

Ohio State University Kappa Kappa Delta Rho



Kappa Delta Rho

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Submitted by:

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March 20rd, 2019

**Constitution of the Kappa Chapter of
Kappa Delta Rho**

80 West 11th Avenue

Unit 1104,

Columbus, Ohio 43210

Ratified: March 19th, 2019

ARTICLE I
GROUP

The name of this organization shall be the Kappa Chapter of Kappa Delta Rho Fraternity at The Ohio State University.

ARTICLE II
PURPOSE

The purpose of the Kappa Chapter of the National Fraternity of Kappa Delta Rho shall be the promotion of good fellowship among its members and the advancement of honor, justice, virtue, and the embodiment of the principles and spirit of the Kappa Delta Rho Gentleman.

This chapter shall abide by the rules and Constitution of the National Fraternity of Kappa Delta Rho, Inc. It shall provide a source of identity, a source of dignity for every member. The Fraternity will be a significant force in preparing its members for the challenges of the complex life they will face. The Fraternity clearly recognizes the need for scholastic achievement, intellectual honesty, community service, and personal and group fiscal responsibility. The Kappa Chapter accepts the opportunity of contributing to the general education of its members.

ARTICLE III
MEMBERSHIP

Section 1. The Kappa Chapter at The Ohio State University shall consist of male students, in attendance at the institution previously named. The Kappa Chapter shall not discriminate as to its membership on the basis of age, ancestry, color, disability, genetic information, HIV/AIDS status, military status, national origin, race, religion, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration and Funding Guidelines. We do however reserve the right to restrict membership to those individuals who we, as an active body, feel will best promote the purpose of the Kappa Chapter as set forth in Article II.

Section 2. The membership of this chapter shall consist only of the following six classifications: active, new member, neophyte, alumni, honorary, and inactive.

A. The active membership shall consist of those members who are duly enrolled candidates for a Bachelor's degree, or the equivalent thereof, and/or those students who after attainment of the Bachelor's degree, or the equivalent thereof, remain at Ohio State University in the pursuit of an

advanced degree.

B. New Members shall consist of those individuals associated with the chapter who have yet to complete the educational program set forth by the National Fraternity. These members are to abide by all chapter rules and attend all weekly chapter and committee meetings. However, they are not permitted to attend formal ritual chapter meetings, as they are not fully initiated members of the chapter.

C. Neophytes shall consist of those individuals associated with the chapter who have completed the educational program set forth by the National Fraternity but, for academic or personal reasons, failed to initiate into the Fraternity. These individuals have until the end of the semester after the completion of the educational program to improve their grades or personal situation or they will be dropped from the chapter's roster. Any person who is taken off the chapter's roster may, at the chapter's discretion, become an associate again.

D. Alumni members shall be former active members of the Kappa Chapter, both graduates and non-graduates, who have completed their work at Ohio State University, or those active members who transferred institutions or terminated their college career due to personal reasons prior to graduation.

1. An alumnus member who re-enrolls at Ohio State University may revert to the status of an active member if he meets the chapter's requirements for membership, as described in Subsection A of this Article.

E. Honorary members shall consist of outstanding faculty members or other non-undergraduate men of good repute, who have been selected by the active chapter, received a two-thirds majority vote from the chapter, and received approval from the National Office.

F. In active members shall consist of those individuals that at his own request and upon good cause

shown and while he is still a student, has been permitted by the chapter, by a three-fourths vote of approval, to assume the status of inactivity. An inactive member cannot take part in any chapter activity unless at specific invitation of the active chapter, except that no inactive member shall be allowed by the chapter to attend a chapter meeting, rush bid session, vote on any chapter matter, nor be allowed to attend social functions.

Section 3. In the event that a member of another chapter transfers to Ohio State University, proof on his National recognition must be provided and he must receive a two-thirds majority vote from the active chapter for said member to receive local recognition.

ARTICLE IV

MEMBERSHIP REQUIREMENTS

Section 1. All prospective members must be approved by a vote of the active members of the chapter to become new members by receiving no less than a two-thirds majority of the chapter's vote. Although a prospect may not have received a bid as a result of the first voting, the Senior Tribune may present his name before the active membership for another vote. Should the prospect again not receive a favorable vote, his name will be retired from the chapter's list of prospects, but may be reconsidered the following semester.

Section 2. In order for a prospect to go through the formal new member ceremony and become a new member, he must meet all of the following criteria:

A. All new members shall have attained a minimum 2.5 cumulative grade point average or meet those requirements set for by IFC, whichever is higher.

Section 3. To become an initiated member of the chapter and be fully initiated as a member of the Fraternity, each new member must have completed all requirements set forth by the National Fraternity, the chapter, and the IFC; have completed all financial requirements and received no more than 25 percent of negative votes from the active membership prior to initiation. Academically, they must attain a minimum 2.5 GPA the semester they pledge in order to be initiated, or they will be on neophyte status as defined in Article III, Section 2, Subsection C.

ARTICLE V

GOOD STANDING

Section 1. Good Standing shall consist of the following categories: financial, academic, social, and attendance.

Section 2. Good Standing, as defined by financial requirements, shall be determined by a member, associate, or neophyte's status in paying all fees and dues that are required by the chapter and meeting the required payments set forth in an agreement with the Quaestor.

Section 3. Good Standing, as defined by academic requirements, shall be determined by any member, associate, or neophyte's status in maintaining a minimum GPA of 2.5 for the previous semester and a 2.5 cumulative overall and/or meets the requirements set by the Scholastics Policy.

Section 4. Good Standing, as defined by social requirements, shall be determined on a case-by-case basis by the Scholarship Committee.

Section 5. Good Standing, as defined by attendance requirements, shall consist of any member, associate, or neophyte's status in meeting the obligations of attending meetings, recruitment events, and all other events that are deemed mandatory by the chapter. All members are allowed to miss only three mandatory events, without an excuse.

A. All excused absences shall be brought before the Praetor for determination of excused/unexcused. Each member has one day prior to the event to let the Praetor know of the reason for missing a function or a meeting. The Praetor must receive the excuse in writing or in a phone call and has the right to bring the individual before the Executive Committee for further questions. Extenuating circumstances will be determined on a case-by-case basis at the discretion of the Praetor.

1. Fines may be issued to those who miss mandatory events (meetings, recruitment, philanthropy work, etc.). Amounts may not exceed \$50.00 per absence without excuse. All money made will be allocated at the discretion of the Quaestor.
2. Fines shall begin at \$10.00 and shall increase with the following failure of attendance to such mandatory events (meetings, recruitment, philanthropy, work, etc.)

ARTICLE VI

OFFICERS & CHAIRMEN

Section 1. An active Brother may hold only one Executive Committee, Advisory Committee, or committee chair position. Elected officers must maintain a 2.5 cumulative grade point average.

Section 2. The chapter's Executive Committee Officers shall be the Consul, Senior Tribune, Junior Tribune, Aedile, Quaestor, and Praetor.

Section 3. The chapter's Advisory Committee Officers shall be the Pontifex, Centurion, and the Member-at-Large.

Section 4. The chapter's chairmen must include the Public Relations Chairman, Proprietor, Recruitment Chairman, Scholarship Chairman, Social Chairman, Philanthropy Chairman, Faculty Relations Chairman, Fundraising Chairman, Community Service Chairman, IFC Representative, Intramural Chairman, and Diversity Chairman. Other committee chairmen can be created at the discretion of the Executive Committee.

Section 5. The duties and qualifications of the chapter officers and committee chairmen shall be as follows:

A. Consul (President): The Consul is the President of the chapter. He shall preside over the chapter meetings, Executive Committee meetings, and is responsible for all chapter operations. The Consul must meet with all involved campus administrators, receive and distribute all information necessary for the function of committees and show good standings with Interfraternity relations. This member must be well versed in parliamentary procedures. As a leader of the Executive Committee, the Consul shall enforce the Bylaws of the chapter and National

Fraternity, as well as following any policies of Ohio State University. He will also make sure that each of his officers is performing their duties and oversee all functions of the chapter. He has no vote at Executive Committee or chapter meetings, except in those instances where there is a tie, in which case he breaks the tie. He may not hold more than two terms of office. The Consul is required to attend the National Fraternity's Consuls Academy held in January.

B. Senior Tribune (Vice President): The Senior Tribune is the First Vice President of the chapter and serves on the Executive Committee. As the Consul's "right hand man" he shall be in charge of the "tangible" assets of the Fraternity and be prepared to perform the duties of the Consul in his absence or incapacity. He must be prepared to step into the role of Consul and train a replacement for his position if the Consul can no longer fulfill his duties. The Senior Tribune shall also serve as a voting member of the Recruitment Committee. He shall work with the Recruitment Chairman to help him plan all recruitment events and distribute recruitment information and duties to the chapter members. He shall also oversee all committees aside from those held by other Executive Committee officers and contact all committee chairmen to make sure they are performing their duties.

C. Junior Tribune (Second Vice President): The Junior Tribune is the Second Vice President of the chapter and serves on the Executive Committee. He shall perform the duties of the Senior Tribune in his absence. His main function is that of educating new members and he serves as the New Member Education Chairman. He is also responsible for the welfare and education of all associates and their testing on history and policy and other materials essential to becoming a member of Kappa Delta Rho and a leader. He must stress that no hazing will be involved in the education program.

D. Aedile (Risk Manager): The Aedile is the Risk Manager of the chapter and serves on the Executive Committee. He shall supply a copy of the National Fraternity's Risk Management Policies to all chapter members and enforce these policies. He will head the Risk Management Committee and work closely with the Social Chairman to make sure that fire and safety drills are conducted at least once a month and that all social functions are run in accordance with FIPG Guidelines. As part of his duties he is to maintain the chapter's Crisis Management Plan. In order to be considered for this office, a member shall have completed one year of undergraduate work at the end of the semester elected.

E. Quaestor (Treasurer): The Quaestor is the Treasurer of the chapter and serves on the Executive Committee. He shall handle all chapter financial matters. He shall serve as the chapter's Finance Committee Chairman and oversees the development of the chapter's budget. It is his responsibility to collect and make all payments both to and from the chapter. He must also enforce chapter Bylaws that deal specifically with the treasury.

F. Praetor (Secretary): The Praetor is the Secretary of the chapter and serves on the Executive Committee. He shall be the record keeper and communications director of the chapter. He shall type all minutes of Executive Committee and chapter meetings and send a copy of said

minutes, as well as any other correspondence, to the National Office. He shall be in charge of maintaining the Chapter Bylaws, National Constitution, National Bylaws, and all Committee reports. He is also in charge of filing all correspondences and minutes for future review; maintaining a file of all pertinent information concerning pledges, members and prospects, including copies of pledge and initiation forms; informing the National Office of any address changes for alumni or active members; corresponding with other fraternal or campus groups and officials; and maintaining a chapter roster including school and summer addresses and phone numbers.

G. Pontifex (Chaplain): The Pontifex is the spiritual, moral, and ethical head of the chapter and serves on the Advisory Committee. He shall serve as the Advisory Committee Chairman. He shall act as a voice of reason and role model that serves to maintain the “intangible” facets of the Fraternity - unity, morale, image, pride, and honor. In this role he is responsible for the interpretation of local and national governing policies and procedures. He and the Centurion are in charge of the ritual that defines Kappa Delta Rho’s ideals and confirms Brotherhood.

H. Centurion (Sergeant of Arms): The Centurion is the doorkeeper of the chapter and serves on the Advisory Committee. He shall collect any outstanding fines from members who fail to attend activities without a pre-approved excuse. He receives the handclasp from all initiates before their entrance into formal meetings. He also acts as the voice of order during meetings and functions, maintains the chapter's ritual materials, as well as the meeting room. He is a voting member of the Advisory Committee and assists the Pontifex in tallying the votes for the Advisory Committee and chapter meetings. In addition to these duties, the Centurion serves as the chapter’s parliamentarian.

I. Member-at-Large: The Member-at-Large is an active, voting member of the Advisory Committee.

J. Public Relations Chairman: The Public Relations Chairman shall be in charge of the maintenance of the Kappa Chapter of Kappa Delta Rho’s public image, as well as the chapter’s official social media accounts. He shall oversee the social media accounts of his fellow Brothers to ensure that they represent themselves and Kappa Delta Rho positively. He also chairs the Public Relations Committee. He will work with the Historian to keep track of photos, videos, and other media that involves the Brothers at Ohio State.

K. Historian: He shall be responsible for the upkeep of the local and national history of Kappa Delta Rho through photo albums, video and/or written documentation. He is in charge of the composite.

L. Propraetor (Alumni Relations): The Propraetor is the corresponding secretary of the chapter, charged with public relations as they pertain to the National Office. He shall maintain frequent contact with alumni members. He will head the Alumni Relations Committee and keep an updated list of alumni addresses. He is responsible for the articles in the alumni newsletter

and sending articles or other information to the National Office for *The Sentry* and *The Quill & Scroll*.

M. Recruitment Chairman: The Recruitment Chairman shall be responsible for planning, organizing, and coordinating the chapter's recruitment program. He is also in charge of ensuring adherence to the recruitment regulations of the Fraternity and campus. He will effectively recruit all men recommended to the chapter by fellow Brothers who personify the qualities that Kappa Delta Rho stand for. He will have his Recruitment Committee assist him in these duties to ensure the best possible gentlemen become a part of this chapter.

N. Scholarship Chairman: The Scholarship Chairman is in charge of promoting academic success. He shall provide members with scholarship information, monitors the grades, creates study groups, and sets up tutorial systems for members and pledges. He is the head of the Scholarship Committee, which may also present academic awards to chapter members.

O. Social Chairman: The Social Chairman is responsible for setting up social activities with Brothers, other fraternities, sororities, and other student organizations. He shall chair the Social Committee and ensure that all chapter social events comply with FIPG policy. He is in charge of keeping of the Fraternity's calendar for each semester and the procedures of activity and travel permits for Ohio State University's planned events.

P. Philanthropy Chairman: The Philanthropy Chairman is responsible for establishing philanthropic events throughout the academic year that will support non-profit organizations with worthy causes. Together with his Philanthropy Committee, he must plan to help the university and work with the Public Relations Chairman to prepare correspondence to give to the media about chapter activities and achievements. He must also plan at least two philanthropy events per semester, one of which that supports Kappa Delta Rho, Inc.'s national philanthropy, The Andrew McDonough B+ Foundation (Be Positive).

Q. Fundraising Chairman: The Fundraising Chairman is responsible for planning and implementing fundraising events for the chapter to participate in each semester to raise money for the Fraternity. The profits from these events will be allocated at the discretion of the Quaestor. He will be responsible for the Fundraising Committee, which will aid him in collecting contacts and sources of which the fraternity can obtain money from. He will chair the Fundraising Committee and together will provide contacts and sources in which the fraternity can raise money while providing a worthy and engaging event.

R. Community Service Chairman: The Community Service Chairman is responsible for setting up functions that support the community through the giving of time, labor, and/or financial support. He must plan to help the university and work with the Public Relations Chairman to prepare correspondence to give to the media about chapter activities and achievements.

S. IFC Representative: The IFC Representative is responsible for representing the chapter at IFC, or Inter-fraternity Council meetings.

T. Intramural Chairman: The Intramural Chairman shall keep the chapter involved with on-campus activities through intramural sports. He will receive connections and activities on Campus in order to organize a sporting event that includes the participation of the Brothers. He will provide information to the Ohio State Chapter in order to allow willing participants to engage in such events and games.

U. Diversity Chairman: The Diversity Chairman shall promote diversity within this Chapter and gain contacts in order to interact with multicultural organizations on campus.

V. Faculty Relations Advisor: The Faculty Relations Advisor shall be responsible for receiving and dictating which members of the Ohio State University Faculty would serve best as advisors to the Kappa Chapter. They must be of outstanding merit and available to mentor any Brother in need of assistance. He is also responsible for creating faculty appreciation events that give thanks to those members of the Ohio State University Faculty who share the same characteristics that Kappa Delta Rho prides itself upon.

Section 6. Additional committee chairmen may be created as deemed necessary by the Executive Committee.

ARTICLE VII

COMMITTEES

Section 1. The Executive Committee shall be composed of the Consul (Chairman), Senior Tribune, Junior Tribune, Aedile, Quaestor, and Praetor. The Committee will meet weekly to discuss chapter problems, set goals, and evaluate chapter programs.

Section 2. The Advisory Committee shall be comprised of the Pontifex (Chairman), the Centurion, the Chapter Advisor (non-voting member), and Brothers serving as Members-at-Large (who are not already members of the Executive Committee or chair positions). It shall enforce the disciplinary procedures stated in Article XII and serve as a check to the Executive Committee to ensure that the day-to-day operation of the chapter that the Executive Committee oversees is keeping with the spirit and principles of the Fraternity.

Section 3. The Finance Committee shall be comprised of the Quaestor (Chairman) and Brothers serving as Committee members. The responsibility of the Finance committee is to create and propose to the Executive committee the chapter's annual budget.

Section 4. The Risk Management Committee shall be comprised of the Aedile (Chairman) and Brothers serving as Committee members. It is responsible for the safety and wellbeing of all Brothers at social events and other public events where Kappa Delta Rho is represented. It is also

in charge of keeping the Brothers up to date with all of the fire and safety drills that they must participate in.

Section 5. The New Member Education Committee shall be comprised of the Junior Tribune (Chairman) and Brothers serving as Committee members. It is responsible for providing up-to-date information to all of the new members and associates. It will also keep track the necessary welfare and education of all new members of the Kappa Chapter.

Section 6. The Alumni Relations Committee is comprised of the Proprietor (Chairman), Senior Tribune, and Brothers serving as Committee members. It is responsible for keeping an updated roster of the Alumni members and their current addresses. It will use this information to keep in contact with these Alumni and to pass any relevant information to them.

Section 7. The Philanthropy Committee shall be comprised of the Philanthropy Chairman, Senior Tribune, and Brothers serving as Committee members. It is responsible for establishing philanthropic events throughout the year that the Brothers can participate in to raise money in order to provide the necessary help and funding to non-profit organizations. Along with these events, it is responsible for the two events per semester, with at least one that supports Kappa Delta Rho, Inc.'s national philanthropy, The Andrew McDonough B+ Foundation.

Section 8. The Community Service Committee shall be comprised of the Community Service Chairman, Senior Tribune, and Brothers serving as Committee members. It is responsible for establishing local functions that support the community through time, labor, and/or financial support. It is also in charge of making each Brother participate in these events and giving such information to the University.

Section 9. The Fundraising Committee shall be comprised of the Fundraising Chairman, Senior Tribune, and Brothers serving as Committee members. Its responsibility is to plan and initiate fundraising events for the chapter to participate in. It is also in charge of gaining information and contacts that will provide financial aid in these events.

Section 10. The Scholarship Committee shall be comprised of the Scholarship Chairman, Senior Tribune, and Brothers serving as Committee members. It is in charge of monitoring the grades and academics of Brothers to make sure each Brother's GPA is above the 2.5 cumulative GPA minimum. It is tasked with promoting academic success through study aids, class help, and any other methods or resources at their disposal to ensure scholarly success for all of the Brothers. It is also able to give academic awards to outstanding Brothers, if they so choose.

Section 11. The Social Committee shall be comprised of the Social Chairman, Senior Tribune, and Brothers serving as Committee members. It is responsible for gaining contact with other fraternities, sororities, and school faculty and administration. It is in charge of making sure all chapter events with said groups follow FIPG policy. It is also responsible for the procedures and instructions for Ohio State University's planned events each semester.

Section 12. The Faculty Relations Committee shall be comprised of the Faculty Relations Chairman, Senior Tribune, and Brothers serving as Committee members. It is in charge of gaining a list from the Chapter of recommended Ohio State University Faculty and making sure they promote the values and characteristics of Kappa Delta Rho. It is also in charge of contacting these staff members and creating events for them, such as Chapter Meeting guest-speakers or faculty appreciation events.

Section 13. The chapter must maintain the following Committees: New Member Education, Risk Management, Finance, Public Relations, Alumni Relations, Recruitment, Scholarship, Social, Philanthropy, Faculty Relations, Fundraising, Community Service, and any other committees deemed necessary by the Executive Committee. The Chairmen of each respective committee shall lead these committees.

Section 14. Additional committees may be created as deemed necessary by the Executive Committee.

ARTICLE VIII **FINANCES**

Section 1. No chapter funds shall be spent on the purchase of alcoholic beverages or illegal goods.

- A. Chapter social fees may go towards the purchase of non-alcoholic drinks and food for chapter social functions.

Section 2. All financial requirements set for the chapter shall be proposed by the Quaestor, put forth by the Executive Committee, and approved by the vote of the active chapter.

- A. A budget will be drafted by the Finance Committee and approved by a two-thirds majority vote by the active Brotherhood at the end of the semester prior to its implementation.
- B. The Quaestor can overrule any chapter expenditure for any reason. His veto may be overturned by a three-fourths majority vote by the active Brotherhood.

Section 3. Chapter dues will be paid in full by the second formal meeting of every semester. Dues shall consist of National dues, National Risk Management Assessment, and any local fees set by the Executive Committee and agreed upon by an active membership vote of simple majority.

- A. All members shall sign a dues contract at the beginning of each semester for the amount they owe. It must be signed even if they pay their dues in full.

- B. Those members who cannot fulfill the financial obligations required of them must abide by a payment plan set by the Quaestor. Failure to stay current on a payment plan will result in the probation of the brother's privileges as described in Article XIII Section 2 until the member's account is made current.

Section 4. All money collected from fines shall be placed into a savings account.

Section 5. The Consul and Quaestor have official signing rights over the Kappa Delta Rho bank account.

ARTICLE IX

AMENDMENTS & RATIFICATION

Section 1. The Constitution may be amended by a two-thirds majority vote of the active Brothers at a business meeting.

Section 2. If an Article, Section, or Subsection of this Constitution is to be amended, the motion must be presented, in writing, two meetings (weeks) prior to the discussion and vote on said amendment.

- A. All amendments must be typewritten and submitted to all members of the chapter by the draftee.
- B. If the draftee is not present, the amendment cannot be discussed, and therefore must be tabled.
- C. Voting on an amendment must be done by secret ballot.
- D. Any amendment or change in this Constitution must be submitted to the National Office.

Section 3. this Constitution must be ratified by a two-thirds majority vote of the active members of the Kappa Chapter of Kappa Delta Rho.

Bylaws of the Kappa Chapter of Kappa Delta Rho

BYLAW I CHAPTER ADVISOR

Section 1. The active membership shall be polled for suggestions for potential faculty and alumni members to be asked to serve in the capacity of Chapter Advisor.

Section 2. The Executive Committee shall review the names and qualifications of the potential candidates suggested by the chapter members and rank them in order of preference.

Section 3. The Executive Committee, or an appointed person, will contact the proposed candidates and assess their interest in serving as Chapter Advisor.

Section 4. The active chapter must then vote on those who show interest. A simple majority is necessary to elect the Chapter Advisor.

Section 5. Once a Chapter Advisor(s) has been secured, he/she shall be provided with a copy of the Kappa Delta Rho Advisor's Manual, which outlines what is expected of him/her.

Section 6. In the event that a suitable candidate cannot be found among the recommendations made by the chapter members, the Greek Advising staff shall be approached for suggestions and assistance.

BYLAW II COMMITTEES

Section 1. All committees shall meet weekly at the discretion of the committee chairman.

Section 2. All committees, excluding the Executive Committee, shall submit a report to the Senior Tribune that includes all their actions from their meeting.

Section 3. The Senior Tribune shall serve as the executive officer of all committees, excluding

the committees held by other Executive Committee members and the Advisory Committee.

Section 4. The general chapter may set up additional committees. A simple majority vote of the chapter is required to set up a new committee, after being brought forward by the executive committee.

Section 5. Any additional committee, when set up, shall be designated a concise starting date and ending date for its existence. The existence of a temporary committee may be altered by a simple majority vote of the chapter.

BYLAW III **ELECTIONS**

Section 1. The Centurion shall moderate all election processes.

Section 2. Nominations for all positions shall take place no earlier than one week prior to their election. Nominations for all elected positions shall remain open until voting for the position begins.

Section 3. All nominees must be in good financial, judicial, and scholastic standing as defined in this document.

3.1. One active member must nominate a member for an office before a vote is held.

3.2. All nominees must accept their nomination in order to be eligible to be elected.

3.3. Members have the right to decline a nomination.

Section 4. Absentee ballots are allowed for members who have valid excuses for missing meetings. All absentee ballots should be submitted to the Praetor before the meeting where elections are scheduled.

Section 5. Officers will take position at the beginning of the upcoming semester at the latest.

Swearing-in ceremonies shall take place at the end of the meeting immediately prior to the beginning of the new term of office, during new business.

Section 6. After being elected to an officer position, a member must maintain good academic standing to retain the position for which he was elected.

Section 7. In the event that there is a vacancy in an elected office during a term, the chapter has the right to hold an emergency election in order to fill the position. All other election rules apply.

BYLAW IV **MEETINGS**

Section 1. Formal chapter meetings shall be held at least once a month.

1.1. The mode of dress for formal meetings is formal attire, which consists of a sport coat/blazer, collared shirt, dress pants/khakis, belt, dress shoes, and tie or bowtie.

1.2. The Centurion shall not admit anyone into a formal meeting who is not dressed appropriately. This will be considered an unexcused absence for said member.

Section 2. The Centurion and Pontifex are required to be at all formal meetings at least thirty minutes prior to the start of said meetings in order to set up the meeting place in accordance with National Bylaws.

2.1. The Centurion shall greet the Brotherhood with the handclasp and password, which the Brother must initiate in order to be granted entrance into a formal meeting.

Section 3. Regular meetings of the active chapter shall be held on a weekly basis during the school year, at a location and time determined by the Executive Committee and will remain constant throughout their term of office.

3.1. Meetings are regularly scheduled once a week unless there is a formal chapter meeting,

which will begin at the time designated.

3.2. Special meetings may be called at the discretion of the Executive Committee.

3.3. Cancelled regular meetings require that the chapter be notified at least two hours prior to the normal meeting time.

Section 4. In order for a meeting to be held, a quorum of active brothers must be present.

Quorum shall be defined as a simple majority.

Section 5. Parliamentary procedure and Robert's Rules of Order shall govern the conduct at all chapter meetings.

Section 6. The order of business at weekly meetings shall be as follows:

6.1. Call to order by the Consul with the Credo

6.2. Roll call

6.3. Officer reports

6.4. Committee reports

6.5. Old business

6.6. New business

6.7. Announcements

6.8. Adjournment by the Consul

Section 7. All members must be in good standing with the National Fraternity, local institution and local chapter to have a vote in chapter meetings.

Section 8. If a member expects to miss any mandatory chapter function, he must contact (written, or text) the Praetor with an honorable reason at least one day in advance in order to be excused. Unexcused absences may be subject to disciplinary action upon review of the Advisory

Committee. The Executive Committee will review extenuating circumstances.

8.1. Any Brother with an excused absence is be permitted to submit an absentee ballot to the Praetor prior to voting.

8.2. Acceptable excuses shall consist of class scheduling conflicts, work, serious illness, death in the family, or emergency.

8.3. All mandatory functions and meetings as deemed mandatory by the Executive Committee must be announced to the chapter at least 72 hours in advance. The recommended notification time is seven days in advance. If the chapter is notified of the event within less than 72 hours the event is no longer fineable.

Section 9. Any decisions made by the Advisory Committee may be overturned by the majority vote of the Executive Committee then subsequently the chapter by a simple majority vote during new business.

Section 10. Any decisions made by an officer or committee chairman may be overturned by the majority vote of the chapter during new business.

10.1. The Consul may veto any vote made by the chapter.

10.2. The chapter may overturn a veto by a three-fourths majority vote in this same manner.

10.3. The Quaestor can overrule any chapter expenditure for any reason. His veto may be overturned by a three-fourths majority vote by the active chapter.

10.4. Once the vote has been completed, the vote can only be appealed to the National Judicial Board. The chapter, however, can revote on the same motion the following semester.

BYLAW V **FINANCES**

Section 1. No chapter funds shall go towards the purchase of alcoholic beverages or illegal goods. Chapter activity fees may go towards the purchase of decorations, non-alcoholic beverages, and food for chapter social functions.

Section 2. Unless explicitly stated otherwise herein, the Finance Committee will be empowered to establish or change policies and procedures relating to the sound financial management of the chapter. Any such policy or procedure may only be overridden by a three-fourths majority vote of the active chapter.

2.1. The Finance Committee shall establish a budget for each academic year. The budget shall include enough income from dues and other fees to cover anticipated expenses, reasonable increases in such expenses, and reasonable provisions for unanticipated expenses and income shortfalls. The chapter may vote to set specific discretionary organizational expense budgets. The budget, including dues and fees per member, shall be prepared and presented to the chapter in the spring semester of the preceding academic year.

2.2. The chapter may vote to amend specific discretionary organizational expense budgets during an academic year provided such changes are cumulatively neutral or any cumulative increase in expense budgets is offset by also increasing income.

Section 3. Any member, who may be billed by the chapter during a semester, shall have in effect a valid Member Agreement covering said semester. This includes members who don't pay dues but will be billed other items, e.g. formal, through the chapter.

3.1. Members who do not have in effect a valid Member Agreement shall pay for all items in advance of the chapter incurring any costs for such items.

3.2. Notwithstanding anything in the Member Agreement to the contrary, dues and rate shall be paid by the member on the schedule then in effect without requiring notice by the chapter.

3.3. Any member, who is required to have a Member Agreement in effect but does not, shall not be reimbursed for out-of-pocket expenses.

Section 4. No member shall make expenditure on behalf of the chapter without the consent of the Quaestor.

4.1. Officers and committee chairmen who have a separate budget for their function shall have the implicit consent for the Quaestor to make, and to authorize other members to make, expenditures for that budget within its limit. However, the Quaestor, at his sole discretion, may revoke his implicit consent for any officer or committee chairman.

4.2. Any member who makes expenditures on behalf of the chapter shall report such expenditure to the Quaestor within two days of the expenditure. The report shall include the date, amount, reason for the expenditure, and any other information needed to properly identify the transaction, e.g. check number.

4.3. On the sixteenth day of each month the Quaestor shall refer any member with a past due balance greater than \$50 for more than fifteen days to the Advisory Committee. If the member claims a financial hardship, the Advisory Committee will refer the member to the chapter for a hardship waiver. If the member does not claim a hardship or if the chapter denies a hardship waiver, the Advisory Committee shall discipline the member per the Kappa Chapter of Kappa Delta Rho Advisory Committee Bylaws. Any disciplinary action by the Advisory Committee shall be in addition to any action taken by the Finance Committee for the collection of debts under the Member Agreement.

Section 5. The Consul and Quaestor have official signing rights over the Kappa Delta Rho bank account.

Section 6. For a member to be in good financial standings, the member must owe no more than \$200.00 to the chapter and must be on a payment plan or have already paid all bills to Ohio State University unless there is a hardship waiver in place with the chapter.

Section 7. The chapter will be aware of all members that are not in good financial standing during the Quaestor's Report in regular chapter meetings via a list that will not disclose the actual amount owed.

BYLAW VI **MEMBERSHIP STANDING**

Section 1 – Warning: Any current brother may receive a letter of a warning as a result of deficiencies in conduct according to the Ohio State University Student Handbook, or deficiencies in compliance with Fraternity rules or policies. The Pontifex may issue a letter of warning, and a copy of the letter will be sent to the Consul. A letter of warning may recommend such corrective action or impose such other conditions as may be recommended by the Advisory Committee and approved by the Executive Committee in a general statement of policy.

Section 2 – Probation: Any currently enrolled member of the Fraternity may be put on probation for misconduct or disregard of Fraternity rules or policies. Probationary status may be imposed by decision by the Advisory Committee for a period up to six calendar months. The member will be notified of this status by formal probation letter, which will state the basis for the action and required corrective action. A copy of the probation letter will be sent to the Consul and the Ohio State University Advisors. While on probation, the member will be required to

report to the Pontifex in writing, on a schedule to be determined at the discretion of the Pontifex and will meet such conditions as may be adopted by the Advisory Committee in a general statement of policy. Determination of probationary status may be appealed in writing to the Executive Committee, which will render a decision within thirty days of receipt of the appeal.

2.1. Members will be automatically placed on probation for the following offenses:

- a.** Missing three or more chapter meetings without an excused absence
- b.** Missing five or more Fraternal duties or mandatory events
- c.** Having a cumulative GPA under 2.5 on a 4.0 scale
- d.** Driving Under the Influence

2.2. If a member has been removed from the chapter for absences or for academic reasons and has obtained a cumulative GPA of 2.5 on a 4.0 scale the individual may ask for permission back into Kappa Chapter of Kappa Delta Rho. The individual will be allowed in with a three-fourths majority vote of the Advisory Committee.

Section 3 – Suspension: Any currently enrolled member of the Fraternity may be suspended for serious misconduct or serious disregard of Fraternity rules or policies. Suspension status may be imposed by the Advisory Committee with the approval of the active chapter by a simple majority vote for a period up to one year, and may, with the approval of the active chapter, be extended for up to a period of up to one additional year. A member may also be placed on suspension by a two-thirds vote of this chapter. The member will be notified of this status by formal suspension letter, which will state the basis for the action and required corrective action. A copy of the suspension letter will be sent to the Consul, National Fraternity of Kappa Delta Rho Inc., and the Ohio State University Board of Advisors. While on suspension status, the member will not be

eligible to attend any Kappa Chapter activity or National function, will report to the Pontifex in writing on a schedule to be determined, and will meet such conditions as may be adopted by the Advisory Committee in a general statement of policy. Determination of suspension status may be appealed in writing to the Executive Committee, which shall render a decision within thirty days of receipt.

Section 4 – Expulsion: Any currently enrolled member of the Fraternity may be expelled for misconduct of the most serious nature or for conscious and continued flagrant violations of, or infringement upon, the principles upon which the Fraternity is founded or Fraternity rules or policies. A member may be expelled by a three-fourths majority vote of The Kappa Chapter of Kappa Delta Rho, provided that a letter of explanation is thereafter sent to the National Vice President of Standards and Risk Management. An alumnus or honorary member may be expelled by a three-fourths vote of the Kappa Chapter of Kappa Delta Rho, provided that the National Judiciary Committee and National Executive Committee approve such action in advance. In extenuating circumstances, the National Executive Committee may expel any member by a two-thirds vote. In all cases, a member shall be given at least seven days' notice of the proposed vote, shall be advised of the grounds of such vote, and shall be given reasonable opportunity to appear and show cause why he should not be expelled. All expulsion decisions may be appealed to the National Board of Director of Kappa Delta Rho Fraternity within one year of the date of expulsion. The Board of Directors shall render a decision on the appeal at the next regularly scheduled meeting provided that such appeal was received by the Director of Operations thirty days prior to said meeting.

BYLAW VII

BIDDING & INITIATION PROCESS

Section 1. Two or more Brothers must approach the general chapter and ask to give the prospective member a bid. All who vouch for the new prospective member should voice their opinion to the general chapter in show of support for the individual.

Section 2. The active chapter may give a prospective member a bid to become a new member by a two-thirds majority vote of the chapter of Brothers at that meeting, given that quorum is reached.

Section 3. To become a fully initiated member of this chapter, each new member must have completed all requirements set forth by the National Fraternity, Kappa Chapter, and the Interfraternity Council of Ohio State University; have completed all financial requirements including payment of any National Fraternity dues and fees, have in effect a valid Member Agreement covering the period of initiation, obtain a semester GPA of 2.5 on a 4.0 scale and have received no more than one-third negative votes from the active membership prior to initiation.

Section 4. If a new member has not met all the requirements to become a fully initiated member of Kappa Delta Rho, the member will become a neophyte. The new member will have one semester to complete all the requirements for the chapter or will be removed entirely from the Kappa Chapter of Kappa Delta Rho.

BYLAW VIII **AMENDMENTS & RATIFICATION**

Section 1. These Bylaws may be amended at any time provided that the proposed amendment is presented in writing, read, and discussed in a regular business meeting. The proposed amendment(s) are then tabled for a period of at least 48 hours from the moment of inception and

voted on at the next subsequent authorized meeting of the chapter.

Section 2. Approval of an amendment to the Bylaws shall be a two-thirds majority vote of the active membership of this chapter and is subject to the Office of the Dean of Students.

Section 3. No proposed amendment, if voted down by the chapter, can be brought back to the chapter for approval for at least one subsequent meeting of the chapter.

Section 4. These Bylaws must be ratified by a two-thirds majority vote of the active members of the Kappa Chapter of Kappa Delta Rho

Appendix

Appendix A - Kappa Delta Rho Advisory Committee Disciplinary Procedures

Section 1 – Purpose

The purpose of the Kappa Delta Rho Advisory Committee Disciplinary Procedures is to establish the process to be used when a Kappa Delta Rho Fraternity member has been accused of misconduct reflecting on the Fraternity and not in accordance with the ideals and goals of the Kappa Delta Rho Brotherhood.

Section 2 – Committee Composition

The Advisory Committee shall be comprised of the Pontifex (Chairman), the Centurion, the Chapter Advisor (non-voting member), and Brothers serving as Members-at-Large (who are not already members of the Executive Committee or chair positions). This Committee shall have the authority to enforce the disciplinary procedures stated in the chapter Constitution and in accordance with this process.

Section 3 – Membership Discipline

3.1. Any member of the Kappa Chapter of Kappa Delta Rho Fraternity who has allegedly

engaged in misconduct will be reported and brought to the attention of the Pontifex with a description of the infraction by way of signed letter, email, or other form of documented communication. Anonymous letters will not be accepted.

3.2. The Pontifex, upon being notified of the alleged misconduct of a Kappa Delta Rho Fraternity member, will conduct a preliminary investigation into the alleged misconduct. This preliminary investigation will consist of the gathering of information concerning the alleged misconduct and the names and testimonies of witnesses having knowledge of the alleged misconduct.

3.3. Upon conclusion of the preliminary investigation, the Pontifex will make a report to the Advisory Committee of his findings and subsequent conclusion on the matter. The Committee will then determine whether action should be taken or whether the case should be dropped.

3.4. If the Advisory Committee recommends action, the Pontifex will schedule a formal disciplinary hearing.

3.5. The Pontifex will notify the accused member by a written letter of the Advisory Committee's intent to conduct a formal disciplinary hearing pertaining to the alleged misconduct of the member. The letter shall be delivered at least seven days prior to the actual Advisory Committee hearing.

3.6. The letter will contain a brief statement as to the allegation(s), the time and location the committee will conduct the hearing, and a notice that the accused should be present, if he so desires.

3.7. The accusing member and the accused member will each begin to prepare evidence to support their cases. Evidence must be submitted to the Pontifex three days prior to the formal disciplinary hearing for the evidence to be considered.

3.8. The Pontifex will review the submitted evidence for relevance and reliability.

Section 4 – Advisory Committee Formal Disciplinary Hearing Procedure

4.1. The hearing will be closed except for the Advisory Committee, the accusing member (Plaintiff), the accused member (Defendant) and witnesses, if any. All witnesses not testifying will remain outside the hearing room.

4.2. The Centurion will call the hearing to order, noting all who are present.

4.3. The Pontifex will make an opening statement to begin the hearing, followed by a brief overview of the situation.

4.4. The Plaintiff may make an opening statement.

4.5. The Defendant may make an opening statement.

4.6. The Plaintiff will make their case in support of their accusations.

4.7. The Defendant will make their case disputing the accusations.

4.8. The Plaintiff will then begin to question the Defendant. A maximum of 15 minutes will be allotted for the Prosecution to make their arguments. Evidence may be presented at this time. Objections may be allowed within reason.

4.9. The Defendant will then begin to question the Plaintiff. A maximum of 15 minutes will be allotted for the Defendant to make their arguments. Evidence may be presented at this time. Objections may be allowed within reason.

4.10. The Plaintiff will make a closing statement, summarizing their arguments in favor of their case. No new evidence may be presented at this time.

4.11. The Defendant will make a closing statement, summarizing their arguments in favor of their case. No new evidence may be presented at this time.

4.12. The Pontifex may ask questions of the Plaintiff or the Defendant.

4.13. The Centurion will call the hearing to close.

4.14. The Advisory Committee will deliberate and determine a verdict based upon a majority vote of the Committee members. Consideration of sanctions will also be determined.

Section 5 – Advisory Committee Course of Action to Impose Sanctions

5.1. In considering the sanctions to be imposed on an accused member who has been found to have engaged in misconduct detrimental to the ideals and goals of the Kappa Delta Rho Brotherhood, the Advisory Committee will consider the following:

- a.** The seriousness of the misconduct.
- b.** Whether the member has been involved in previous misconduct.
- c.** The current scholastic standing of the member.
- d.** Any matters in extenuation and mitigation offered by the accused.

5.2. The committee has the authority to consider imposition of the following sanctions:

- a.** Written admonition (Warning Letter).
- b.** Paying a fine to the Fraternity.
- c.** Performance of community service.
- d.** Counseling, required or recommended.
- e.** Recommended suspension or expulsion from the Fraternity.
- f.** Any other punishment appropriate to the seriousness of the misconduct.

5.3. Upon conclusion of the hearing, the Pontifex will inform all involved of the findings of the Committee and the sanction(s) to be imposed. In the event of imposed sanctions, the Pontifex will deliver an official letter of said sanction(s) to the accused. The accused will sign the

document to acknowledge the hearings of the Advisory Committee, regardless of their personal agreement or disagreement with the Committee's ruling. If the accused refuses to sign the document, said member will, at minimum, not be allowed to participate in any chapter activities.

5.4. The Pontifex will make a written report to the Consul and the Executive Committee.

5.5. The decision of the Advisory Committee can be appealed to the Executive Committee within five school days after the conclusion of the hearing. The accused member will submit his appeal in writing to the Consul. If no appeal is taken the imposition of the sanction(s) will become binding and final.

5.6. The decision of the Executive Committee can be appealed to the National Advisory Board within five school days after the conclusion of the hearing. The accused member will submit his appeal in writing to the Consul. The Consul will forward the information to the National Executive Director after receiving the appeal. If no appeal is taken the imposition of the sanction(s) will become binding and final.

Academic Plan
The National Fraternity of Kappa Delta Rho Ohio State University

I. The purpose of the Academic Plan for the Kappa Chapter of Kappa Delta Rho is to foster and promote diligence for all members of the chapter encouraging academic success through the following program. The program rewards those who excel in the classroom, as well as assists and holds those members accountable who do not excel or do not meet the organization's standards.

IV. A Brother in Academic Good-Standing is any member with a minimum grade point average of a 2.5 on a 4.00 scale each semester and cumulative (summer semester may be included).

III. The Scholarship Chair is a member of the Fraternity in Academic Good-Standing elected annually in November, in preparation for the following year. He must be able to complete but is not limited to the following tasks:

- A. Is in Academic Good Standing with a GPA above a 3.0 (preferably above a 3.5).
- B. Displays an evident work ethic and has a strong knowledge of study skills and time management.
- C. Is responsible for collecting unofficial transcripts (following every semester) and mid-term grade checks (after week 7 of every semester) and recording this information in a spreadsheet.
- D. Is available as a mentor to facilitate the academic success of the entire chapter by implementing and maintaining the Academic Plan.
- E. Is responsible for managing the Scholarship Committee and has designated office hours when he is available for consultation.
- F. Reserves the right to meet with any member individually to discuss academic concerns.
- G. Is responsible for planning study skill and time management workshops for chapter meetings.
- H. Is responsible for maintaining relationships with the schools tutoring and academic achievement centers and referring members there on a case by case basis.
- I. Is responsible for monitoring the weekly study table.
- J. Is responsible for maintaining the master class list that contains every member's course history.
- K. Reserves the right to add or omit policies to or from this plan as he sees fit in accordance with approval from the Executive Committee.

IV. A Brother will be placed on Academic Probation if he fails to maintain a 2.5 cumulative and/or semester GPA. A brother that does not meet the minimum grade requirement will be required to:

A. Brothers must receive permission from the scholarship chair to attend social events/gatherings. Determination will be based off of study hours and completion of assignments.

B. If the Brother does not achieve a 2.5 cumulative and/or semester GPA by the end of the semester, and the Brother has attained his third strike for academic probation, then the Brother shall be suspended from the chapter under review by the Advisory Board.

C. Members on Academic Probation shall meet with the Scholarship Chair to determine an Academic Action Plan personalized for their scenario. Potential requirements can include but are not limited to, tutoring sessions, study groups, proof of office hour attendance with professors, mandatory study hours, customized study schedule, and written study method plans.

D. The scholarship chair will meet with each Brother-on a case-by-case basis if his cumulative, semester, and/or mid-term grade checks fall between 2.5 and 3.0. The Scholarship Chair will assign each Brother a mentor, either the scholarship chair, or a committee member. This mentor will periodically check in with the Brother.

V. Grade checks will be run before elections. No Brother on academic probation may run for an Executive Committee or committee chair position.

VI. The Kappa Delta Rho Foundation presents scholarship every summer to those that excel in the classroom. The Academic Chair will personally invite and encourage all members who achieve a 3.0 GPA or higher to apply for these monetary awards. Applications for these awards are available at kdrfoundation.org.