths majority vote of the Active Members in Good Standing present at the time of voting. Said vote must occur in person and no votes will be accepted unless present at the time and place of voting. If a candidate does not receive the required number of votes to be offered a bid, his name may be brought up in the future for re-evaluation.

Section 3: New Member Education and Responsibilities. The education and general responsibilities of New Members of (Charge name) shall be developed according to the following policies:

- a. A candidate's New Member Education shall be a length determined by the Executive Council and New Member Educator to be ratified by a simple majority vote of the Active Members with voting privileges and lasting no more than ten weeks. It should be noted that Theta Delta Chi international policy states new member education should not extend 12-weeks.
- b. Under no circumstances shall hazing, whether physical, mental, or emotional, be used in the education of prospective members of Theta Delta Chi.
- c. A candidate is required to attend every New Member meeting during his New Membership period. Failure of any candidate to comply with this obligation may result in termination of his association with (Charge name).
- d. Each New member shall have at least one appointed "Big Brother," who is responsible for the well-being and general integration of the candidate concerning involvement with the university community, the Greek system and all aspects of Theta Delta Chi.
- e. Each New Member shall be required to learn all pertinent information regarding the local and international history of Theta Delta Chi.
- f. Each New Member shall be required to learn information deemed pertinent as outlined and described in the New Member Education program.
- g. Each New Member class shall be responsible for completing at least one house project, one philanthropy event, and eight community service hours.

- h. Each New Member class shall nominate and elect a President, Vice President, Social Chair, Philanthropy Chair, Academic Chair, Project Manager, Risk Manager, Treasurer and Secretary. The New Member Educator has the full right to appoint any positions he deems necessary with the approval of the Charge executive board.

Section 4: Initiation Requirements. Candidates for initiation must meet all the following requirements to be considered for initiation.

- a. The name of a candidate for initiation can be brought before the Active Brotherhood at any time for a review of his New Membership. In order to be retained as a New Member, he must receive three-fourths vote from the Active Membership.
- b. At the conclusion of the New Member Education Period, each candidate shall present themselves in front of all Active Brothers in Good Standing. Upon the presentation of the candidates, the Active Brothers in Good Standing must reach a $\frac{3}{4}$ majority in-person vote to formally approve the candidate for initiation.
- c. Each candidate must fulfill all financial obligations, including the initiation fees and 50% of New Member semester dues, before the date of initiation. Should there be serious extenuating circumstances for an individual New Member, it is up to the discretion of the Treasurer to move forward.
- d. Each candidate is required to have a minimum of a 2.6 semester college GPA upon the time of initiation. Should said candidate fail to meet this standard, it is up to the discretion of the Academic Chair and an academic improvement plan will be required of said candidate.

Section 5: Active Membership. All duly initiated members of Theta Delta Chi, (Charge name), who are currently enrolled as undergraduate students at (Name of College or University), who have not as of yet assumed alumnus status shall be considered Active members of this Charge.

Section 6: Active Members in Good Standing. The policy for developing the title of Member in Good Standing shall be:

- a. Active Members who have fulfilled all financial obligations to date.
- b. Active Members who have attended the required number of events during the previous month.
- c. Active Members who have attended all Charge meetings excluding one academic excuse and extenuating circumstances with proof at the discretion of the Secretary.
- d. Active Members that have in no way been found, by the Executive Council and/or Brotherhood, to have seriously violated any precept or policy of these By-laws, the International Constitution or the International By-laws of Theta Delta Chi.
- e. Active Members who have met the minimum academic standards of a 2.6 semester college GPA.

- f. Active Members who have fulfilled all community service obligations to date.

Section 7: Active Members in Bad Standing. Should a member fail to meet any of the requirements to be considered an Active Member in Good Standing, he will be given these restrictions as an Active Member in Bad Standing

- a. Active Members in Bad Standing cannot attend social, brotherhood, or philanthropy events.
- b. Active Members in Bad Standing vacate all voting privileges.
- c. The title of “Bad Standing” can be removed upon the fulfillment of the criteria in Article II, Section 6.

Section 8: Active Away Membership. An initiated brother of (Charge name), who has temporarily removed from campus shall be recognized as

- a. An Active Member may declare himself as an Active Away Member to the Charge or Executive Board and follow the provisions listed
- b. While Active Away Members do not have a financial obligation with the Charge
- c. Active Away Members might be away due to multiple reasons such as, taking advantage of joint programs offered at (Name of College or University), Studying Abroad, Internships, Gap-Year, Military and AmeriCorps.
- d. Members are considered Active Away Members by leaving the institution on their own for reasons listed above.
- e. Members who are expelled due to academic, social or anything related to (Name of College or University), Community Or Standards will go through the expulsion process Article II, Section 9.

Section 9: Expulsion. Any active member of a Charge may be expelled by the Charge of which he is an active member, if, after hearing upon complaint, he has been found guilty, by vote of not less than three-fourths of the active members of such Charge, of one or more of the following acts or offenses:

- a. (a) Violating one or more of the provisions of the Constitution of Theta Delta Chi Fraternity; (See Constitution, Article IV, Section 5, and Article (CHARGE NAME)V, Section 5.)
- b. (b) Improperly revealing any of the secret words, tokens, signs, grips, passwords, mode or procedure for gaining admittance into any meeting of Theta Delta Chi Fraternity, any degree or ceremony, or any secret business transacted in a Charge lodge room or Convention of Theta Delta Chi Fraternity, all of which are secrets to be kept inviolate;
- c. (c) Obtaining admission or re-instatement into membership in a Charge or in Theta Delta Chi Fraternity by false statement, concealment, deception or evasion of facts regarding his personal or family history;

- d. (d) Wrongfully appropriating to his own use or to the use of another, other than the rightful owner, any of the funds, property or effects belonging to any Charge of the Fraternity, or to the general Fraternity, or to the Grand Lodge, or to any corporation, association, body of trustees or committee organized or e(Charge name)sting for the advancement and welfare of Theta Delta Chi Fraternity;
- e. (e) Making a complaint under the provisions of any section or sections of Article XVII or Article (CHARGE NAME)X of these By-Laws, against any other member of any Charge of Theta Delta Chi Fraternity, which complaint has been proved to be false and maliciously made;
- f. (f) Having become an habitual user of narcotics, or having been guilty of any immoral practice or having been convicted of a felony;
- g. (g) Having been guilty of conduct violative of his duties or obligations, or unbecoming to his professions as a member of Theta Delta Chi Fraternity.

Section 10: Alumni. A member who ceases to be an Active Member of this Charge, by reasons of leaving (Name of College or University), before graduation of his class or delegation shall be deemed an Alumnus Member.

- a. An active member of a Charge of this Fraternity shall not be allowed to resign from such Charge, nor shall he in any way be relieved of his duties and responsibilities as an active member of such Charge, so long as he is matriculated for or engaged in undergraduate studies or courses at the institution where the active Charge is maintained.
- b. After having been an active member for three college years after the college year of his initiation or at any time after the graduation of the class to which his delegation belonged, or in case the active member has married after his initiation and during his college career, he may, at his option, cease to be an active member and shall be deemed to be an alumnus member.

ARTICLE III

Elections, Resignation, and Removal of Charge Officers

Section 1: Elected Officers. The following officers shall be elected by a simple majority vote by the Active Membership in Good Standing with the voting privileges of (Charge name): President, Treasurer, Vice President, Standards Chair, Philanthropy Chair, Secretary, Social Chair, Alumni Chair, House Manager, New Member Educator, Academic Chair, Community Service Chair, Herald, and Risk Manager.

- a. The following Elected Officers should live in the house that is being used as the Charge house: President, Vice-President, Treasurer, External Social Chair, Internal Social Chair, New Member Educator, Housing Manager, and Risk Manager.

Section 2: Elections.

- a. Elections for President, Treasurer, Vice President, Standards Chair, Philanthropy Chair, Secretary, Social Chair, New Member Educator, Academic Chair, Community Service Chair, and Risk Manager shall be held during the end of each spring academic term. These positions will serve for a full academic year.
- b. Nominations for elections shall be held no later than the seventh week of the Spring semester.
- c. To be nominated for elected office, a Brother must be a Brother in Good Standing as described in **Article II, Section 7** of these By-laws.
- d. Speeches and elections shall be held at the first or first two Charge meeting(s) following nominations.
- e. All officers may be re-elected provided they continue to meet all requirements set forth in **Article II, Section 2, sub-section C**, of these By-laws.
- f. Any additional officers, as deemed necessary by the President or a majority vote of the Charge may be elected in addition to those prescribed by Art. III, Sec. I.

Section 3: Resignation of Charge Officers

- a. Any elected officer of (Charge name) may resign his office and his resignation may, at the discretion of the Charge, be accepted.
- b. A vacancy of an elected Charge office by resignation shall be filled by an appointment by the President. Said appointment can be ratified by a majority vote of the Active Members with voting privileges.
- c. In the case of a Presidential resignation, any Active Charge Member can be nominated to fill the vacancy

Section 4: Removal of Charge Officers. Any elected officer of (Charge name) may be removed from office by a vote of three-fourths of the Active Members in Good Standing, for any stated reason that may seem sufficient to the Charge. Any vacancy created by the removal of an officer by the Brotherhood shall be resolved in the manner put forth in **Article III, Section 2, sub-sections B and C**, of these by-laws.

ARTICLE IV

Duties of Elected Officers and the Executive Committee

President- The President's duties are to oversee everything that the fraternity does. The President needs to be able to run weekly Charge meetings. Enforce the Constitution and By-laws of Theta Delta Chi Fraternity. Be responsible for all the actions of the Charge, whether it is by one individual, multiple individuals, or the Charge as a whole. Submit all required correspondences to the CFO on time. Maintain a positive working relationship with local alumni, school administrators, and the CFO.

Vice President- Though the Vice President (VP) of a body is 'below' the President, the VP should have the same mindset and determination that the President has. With this being said, the VP should be a second brain for the President to help make decisions. It is extremely important for the Vice President to be personal and close with all brothers of the Charge. The Vice President should be able to approach any brother or friend and make them feel comfortable. Planning important events such as family orientated events should be coordinated by the VP. The VP should have good social skills and confidence in order to communicate with anyone with questions.

Treasurer- The treasurer shall oversee all financial related activities within the Fraternity. This includes creating semester budgets, collecting dues and other revenue sources, accounting for all organization expenditures, monitoring the fraternity meal plan, overseeing the Charge housing financials, and ensuring all national fees have been paid. Along with this, it is their responsibility to work with members to accommodate for their personal financial situations. The treasurer will work with other executive council members to ensure they have the funds to properly perform their duties and allow the Fraternity to run smoothly. The treasurer is to be as transparent as possible through all accounting processes to allow members, families of members, and the Grand Lodge to confidently see where we stand financially at any given time.

Secretary- It is the responsibility of the Recording Secretary to establish a clear channel of communication between all members of the executive council. He is responsible for representing the values of Theta Delta Chi and should take the time to learn the roles of the other executive council. The Recording Secretary is responsible for establishing agendas at meetings: including a Call to Order, Roll Call and approval of minutes from the last meeting. Additionally, the Recording Secretary is in charge of recording the minutes at each Charge meeting and any votes/ballots when applicable. The secretary will be the moderator during a judicial process, unless the secretary is involved in the judicial process or judicial board in which case the executive board will vote on a new moderator.

The Risk Manager- assists in the development and implementation of the Charges' safety/risk management program. He coordinates the risk management education of members, new members, and assists other officers in incorporating safety and risk management-related precautions into their programs. With the help of the house corporation, Charge Advisor, Executive Council, officers and members, he addresses concerns related to building maintenance, safety, fire, health, the use of alcohol or illegal drugs, hazing or sexual abuse. He is also responsible for the programming standards of Theta Delta Chi and completion of attendance sheets for said events.

Recruitment Chair- The recruitment chair is responsible for overseeing the process of recruitment throughout the year. It is his duty to plan and coordinate all recruitment events with the help of his committee including having a fall and spring formal recruitment. He will also be the primary contact between the Fraternity and potential new members. The recruitment chair will also aid the New Member Educator in the New Member Education Program. Being that the future of the fraternity is in the hands of incoming members, it is essential that the recruitment chair remain active in his practices making sure that the Fraternity is accepting the best possible members.

New Member Educator- The New member educator is in charge of the education process for all new members. His education program will abide by (Name of College or University) Standards of Excellence. It is his job to teach all new members brotherhood, social training and development of group understanding.

Philanthropy Chair- The philanthropy chair is responsible for overseeing and completing all required philanthropy events. He is responsible for organizing and planning philanthropy and service events and taking attendance for active members during these events. He should also maintain records of the semester and yearly hours of each member as they work towards their requirements. The philanthropy chair will host events that give back in a variety of ways including raising money, service, and participation in community events. The philanthropy chair is responsible for managing finances for the events and to raise money for the events, specifically one annual event for Theta Delta Chi's official philanthropy partner, Autism Speaks.

Social Chair- The social chair is responsible for all social events. This includes correspondence with other participating organizations, set up, clean up, and purchase of necessary items as predetermined for the event.

Housing Manager- It is the Housing Manager's duty to know and oversee everything that happens at the house. The Housing Manager must work with the treasurer to budget for rent, utilities, damages to the house, and house projects. He will work with live-ins to ensure all necessities are taken care of, oversee projects, and work with the social chair to prepare the

house for social events. There will be a housing meeting at minimum once a month to discuss any concerns by the live-ins. With 24-hour notice, The Housing Manager can schedule a mandatory housing meeting to discuss urgent matters. The House Manger is also responsible for determining a budget for cleaning supplies and house purchases.

Academic Chair- It is the academic chair's responsibility to review all members cumulative and semester GPA. He will hold members accountable if they fall below the academic standards set by fraternity as well as recognizing members who have succeeded academically. He will oversee a portion of the budget to promote academic success. The academic chair will plan/promote academic workshops.

Community Relations Chair- The community relations chair is responsible for organizing events involving the local community to create relations between the fraternity and the community. He will oversee a portion of the budget to fund community events. He is responsible for informing the community about future events that the fraternity will be hosting.

Herald- It shall be the duty of the Herald to open and close the meetings; to usher the candidate for initiation into the hall in due form, and to keep in order the regalia of the Charge.

ARTICLE V

Charge Meetings

Section 1: Policy. The purpose set forth by the brotherhood of (Charge name), is to provide a weekly meeting of the Charge to inform, educate, and provide a forum for the Active Members of this Fraternity, conducted in an efficient and respectful manner adhering to the traditions of Theta Delta Chi.

Section 2: Regularity of Meeting. A regular meeting of the Active Members of (Charge name) shall be held once a week during the academic year, both the fall and spring semesters for (Name of College or University). The President shall fix the time and day for this meeting. The last regular meeting shall be held during the penultimate week of academic instruction.

Section 3: Special Meetings. The President may call as many special Charge meetings as he deems necessary. The President shall set the date and time of said meeting and these meetings will be conducted in a similar manner and are subject to the same rules as regular Charge meetings. The President must give twenty-four hours' notice to the Brotherhood.

Section 4: Quorum. In order for any meeting to be opened a quorum of Brothers must be present. A quorum shall consist of a majority of the Members in Good Standing. A simple majority quorum can discuss and vote on all issues brought to the Charge meeting except: the

initiation of a new member, the election of a new officer, the expulsion of any Active Member, or the removal of an elected officer. In these cases, quorum must consist of three-fourths majority of Members in Good Standing.

Section 5: Roberts Rule of Order.

Roberts Rules of Order will be used to answer any question relating to parliamentary procedure.

Section 6: Order of Business. The order of business shall be as follows:

- a. The opening of the meeting by the Herald, recitation of the Preamble, the singing of the invocation, and roll call.
- b. Reading of the minutes of the previous meeting by the Secretary and their approval.
- c. Reports of the Officers.
- d. Special Reports
- e. Old Business
- f. New Business
- g. Pass the Gavel
- h. Closing and Adjournment

Section 7: Attendance and Absences

- a. All Active Members in both Good and Bad Standing are required to attend all charge meetings.
- b. Active Members are permitted one excuse for academic reasons per semester. Extenuating circumstances including but not limited to illness, work, travel, or family emergencies must be accompanied by a form of proof approved at the discretion of the Secretary.
- c. Absences, judged un-excused by the Secretary, from any Charge Meeting, shall result in a \$25.00 fine;
- d. Any officer who misses more than two meetings per semester may be removed from office at the discretion of the Executive Council.

Section 8: Addressing the Floor.

- a. Any Active Member of (Charge name) may address the Brotherhood in a manner in accordance with Robert's Rules of Order
- b. At the discretion of the President, undergraduate members of other Charges may address the Brotherhood.
- c. A systematized speakers list and time restrictions may be developed and enforced by the President provided it offers equal floor time to all Active Members.

- d. Unbrotherly conduct within Charge Meetings may result in denial of speaking privileges for the rest of the meeting. This restriction will be enforced by the President with the approval of at least one other Executive Council Member.

Section 9: Executive Council Meeting

- a. A regular meeting of the Executive Council of (Charge name) shall be held at regular intervals, at the discretion of the President during the fall and spring semesters of (Name of College or University). The President shall fix the time and date of said meeting.
- b. The purpose of this meeting shall be to engage in all responsibilities assigned to the Executive Council in **Article IV**.
- c. This meeting may be informal in structure; however, minutes will be recorded by the Secretary and shall be presented at the general Charge Meeting by request.
- d. All members of the Executive Council are required to attend all Executive Council meetings.
- e. Active Members may be requested to attend by the President, when notice has been given at least one day in advance attendance will be considered mandatory.

Section 10: Voting

- a. Veto Power: If the Charge does not agree with a decision made by the Executive Council, then quorum must be met and two-thirds majority vote of members present at Charge or special meeting, can overrule the decision.
- b. All voting matters presented at Charge meetings shall require an in-person roll call vote called by the Secretary. Active Brothers in Good Standing may respond: Yay, Nay, or abstain from said vote.

ARTICLE VI

Procedure for Amending the By-laws of (Charge name).

The following procedure shall be used whenever a majority of the active members deem the (Charge name) Bylaws insufficient in upholding justice and falling short in progressing the mission statements of Theta Delta Chi and (Charge name).

- a. The Executive Council shall call for a Legislative Committee composed of three members appointed by the President to investigate and make recommendations for amendment.
- b. The Legislative Committee shall present and explain the recommended amendments to the active brotherhood at least one week before they are voted on.

- c. A two-thirds vote of the active members is needed in order for the recommended changes to become amendments to the By-Laws of (Charge name).
- d. Amendments shall take effect immediately after ratification.

ARTICLE VII

Academic Standards

Section 1: Each active member of (Charge name) Charge must have a grade point average of at least **2.6** per semester to be able to be considered a brother in good standing and new members must be on pace for a **2.6** before being initiated.

Section 2: Should an Active Member have a GPA below 2.6 for two consecutive semesters, said member will be required to have an Academic Improvement Plan until achieving above a 2.6 GPA.

Section 3: If a member is in Bad Standing because of academic issues, he can be put back into Good Standing so long as he demonstrates adequate progress at the discretion of the Academic Chair.

Section 4: Applicable weekly study hours will be designated to Active Brothers per the Standards Document

ARTICLE VIII

Dues, Fines and Payments

Dues for the semester will be voted upon by members in good standing prior to the semester's start. Payments are made to the Fraternity, with at least one being required by the start of the academic year.

Section 1: Payment Plan

If needed, a brother may go on a payment plan. A payment plan must be followed on this structure:

- a. 25% completed by the end of the first month

- b. 50% completed by the end of the second month
- c. 75% completed by the end of the third month
- d. 100% completed by the end of the fourth month

If a member does not follow this structure, they will be placed into bad standing.

Section 2: Fines

Fines can be handed out by any Executive Council member, for the following reasons.

- a. Missed or having to be removed from Charge meetings or special meetings \$10.00 or an additional hour of community service.
- b. Being absent at any mandatory event will result in a fine of \$10.00 or an additional hour of community service.
- c. All fines will be due within one week. The late penalty for a fine will be \$5 every week the fine is late.
- d. If a brother doesn't complete his mandatory study hours, he will be fined \$10.00.

ARTICLE IX **Judicial Process**

Section 1: If a brother does something that is considered in violation of any laws, code of conduct, Brotherhood Agreement, or any of Theta Delta Chi Statements of Position, that member may be subject to the following judicial process.

Section 2: Judicial Board Membership. The Judicial Board shall be comprised of three active brothers appointed by the executive council, two of those brothers must hold offices that relate closest to the incident. The third member will be a randomly chosen brother in good standing with the Fraternity.

Section 2: The Hearing Process. The following process will be followed for all judicial hearings.

- a. A moderator will be present to present any and all evidence, record the process, and record the consequences, but will have no involvement with the judicial board in decision-making or voting.
- b. The brother in question will present an explanation to the judicial board on the incident in question happened and how he is willing make amends.
- c. The judicial board will then determine the consequences if determined necessary
- d. If a member is subject to the judicial process three times in a semester, that member will be subject to a membership review.