

THE BY-LAWS OF THE DELTA TAU CHAPTER OF ΔKE

PREAMBLE

We, the members of Delta Tau CHAPTER of DELTA KAPPA EPSILON, desiring to establish rules and regulations necessary to conduct Chapter affairs, do hereby establish the following Bylaws.

ARTICLE I

Section 1: All provisions of the Constitution, By-laws, & Standards of Delta Kappa Epsilon International Fraternity form part of these By-laws of Delta Tau as if attached, and are included herein by reference.

Section 2: These By-laws, or any part of it, may be repealed or amended at any regular Chapter meeting by a two-thirds majority of the eligible voting members at the meeting. Amendments must be submitted by the Recording Secretary, and read aloud to the chapter at a Chapter Meeting, at least one week before such a vote, unless deemed urgent by the President or the active chapter. Similarly, the Executive Officers, as being selected by all voting members, may amend this Constitution, or any part of it, at any open Executive meeting with a two-thirds vote.

Section 3: The purpose of Delta Tau is to promote the traits of being a gentleman, scholar, and jolly good fellow in its members.

ARTICLE II

Section 1: Election to membership shall be based on the fulfillment of the criteria set forth that is determined by a majority of the chapter at a regular Chapter Meeting before each semester's rush.

Section 2: No pledge who is not in good academic standing with Ohio State University shall be initiated into membership.

Section 3: Discrimination is Prohibited. Except in the explicit prohibition of women from obtaining membership, Delta Tau shall not discriminate in our selection of members based on age, ancestry, color, disability, gender identity or expression, genetic, information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with the Delta Kappa Epsilon Constitution and Ohio State guidelines.

Section 4: Members initiated at other DKE chapters may be affiliated with the Delta Tau Chapter upon a simple majority affirmative vote at a regular chapter meeting.

Section 5: It shall be the responsibility of each member to uphold, preserve, and advance the principles, purposes, and policies of the Delta Tau Chapter and Delta Kappa Epsilon International Fraternity, including the crucial criteria of exhibiting the qualities of a gentleman, scholar, and a jolly good fellow. Furthermore, each member is responsible to restrain and refrain other members from violation of the principles, purposes, and policies of the Delta Tau Chapter and Delta Kappa Epsilon International Fraternity.

Section 6: Violations of section 5 shall result in the enactment of internal discipline measures outline in Article VIII.

ARTICLE III

Section 1: Only active members who are in good financial standing with the Delta Tau Chapter of Delta Kappa Epsilon are eligible for election to office. Good financial standing is defined as having no financial indebtedness to the Delta Tau Chapter or Delta Tau Chapter Housing Association. Adherence to a payment plan arrived at with the Treasurer or Housing Association is also considered adequate for the status of good financial standing.

Section 2: Whenever any vacancy shall occur in any elected office, Delta Tau shall default to the process outlined in the Constitution in replacing said officer.

Section 3: Elections for officers shall proceed as outlined in the Constitution, occurring at the end of each spring semester with a brief transition period between executive boards.

Section 4: The order for elections shall be: President, Vice-President, Treasurer, Vice President of Health and Safety, Secretary, Vice President of Ceremonies.

Section 5: The election process begins as follows: any individual wishing to run for President shall stand and be given adequate time to speak as to why he should be elected. After each candidate has been given a chance to speak, this process repeats for the rest of the executive positions.

Section 6: Upon completion of discussion of the candidates for each office, a secret ballot shall be cast for all positions at once. These ballots will be counted by three randomly selected voting members in attendance. If any position results in a tie, a revote for that specific position shall occur until an officer is selected.

ARTICLE IV

Section 1: All elected officers must attend a weekly Executive Committee meeting. Members may be removed from office by the process outlined in the Constitution.

Section 2: The President shall chair both Chapter and Executive Committee Meetings. In the President's absence, the order of succession to run the meetings shall be: Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer, and if all of these members are absent, the meeting shall be canceled or rescheduled at the discretion of the President.

Section 3: The President shall:

- be the liaison officer between the chapter and the Ohio State University administration, the International Fraternity, and the alumni;

- preside at Chapter Meetings and perform such duties as prescribed by these by-laws or the chapter;

- preserve order in meetings and ensure the observance of the Fraternity's purposes and ideals by the chapter;

- be the senior delegate and appoint junior delegate(s) to the DKE Convention
- create ad-hoc committees to discuss issues of a non-recurring nature; -have the power to act in the best interests of the Chapter;

- hold an Executive Committee retreat at the beginning of each semester; -be a member ex-officio of all committees.

- have the unilateral authority to cancel any event or activity that has the potential to be unsafe or reckless or otherwise not in compliance with policy.

- all other duties are listed in the Constitution.

Section 4: The Vice-President shall:

- be the chair of all Judicial Board hearings, as outline in the Constitution;

- have an Executive vote.

Section 5: The Vice President of Health and Safety shall:

- act as the risk manager of the fraternity

- appoint a manager of social media who checks the digital presence of all members to make sure they are upholding Delta Kappa Epsilon standards on Social Media and runs Delta Tau's social media accounts

- may form a risk-management committee at his discretion

- have the unilateral authority to cancel any event or activity that has the potential to be unsafe or reckless or otherwise not in compliance with policy.

- address any noise complaints or upset neighbors

- have an executive vote

Section 6: The Treasurer shall:

- be the financial officer of the chapter;

- deposit all chapter funds upon receipt in a bank designated by the chapter, in an account in the name of the Delta Tau Chapter;

- exercise final control over the time, place, and method of disbursement of chapter funds;

- maintain a record of all accounts owned by the Delta Tau Chapter, and maintain signature authority over all of them;

- delegate signature authority over the main chapter account(s) to one other person, who must live in the chapter house;
- enforce a regular schedule of billing;
- render monthly, a detailed list of chapter expenditures and an itemized statement of all active members outstanding debts to the chapter;
- have an Executive vote.

Section 7: The Secretary shall:

- be the chapter correspondent for the Deke Quarterly and furnish a chapter letter for each issue;
- acknowledge receipt of all communications promptly upon their arrival, and shall report them to the Chapter at its next regular meeting;
- preserve copies of all communications sent to him and the Chapter;
- send all communications, the non-receipt of which would subject the chapter to a penalty, by Certified or regular mail;
- design and publish The Delta Tau Deke on a semester basis;
- take attendance at Chapter Meetings
- prepare the Lion's Trophy Application yearly;
- maintain close rapport with alumni;
- invite guest speakers and organize activities thereof.;
- provide a motion form, outlining the proper format for motions.
- be the custodian of the chapter meetings minutes;
- keep full, accurate, and complete records of all proceedings of the chapter;
- be responsible for the design and distribution of chapter wide information, such as phone lists and weekly chapter activities list;
- read all new business and old business at chapter meetings;
- inform all Chapter members of any changes in the Chapter Meeting time;
- have an Executive vote.

Section 8: Vice President of Ceremonies:

- create the pledge process specifically tailored for each new pledge class following the guidelines set forth by the National Delta Kappa Epsilon Constitution;
- carry out rituals traditional to the Delta Tau Chapter;
- select pledge educators for each new pledge class;
- select the recruitment chair and be in charge of the recruitment of Delta Tau;
- be in charge of the social events of Delta Tau;
- have an executive vote.

ARTICLE V

Section 1: The following officers compose the Cabinet and are selected by the Executive Committee of the Delta Tau Chapter of Delta Kappa Epsilon Fraternity. The specific duties for each position may be abolished or modified by the appointing officer.

Section 2: The Philanthropy and Service Chair shall:

- be responsible for organizing and enacting philanthropies and service events;
- hold members accountable for reaching required service and fundraising goals
- be responsible for inciting interest with tri-council's philanthropies and community service; - budget philanthropy expenses as set forth by the treasurer.

Section 3: Social Chair:

- be responsible for planning and supervising Delta Tau Chapter's social and brotherhood activities;
- chair the Social Committee;
- coordinate the chapter's social program with other chairmen so that events create the most benefit possible for the chapter;
- be responsible for preparing and implementing a social budget, to be approved by the Executive Committee;
- be responsible for the chapter's relationships with sororities;
- be responsible for encouraging and maintaining good social relations with other fraternities and campus organizations.

Section 4: Recruitment Chair:

- conduct the Delta Tau Chapter rush program to ensure that only the best available men are pledged to the Fraternity;
- chair the Rush Committee;
- organize the rush program to provide for the meeting and screening of as many eligible men as possible;
- plan, schedule, and conduct rush programs and techniques to carry the rush message to all potential members;
- supervise the recording of data and evaluations for each prospective pledge;
- submit a report of the rush program and results to the chapter after the rush period, with suggestions for future rush activities;

Section 5: The Athletic Chair shall:

- be responsible for scheduling teams for all sports that Delta Tau Chapter wishes to participate in, fraternity and otherwise;
- effectively captain or manage all Delta Tau Chapter teams, when he cannot, he is responsible for designating a team captain;
- be responsible for notifying and informing the chapter of upcoming athletic events as well as rule changes in the respective sports;
- coordinate Greek Week activities, including the Delta Tau Chapter's event therein.

Section 6: The Brotherhood Chair shall:

- be responsible for the basic duties that the Brotherhood chair has traditionally performed at meetings;
- be responsible for planning certain pledge-active brotherhood events with the Pledge Educator;
- responsible for creating and administering frequent chapter brotherhood events;
- be responsible for the design and creating of banners that may grace the face of the chapter house.

Section 7: The Historian shall:

- be responsible for traditional meeting-to-meeting duties of the historian;
- follow other duties listed in the Constitution

Section 8: The Photographer

- catalog on film all major events of Delta Tau, including the rush slide show;
- take photographs of members for the Delta Tau website and composite

Section 9: The Pledge Educator(s) shall:

- be responsible for the administration of rituals, pledge education, and acting as a liaison between the chapter and the pledge class;
- serve a term that directly coincides with the pledge program; during the term, he shall sit as a non-voting member of the Executive Committee.

Section 10: The Pledge Liaison(s) shall:

- serve a term that directly coincides with the pledge program; during this term, he shall sit as a non-voting member of the Executive Committee;
- be accountable to potential initiate members;
- work independently of all other Chapter members to establish a system of accountability to the potential initiate members;
- meet weekly with the chapter advisor during the pledge period;
- serve the potential initiate members by serving their needs;
- suggest solutions to grievances brought before him and act proactively to prevent situations where grievances can occur;
- be required to keep confidential the names of those reporting information to him;
- make himself available to address the potential initiate members at any reasonable time during the pledge program.

Section 11: The House Manager shall (Appointed when a chapter house is established):

- be responsible for the organization of weekly chapter house clean-ups and the allocation of specific duties to each active member;
- be responsible for the repair of any damaged or broken chapter property;
- be responsible for the obtainment of cleaning supplies and toiletries;
- post a list to report broken or damaged chapter property;

- ensure that each active members completes his assigned tasks and report to the active chapter members who are not complying with their assigned tasks;
- perform routine maintenance on the Chapter House;
- be responsible to the chapter advisor for opening and closing the house during university holidays.

Section 12: The Kitchen Steward shall (Appointed when a chapter house is established):

- be responsible for the organization of weekly kitchen clean-up schedules;
- work as a liaison between the active chapter and the house cook to create a weekly menu;
- report to the active chapter members that are not complying with the clean-up schedule;
- assure that the kitchen is clean at all times;
- perform regular clean-ups on major kitchen appliances.

Section 13: Managers of Technology

- responsible for maintaining the Delta Tau chapter’s social media accounts
- Vice President of Health and Safety may appoint as many as he deems necessary

ARTICLE VI

Section 1: Chapter Meetings shall be held weekly, at a time and day to be determined by the President. Special meetings may be called by the President, or on special request to the President by a quorum of members. The President shall give not less than 24 hours of announced and posted advance notice of a special meeting; any business may be discussed at a special meeting.

Section 2: A majority of the undergraduate members of the Delta Tau Chapter in good standing shall constitute a quorum at any regular or special meeting.

Section 3: Unless specifically excused by the President, all undergraduate members shall be required to attend all Chapter Meetings.

Section 4: Where not in conflict with, or not expressly provided for in this Constitution, business shall be governed by Roberts’ Revised Rules of Order.

Section 5: A vote of “ABSTAIN” will count neither as a “NO” nor a “YES” vote. An “ABSTAIN” vote is not counted in the totals to determine the total number of votes.

Article VII

Section 1: The standing committees of the Delta Tau Chapter shall be: Executive; Rush; Pledge Education; Brotherhood; Alumni Relations; Social; Risk Management; and House Management (Created when a Chapter House is founded)

Section 2: The members of the committees shall be appointed by the respective chairmen, 10 days after Chairmen are elected, and such appointments shall be confirmed by the Executive Committee. The terms of the members of the committees shall coincide with those of the chapter officers. Active and pledge members (under very special circumstances) may be members of the committees.

Section 3: The Executive Committee shall consist of the President, Vice President, Vice President of Health and Safety, Treasurer, Secretary, Vice President of Ceremonies. The committee chaired by the President, shall:

- act as counsel to the President and assist him in planning, adopting, and executing the policies and programs of the Delta Tau Chapter;
- hold a regular weekly meeting before the Chapter Meeting;
- submit all proposed rules, procedures, policies, and plans to the chapter for final approval, except those proposed as duties of the various committees, or those which are administrative functions of an executive body;
- have general oversight of the welfare of the chapter;
- have the power to enact disciplinary measures, including the power to levy fines, subject to the accountability process.

Section 4: The Rush Committee, chaired by the Rush Chair, shall:

- formulate the program for chapter rush and submit it to the Executive Committee for approval;
- execute the program upon approval by the Executive Committee;
- Submit regular reports to the Executive Committee;
- recommend fines or penalties which shall be imposed upon any member or members failing to comply with the adopted rush regulations and programs subject to the accountability process.

Section 5: The Pledge Education Committee, chaired by The New Member Educator and Master of Ceremonies, shall:

- formulate a program of pledge education and submit it to the Executive Committee for approval;
- execute the program upon approval by the Executive Committee and the chapter; -submit weekly reports to the Executive Committee;

- determine the Delta Tau Chapter's requirements for Initiation, and review each pledge's progress regularly before initiation;
- instruct the pledges on information that is outlined in the Delta Tau Chapter Pledge Manual; -supervise the activities of the pledge class in preparing for membership in DKE;
- with the advice of the chapter, assign a Big Brother to each pledge, who will:
 - Be accountable to the chapter for the conduct of the pledge
 - Have regular contact with the pledge, and assist, or find assistance for problems of campus, Fraternal or personal nature;
 - Exemplify, to the best of his ability, the qualities and attitudes desired to be developed in the pledges and amid the Brotherhood as a whole.

Section 6: The Alumni Relations Committee, chaired by the Corresponding Secretary, shall:

- formulate a program by which the involvement and support of the Delta Tau Chapter alumni may be stimulated, developed, maintained, and submit it to the Executive Committee;
- execute the program upon approval by the Executive Committee;
- work with other committees to set up programs to involve the alumni and actives at Homecoming, Initiation, etc.;
- establish and maintain complete alumni files, including name, class, occupation, current address, and other pertinent data, and work with the DKE International Headquarters and the Delta Tau Chapter House Association to update these regularly;
- work with other committees to elicit alumni cooperation in such areas as rush recommendations and job placement.

Section 7: The Social Committee, chaired by the Social Chair, shall:

- plan and supervise all chapter social activities;
- advise on and control matters of social decorum within the Delta Tau Chapter; -expend funds only with the approval of the Treasurer, President, or Chapter;

Section 8: The House Management Committee, chaired by the House Manager, shall:

- determine the responsible persons for damage to the Delta Tau Chapter House, and notify the Treasurer of any necessary billing;
- perform periodic inspections of Chapter House

-at the start of the semester, compose a prioritized list of needed structural improvements with estimated costs, and provide this list to the Executive Committee and the Delta Tau Chapter House Association;

-oversee the parking lot and levy reasonable penalties for improper parking.

ARTICLE VIII

Section 1: There shall exist an internal mechanism to oversee and remedy disciplinary problems, known as the Delta Tau Chapter Judicial Board.

Section 2: All conduct that causes anyone to question the integrity of the Delta Tau Chapter of Delta Kappa Epsilon will be subject to review by the Delta Tau Chapter Disciplinary Board.

Section 3: All cases shall follow the judicial process outlined in the Constitution including the removal of officers and members.

BY-LAW I:

No pledge may consume alcohol on Delta Tau Chapter property.

BY-LAW II:

Any active member who destroys House property, regardless of intent, will be charged the repair cost in full after the house manager has the damage repaired.

BY-LAW III:

Attendance at all Chapter Meetings is mandatory. Excuses for absences must be sent in writing, email, or text message to the Executive Committee for its review and any time before the Chapter Meeting to be missed. If either no excuse is given or the excuse is deemed unacceptable by the vote of the Executive Committee:

First offense — Verbal warning

Subsequent Offense(s) — fine of \$3 per offense, paying to the Social Fund (via the treasurer).

After the fourth offense— said member shall not be permitted to attend social events for the remainder of the semester and will be fined \$10 per offense from then on.

By-Law IV:

No Pledges may wear Delta Kappa Epsilon apparel until fully initiated at what point they may receive their first DKE shirt paid for by the active members or have the opportunity to purchase one.

Amendments to the Delta Tau Chapter of Delta Kappa Epsilon Constitution

Amendment I:

The Delta Tau Chapter of Delta Kappa Epsilon will follow rules set forth by the Ohio State University administration as long as they coincide with our beliefs as an organization and do not infringe upon our liberties granted to us by the Constitution.