

# Bylaws of the Chi Chapter of the Theta Xi Fraternity at The Ohio State University

Ratified on February 21, 2016 in accordance with the Constitution and Bylaws of the Theta Xi Fraternity

Last Updated on February 19, 2023



## Preamble

We, the brothers of the Chi Chapter of the Theta Xi Fraternity at The Ohio State University, believing that the bonds of friendship and sacred brotherhood may be augmented and strengthened through doing so, hereby adopt the following bylaws to serve as the guiding standards of our Chapter. Adherence to these bylaws, coupled with our stated principles of academic excellence, personal growth, and disavowal of hazing, shall contribute to our development as a Chapter and as true gentlemen.

# Article I: President

By Ryan Kalkstein, Est. 2016

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities of the President

### A. Rights

1. The President shall serve as chairman of the Executive Board.
2. The President shall preside over all meetings of the chapter.
3. The President shall serve as the chapter's primary representative in all fraternity, university, and community affairs.
4. The President shall establish and appoint any regular and special committees that have not otherwise been accounted for in accordance with the bylaws.

### B. Responsibilities

1. The President shall be responsible for the efficient operation of the chapter.
2. The President shall register and convene all meetings of the chapter, both regular and special.
3. The President shall convene full chapter meetings on a weekly basis, unless otherwise agreed upon by the president and vice president.
4. The President shall convene meetings of the Executive Board on a weekly basis, unless otherwise agreed upon by the Executive Board.
5. The President shall ensure that all meetings are run in an efficient manner.
6. The President shall be the senior representative of the chapter's delegation to Theta Xi National Headquarters, IFC, SFL, The Ohio State University, and any other outside groups.
7. The President shall keep strict oversight of the general affairs of the chapter.

## II. Requirements

- A. A brother can run for President after he has been an active brother for two semesters

# Article II: Vice President

By Adam Pohlabel, Est. 2016

Edited by Simon Hoppa, Est. 2022

- I. Rights and Responsibilities of the Vice President
  - A. Rights
    - 1. The Vice President has a seat reserved on the Executive Board.
    - 2. The Vice President shall function as president pro tempore during the President's absence.
  - B. Responsibilities
    - 1. The Vice President shall oversee all committees.
    - 2. The Vice President shall ensure that all committees have access to the chapter resources necessary to fulfill their obligations and that they are proceeding with their work in accordance with chapter needs.
    - 3. The Vice President shall keep minutes of all regular chapter meetings.
    - 4. The Vice President shall run chapter in the president's stead as needed.
    - 5. The Vice President shall work with the secretary to ensure that the chapter achieves all of the university-required Standards of Excellence.
    - 6. The Vice President shall ensure that he is personally accessible to each brother to discuss chapter business within a reasonable timeframe.
    - 7. The Vice President shall keep attendance at all chapter meetings in addition to keeping attendance of chapter events in conjunction with the respective committee head overseeing the event.
- II. Committee Oversight
  - A. Post-Election
    - 1. The Vice President shall arrange meetings between outgoing and incoming committee heads to aid in transition if possible.
    - 2. The Vice President shall be able to report committee business to the Executive Board
  - B. Ongoing
    - 1. The Vice President shall arrange regular meetings with all committee heads as needed to discuss committee business.
    - 2. The Vice President shall be able to report committee business to the Executive Board
- III. Requirements
  - A. A brother can run for Vice President after he has been an active brother for one semester

## Article III: Treasurer

By Patrick Garrido, Est. 2016

Edited by Nick Boenau, Est. 2022

### I. Rights and Responsibilities of the Treasurer

#### A. Rights

1. The treasurer has a seat reserved on the Executive Board.
2. The treasurer shall serve as a substitute Judicial Board member in accordance with the procedure illustrated in the Judicial Board article of the Bylaws.
3. The treasurer shall have access to all chapter financial records.
4. The treasurer shall supervise all spending of chapter funds.
5. The treasurer shall have access to the chapter's bank card and online money-transfer accounts.
6. The treasurer shall act as a representative on the chapters behalf at Alumni Board meetings.

#### B. Responsibilities

1. The treasurer shall keep accurate records of chapter finances.
2. The treasurer shall work with committee heads to establish a semester budget.
3. The treasurer shall be responsible for collection of chapter dues.
4. The treasurer shall pay any fees required by the chapter by outside groups, including but not limited to: IFC, Headquarters, and the university.
5. The treasurer shall ensure that all chapter financial responsibilities are met.

### II. Purchases

- A. All purchases on behalf of the chapter must be approved by the treasurer
- B. Only the president and treasurer have the authority to make purchases on the house card.
  1. The president and treasurer may allow a brother to make a purchase with the house card, provided it is approved beforehand.
- C. Purchases made with a brother's personal funds shall be reimbursed if approved by the treasurer.
- D. All receipts from purchases must be turned into the treasurer.
  1. If receipts are not turned into the treasurer, the purchase may not be reimbursed.
- E. All purchases made for events must fall within that event's budget unless otherwise authorized by the treasurer.

### III. Records

- A. The records shall be accessible only to the treasurer and the Executive Board at the discretion of the treasurer.
- B. The treasurer shall meet monthly with the president to audit the chapter's finances.

C. The treasurer shall ensure that all records are maintained through OmegaFi.

IV. Financial Social Probation

A. Financial Social Probation is defined as the barring from attending any social function.

1. These functions include, but are not limited to...

- a) Socials
- b) Parties
- c) Date Parties
- d) Formals
- e) Certain Brotherhood Events
- f) Fraternity Intramural Sports
- g) Other Events as Determined by the Treasurer

B. The Treasurer must create and submit the specific Financial Social Probation Guidelines to the E-Board for approval by simple majority at the beginning of every semester. Updates can be made during the semester but are also subject to E-Board approval by simple majority.

C. An exception to attending certain Brotherhood Events can be made at the discretion of J-Board.

1. The exceptions will be made on a case by case basis as deemed necessary.

V. Budgeting

A. The treasurer will meet with each committee head near the end of each semester to allocate the budget for next semester.

1. During the semester, the budget may be edited due to the finances available during the time of alteration

B. Any later changes to this budget must be approved by the Executive Board.

VI. Dues

A. All active brothers and associate members are required to pay their dues on a semester basis.

B. All dues must be paid directly on OmegaFi by e-check, card, or check made out to OmegaFi and sent via mail.

C. The treasurer may enlist the aid of the treasury committee in collecting dues.

D. Brothers shall select one of 4 payment plans for their dues, at the discretion of the treasurer:

1. A lump-sum plan
2. A 50/50 plan
3. A monthly plan
4. An individualized plan for financially stressed brothers, to be approved by the treasurer

E. Brothers who are late for one payment shall be placed on social probation for one event, at the discretion of the Judicial Board.

F. In the event of a brother missing multiple payments, financial suspension proceedings shall be initiated, at the discretion of the Judicial Board.

VII. Treasury Committee

A. Composition

1. The treasury committee shall consist of two to four non-Executive Board members.
  2. The treasurer shall have authority to determine the exact number of treasury committee members.
  3. These members shall be appointed by the treasurer.
  4. The president and vice president may sit-in on treasury committee meetings, but do not have voting rights.
- B. Duties
1. Meeting weekly to discuss the chapter's finances.
  2. Issuing invoices and reimbursements as needed.
  3. Collecting dues and other payments from brothers.
  4. Issuing weekly financial statements to the chapter.
- C. Members of treasury committee shall not serve as members of the Judicial Board when the Judicial Board is undertaking a financial-related hearing.

# Article IV: Recruitment Chairman

By Joshua Froats, Est. 2016

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities of the Recruitment Chairman

### A. Rights

1. The Recruitment Chairman has a seat reserved on the Executive Board.
2. The Recruitment Chairman shall serve as a committee head as needed.

### B. Responsibilities

1. The Recruitment Chairman shall plan the Rush Week schedule and submit budget allocations to the treasurer for approval and dispersal of funds.
2. The Recruitment Chairman shall track all potential new members with the criteria illustrated below.
3. The Recruitment Chairman shall lead each recruitment event unless delegated to another member.
4. The Recruitment Chairman shall ensure that the chapter is responsibly and effectively recruiting, and that the chapter is following all fraternity and university recruitment policies.
5. The Recruitment Chairman shall be a readily-available resource for any brother in need of recruitment help.

## II. Rush Week

A. The fall and spring recruitment seasons at Ohio State comply with the guidelines set by both IFC and the university. The university outlines specific rules that apply to both recruitment seasons and must be adhered to:

1. Fall and spring recruitment are informal rush seasons for fraternities. Each house is responsible for planning, promoting, funding, and hosting their own recruitment events to take place upon their own schedule.
2. Females are strictly prohibited from attending fraternity recruitment events.
3. Alcohol is strictly prohibited at fraternity recruitment events.
4. Recruitment events are planned using allotted house funds, and should provide a fun and engaging atmosphere for potential new members.
5. The typical Ohio State recruitment week begins on the first Monday after the start of semester classes.
6. Five recruitment events take place throughout the week, one event on each weekday.
7. It is the Recruitment Chairman's responsibility to plan and budget each recruitment event.
8. It shall be the responsibility of all active brothers to bring potential new members to recruitment events and be the primary contact for those recruits.

## III. Bid Voting and Distribution

- A. At the end of Rush Week, brothers are required to gather and vote on bids. A bid is a formalized non-binding invitation to join the fraternity as an Associate Member.
    - 1. Upon acceptance of a bid and becoming a pinned Associate Member, Associate Members agree to the following:
      - a) The brotherhood may, at any time, vote to remove any Associate Member.
      - b) The Associate Member may not rush or join any other fraternity during the semester that they accept a bid.
  - B. To be eligible for a formal bid, the university requires that the potential new member have, a 2.5 G.P.A. or higher, be enrolled at The Ohio State University, and have completed at least twelve credit hours.
  - C. Bid voting shall be informal and require a simple majority.
  - D. Bids are allowed to be extended at any point before the Associate Members are pinned, however any bids voted on after the initial vote require a two-thirds vote.
- IV. Tracking
- A. The Recruitment Chairman shall be required to keep record of each potential new member. This record shall include:
    - 1. The potential new member's full name and class rank.
    - 2. The potential new member's G.P.A.
    - 3. The potential new member's primary contact within the chapter.



# Article V: Membership Education

By Thomas Meade, Est. 2016

Edited by Christopher Pace, Est. 2018

## I. Rights and Responsibilities of the Membership Educator

### A. Rights

1. The Membership Educator has a seat reserved on the Executive Board.
2. The Membership Educator shall have authority over the Associate Member process.
3. The Membership Educator will lead the discussion in which Big Brothers are assigned to Associate Members.

### B. Responsibilities

1. The Membership Educator shall oversee Associate Member education.
2. The brotherhood chairman shall fulfill any other responsibilities, within reason, that are assigned to him by the Executive Board.

## II. Associate Member Process

- A. Once Associate Members have accepted their bids, they become the responsibility of the Membership Educator.
- B. The Membership Educator shall work with each Associate Member to ensure their success through the Associate Member process.
- C. The Membership Educator shall work with each Associate Member to ensure their success through the Associate Member process.
- D. The Membership Educator shall work with Big Brothers and the scholarship chairman to ensure that Associate Members are fulfilling academic requirements.
- E. The Membership Educator shall communicate all responsibilities and expectations to Associate Members.
- F. If the Membership Educator has any concerns about an Associate Member, he shall bring them up with the Associate Member's Big Brother, the Executive Board, and the chapter at his discretion.
- G. The Membership Educator shall provide his personal recommendation when voting on whether or not to initiate an Associate Member.

## **Article VI: Secretary**

By Dalton Mankin, Est. 2016

### **I. Rights and Responsibilities of the Secretary**

#### **A. Rights**

1. The secretary has a seat reserved on the Executive Board.
2. The secretary shall serve as a committee head when needed.

#### **B. Responsibilities**

1. The secretary shall serve as the chapter's primary contact with all outside parties.
2. The secretary shall conduct the chapter's communications with the following:
  - a) Theta Xi National Headquarters
  - b) Alumni
  - c) Campus administration, including IFC and SFL
  - d) Campus community
3. The secretary shall maintain biographical records for initiated members.
4. The secretary shall assist the treasurer, as needed, in the administration of an effective budget control program.
5. The secretary shall oversee the following committees and perform their duties in the absence of a member able to perform the role:
  - a) Social Chairman
  - b) Alumni Relations Chairman
  - c) Public Relations Chairman
  - d) Philanthropy Chairman
6. The secretary shall perform any other responsibilities, within reason, that are assigned to him by the Executive Board.

# Article VII: Scholarship

By Jeff Tiedeken, Est. 2016

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities of the Scholarship Chairman

### A. Rights

1. The Scholarship Chairman has a seat reserved on the executive board.
2. The Scholarship Chairman serves Theta Xi as a committee head as needed.
3. The Scholarship Chairman reserves the right to view grade reports of brothers, Associate Members, and Potential New Members.
  - a) When requested, the president is obligated to produce grade reports for the Scholarship Chairman, if able.

### B. Responsibilities

1. The Scholarship Chairman is personally responsible to...
  - a) Maintain above the chapter minimum semester and cumulative GPA.
  - b) Remain free from all and any chapter probations.
  - c) Uphold all commitments made relating to his position.
  - d) Keep all collected grade information confidential.
    - (1) When discussing the academics of a brother, Associate Member, or Potential New Member, he may indicate the general status of their grades.
    - (2) He may share confidential grade information with the president at his own discretion.
2. The Scholarship Chairman must ensure...
  - a) All brothers below a 2.5 semester GPA receive some form of intervention.
  - b) He is available for a meeting with any brother who faces academic suspension in a timely fashion.
  - c) Academic resources are accessible to the chapter.
  - d) Interventions are tracked, supported and enforced.
  - e) A success plan is discussed with any brother below a 2.8 cumulative GPA.
  - f) Academic Social Probation is tracked, noted, and enforced.
  - g) Opportunities to explore external interests are provided to the chapter.
  - h) Brothers running for an office meet GPA requirements for appointment.
  - i) Associate Members understand the importance of academics and sanctions related to academic success at Theta Xi.
  - j) Associate Members meet GPA requirements for initiation.

- k) All Potential New Members are grade checked and approved prior to extending them a bid, and a minimum of 3 days prior to their pinning.
  - (1) In the case of a transfer student, the potential new member will be required to send the Scholarship Chairman a copy of their current advising report prior to extending them a bid, and a minimum of 3 days prior to their pinning.
  - (2) The process of completing the required SFL Interest Form will be overseen by the Scholarship Chairman at all official recruitment events.

## II. Academic Success Requirements

- A. Scholarship is rated in two ways at Ohio State: **Cumulative GPA** and **Semester GPA**. With this in mind, the Scholarship Chairman should enforce and ensure **semester GPA** remains above a set goal. They should also focus on **cumulative GPA** as an indicator of an individual's academic success over time.
- B. The **minimum semester GPA** shall be a 2.5 GPA for all active brothers.
  - 1. If a brother scores under a 2.5 **Semester GPA**, they will be on academic social probation.
  - 2. If said brother remains under a 2.5 for two consecutive terms, the scholarship chair will bring the failure to meet academic standards to the executive board, and begin suspension proceedings.
    - a) The Scholarship Chairman and the aforementioned brother below a 2.5 **semester GPA** should meet within one week of the first day of the following semester.
    - b) If a meeting occurs, the Scholarship Chairman may choose to proceed with an intervention, as opposed to suspension proceedings.
  - 3. If a brother scores under a 1.5 Semester GPA, the Scholarship Chairman will bring the failure to meet academic standards to the executive board, and begin suspension proceedings.
    - a) The Scholarship Chairman and the aforementioned brother below a 1.5 **semester GPA** should meet within one week of the first day of the following semester.
    - b) If a meeting occurs, the Scholarship Chairman may choose to proceed with an intervention, as opposed to suspension proceedings.
- C. The **minimum cumulative GPA** shall be a 2.8 GPA.
  - 1. If a brother scores under a 2.8 **cumulative GPA**, the Scholarship Chairman must meet with this brother a minimum of once a semester to provide support.
  - 2. If a brother's **cumulative GPA** is below a 2.0, the Scholarship Chairman will bring the failure to meet academic standards to the executive board, and begin suspension proceedings.
    - a) The Scholarship Chairman and the aforementioned brother below

a 2.0 **cumulative GPA** should meet within one week of the first day of the following semester.

b) If a meeting occurs, the scholarship chair may choose to proceed with an intervention, as opposed to suspension proceedings.

D. Interventions in section III are provided for any brother with a GPA under the above-listed requirements.

E. Any brother who receives a "W" indicating withdrawal from a course must notify the Scholarship Chairman within two weeks after the date of withdrawal.

### III. Interventions

A. Interventions must occur based on individual semester, individual cumulative, or house GPA.

1. If an individual's **semester GPA** is below a 2.5, they will be put on academic social probation

a) The Scholarship Chairman reserves the right to develop a plan brothers can follow to lift academic social probation, which must be adopted unanimously by the acting 7 executive officers.

2. If an individual's cumulative GPA is below a 2.8, the brother must meet with the Scholarship Chairman to discuss a success plan.

### IV. Academic Social Probation

A. Academic Social Probation is defined as the barring from attending any social function.

1. These functions include, but are not limited to...

a) Socials

b) Parties

c) Date Parties

d) Formals

e) Certain Brotherhood Events

f) Fraternity Intramural Sports

g) Other Events as Determined by Scholarship Chairman

B. The Scholarship Chairman must create and submit the specific Academic Social Probation Guidelines to the E-Board for approval by simple majority at the beginning of every semester. Updates can be made during the semester but are also subject to E-Board approval by simple majority.

C. An exception to attending certain Brotherhood Events can be made at the discretion of J Board.

1. The exceptions will be made on a case by case basis as deemed necessary.

### V. Recruiting Rules

A. The minimum cumulative GPA to bid is 2.5.

### VI. Election Rules

A. Executive Board Positions

1. The minimum cumulative GPA to be appointed is 2.75.

2. A brother cannot be appointed to an Executive Board position if they were placed on academic social probation the semester elections take place.

B. General Body Positions

1. The minimum cumulative GPA to be appointed is 2.5.

C. Committee Positions

1. There is no GPA requirement to be on a committee.

VII. External Interests

A. All active members should be encouraged to be involved in activities outside of Theta Xi and scholastic pursuits in order to become well rounded men.

1. These activities include but are not limited to...

- a) Employment
- b) Student Organization Involvement
- c) Athletics
- d) Volunteering

2. All brothers are required to email the chapter alumni advisor at the beginning of each semester with proof of involvement in an outside activity.

VIII. Professional Development Chairman

A. Appointment

1. The Professional Development Chairman shall be chosen and appointed by the Scholarship Chairman.
2. The Professional Development Chairman shall serve under the Scholarship Chairman.

B. Responsibilities

1. The Professional Development Chairman shall serve as a resource for any brother seeking to develop and improve his professional skills. His duties shall include, but shall not be limited to:
  - a) Meeting with any brother who is seeking advice regarding his resume, personal goals, interview skills, and any other facets of his career plan.
  - b) Coordinating with the university and other outside resources to host informational sessions for professional development workshops and other related activities.
  - c) Connecting brothers with any professional opportunities that may present themselves through chapter alumni, active brothers, or other opportunities that may arise.

# Article VIII: Risk Management Chairman

By Maxwell Powers, Est. 2016

Edited by Nick Boenau, Est. 2022

## I. Rights and Responsibilities of the Risk Chairman

### A. Rights

1. The Risk Management Chairman shall serve as a committee head.
2. The Risk Management Chairman shall serve as the chairman of the Risk Management Committee.
  - a) While the Risk Management Chairman is elected by the chapter, the Risk Management Chairman shall appoint up to two associate risk managers to serve on the Risk Management Committee.
  - b) All appointments will be approved or declined by the Executive Board and the President.
3. The Risk Management Chairman shall have authority over house security and safety decisions during all fraternity events.
4. The Risk Management Chairman shall be involved in planning all sanctioned events.
5. The Risk Management Chairman shall share authority with the housing manager over house security at all times.
6. The Risk Management Chairman shall appoint sober monitors, door shifts, and any other positions as needed for sanctioned events.
7. In the event of his absence, the Risk Management Chairman may designate an interim risk manager for a sanctioned event.
  - a) The interim risk manager shall be either an associate risk manager or the assigned executive board member for the event.
  - b) The Risk Management Chairman must be the designated risk manager for 50% or more of all sanctioned events.
8. The Risk Management Chairman shall be allowed to request that the security camera records be reviewed in order to address any safety situations.
  - a) The approval of this request is decided by the Alumni Board.

### B. Responsibilities

1. The Risk Management Chairman shall maintain the security and safety of brothers, guests, and the house during all events.
2. The Risk Management Chairman shall, with assistance from the chapter, set up security measures (such as fencing, etc.) before all sanctioned events.
3. The Risk Management Chairman shall prepare an overall risk management plan annually.
4. The Risk Management Chairman shall have a risk management plan for each sanctioned event.

5. The Risk Management Chairman shall be available, to the best of his ability, during sanctioned events in order to address any safety situation which arises.
6. The Risk Management Chairman shall serve as the head of the Risk Committee.
7. The Risk Management Chairman shall update the Risk Transition Binder every semester.

## II. Social Events

A. Before all social events, the Risk Management Chairman shall work with the social chairman to come up with a risk management plan tailored to the event. This shall involve, but not be limited to: designating roles (as illustrated below), determining what security measures to be taken, and establishing a crisis plan in the event of unforeseen safety situations.

### B. Roles and Definitions

#### 1. Sober Monitors

- a) There will be at least 1 sober monitor per every 20 guests in attendance at the event.
  - (1) Sober monitors shall be determined by the Risk Management Chairman.
  - (2) Brothers on academic social probation will automatically be appointed as sober monitors if they attend the event.
  - (3) One of the sober monitors must be an Executive Board member.
- b) Sober monitors shall be entirely sober for the duration of their shift. They are responsible for supervising the social event, reporting to the Risk Manager, and responding to any safety situation.

#### 2. Door Workers

- a) Door workers shall supervise entry into the social event for the duration of their shift, as illustrated below. They shall assist the risk manager and monitors in responding to any safety situation.
- b) Door worker's job is further detailed below.

#### 3. Bar Workers

- a) Bar workers shall supervise the distribution of all alcohol for the social event for the duration of their shift, as illustrated below. They shall assist the risk manager and monitors in providing food and water and making judgment calls as to when to cut a person off.

### C. Social Event Door

1. The entry to the social event shall be manned by at least one brother at all times.
2. The door shifts shall be determined by the Risk Management Chairman.
3. Only guests with a valid state-issued, military-issued, or government-issued identification or passport that are over the age of 18



shall be permitted to enter the social event.

- a) BuckID's or other university-issued identifications are not valid for entry.
- b) Must be a physical copy. Electronic pictures are not valid for entry.
4. All guests between the ages of 18 and 21 shall have their hand marked with an 'X' to denote their age.
  - a) Only one color of marker shall be used to mark guests' hands.
5. All guests age 21 and over shall be given a wristband to denote their age.
  - a) Only one color of wristband shall be provided to guests for the event.
6. No guests with bags or open containers of any kind (beer, water, water bottles, sports drinks, etc.) shall be permitted entry to the social event with said items.
  - a) When people arrive with their own alcohol they must be directed to go to the bar and check in their drinks.

#### D. Social Event Bar

1. The bar for the social event shall be manned by at least one brother at all times.
2. The bar shifts shall be determined by the Risk Management Chairman.
3. Bar workers shall not be permitted to drink for the duration of their shift.
4. Bar workers shall assist in the distribution of food and water to guests who request them.
5. Only guests with a wristband shall be served at the bar.
  - a) Guests shall not be served more than one drink at a time per person.
6. All non-members (i.e. neither a brother or an AM) shall not be permitted behind the bar under any circumstances.

### III. Risk Management Committee

#### A. Committee Composition

1. The Risk Management Committee shall consist of the Risk Management Chairman and a maximum of two associate risk managers of the general body appointed by the Risk Management Chairman.
  - a) The number of appointed members to the Risk Management Committee may be expanded or reduced through a formal 2/3 vote of the chapter.
2. Other members shall also be permitted to join the committee, though not as appointed members.
3. The Risk Management Chairman shall function as the Risk Management Committee's chairman in all meetings.

#### B. Rights

1. The associate risk managers shall have authority over house security and safety decisions during events in the absence of the Risk Management Chairman.
2. The associate risk managers shall have the ability to enforce the risk

management policy as directed by the Risk Management Chairman.

- a) Violations of the risk management policy shall be reported to the Judicial Board as deemed necessary by the Risk Management Chairman.

C. Responsibilities

1. The Risk Committee shall be up to date on knowledge of campus and chapter rules and regulations.
2. The Risk Committee shall be aware of and follow up on risk management issues and incidents.
3. The Risk Committee shall maintain accurate records of all reports, events, and programs.
4. The Risk Committee shall ensure that proper risk management precautions are taken at all chapter events as determined by the Risk Management Chairman
5. The Risk Committee shall assist the Risk Management Chairman in maintaining the security and safety of members, guests, and the house during events.
6. The Risk Committee shall assist in establishing/updating the chapter's risk management policy for the chapter.
7. The Risk Committee shall organize and ensure that members attend chapter educational sessions on the following issues: alcohol and drugs, hazing, sexual abuse, fire prevention, emergency planning, crisis management, and any other necessary risk management issues (at least one program per semester).
  - a) Provide emergency help numbers to all members (i.e. local police, fire, rape crisis hotlines, etc.).

IV. General House Safety

- A. Only active brothers, tenants, and associate members shall be told the front door entry code.
- B. Only active brothers and associate members shall be told the library door code.
  1. Anyone who is not a member of the fraternity is not allowed in the library, unless under the supervision of an active brother. This brother must accept all responsibility for this individual in this scenario.
- C. Only active brothers shall be told the safe code.
- D. Only active brothers and associate members shall be told about the house security system.

# Article IX: Housing Manager

By Ramy Soliman, Est. 2016

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities of the Housing Manager

### A. Rights

1. The housing manager shall serve as a committee head.
2. The housing manager has the right to assign rooms and parking spaces based on the criteria illustrated below.
3. The housing manager has the right to assign house chores.
4. The housing manager has the right to impose fines through the Judicial Board.
5. The housing manager has the right to change the access code to any house security system in case they have been compromised.

### B. Responsibilities

1. The housing manager shall manage the entire premises to ensure a safe and secure environment for all brothers and tenants.
2. The housing manager shall coordinate with the property manager and alumni board to address any house issues requiring their input.
3. The housing manager shall regularly inspect the house to identify and rectify any issues.
4. The housing manager shall be constantly available, within reason, to be reachable through phone or email.
5. The housing manager shall serve as a communication channel between the chapter and tenants.
6. The housing manager shall coordinate house clean-ups following social events.
7. The housing manager shall enforce all house policies, including but not limited to those that prohibit brothers from engaging illegal activities, and submit violations to the Judicial Board.
8. The housing manager shall address all housing concerns brought to him in a timely manner appropriate to the specific concern.
9. The housing manager shall serve as a communication channel between the chapter and the Central Ohio Alumni Association (Alumni Board).
10. The housing manager shall change the access codes to doors and the main safe after a brother dropped or has been suspended indefinitely.
11. The housing manager shall change the access codes and/or collect override keys for the treasurer's safe, the Chief Justice's safe and any other secured compartments after officer transition to be handed over to the new officers.
12. The housing manager shall keep detailed records of any purchases for the entire time he is holding the position including but not limited to internet subscriptions, cable/TV subscriptions and projects supplies.

13. The housing manager shall have the internet and the cable subscription under his name if possible, or chose one or more of the active members who are currently residing at the house to have either the internet, cable or both under their name. The subscription shall start on September, 1st of the academic year for a period of full calendar year (12 months) ending on August 31st of the following academic year.
14. The housing manager shall collect a fee of \$100 (One hundred dollars and zero cents) via Venmo or check from every brother or tenant reside at the house regardless of the duration of his lease. No cash shall be collected under any circumstances. The housing manager shall collect this fee no later than August 10th. There is no exclusions or exceptions for this fee for anyone who signed a lease to stay at the house.
15. The housing manager shall use the collected funds to pay internet and cable subscription for an entire calendar year (12-months). Copies of the contracts/subscriptions and payment receipts of both services shall be shared with the chapter's treasurer and the brothers who have the services under their name (if any).
16. No brother shall alter/modify/add/remove any services without the written approval from the housing manager and the confirmation of funds availability to cover any additional charges if any. Access/Pin codes or security words shall be added to the internet and cable accounts to prevent any unauthorized access/actions.

## II. Live-In Requirement

- A. Each brother shall be required to live in the house for two Spring or Fall academic semesters, starting with the first school semester of both active membership and being released from the university dormitory live-in requirement.
- B. The live-in Requirement is enforced by the Alumni Board.
- C. A brother can be exempt from the live-in requirement with a valid excuse approved by the Alumni Board.
- D. Any brother who gets exempt from the live-in requirement must pay a live-out fee of \$100 per semester living out of the house, paid out to the Alumni Association.
- E. Any brother who breaks the live-in requirement without Alumni Board approval shall be charged the single-room rate of rent for two Spring or Fall academic semesters, paid out to the Alumni Association. This fulfills the live-in requirement. They may claim a single room in the house since they are paying for it.
- F. Any brother who has fulfilled the live-in requirement can decide to move out without a requirement to pay the live-out fee.

## III. Room Assignment

- A. All residents of the house shall sign a lease.
- B. All brothers must be up-to-date on all fees owed the chapter, or have determined a payment plan with the treasurer.
- C. Priority of room selection shall be given to active brothers before tenants.

- D. The President's and Treasurer's Suites on the second floor shall be reserved for those two officers.
- E. The remaining rooms shall be assigned upon the following system:
  - 1. Preference order shall be determined by multiplying semesters as an active brother (with the semester of initiation counting as one) by cumulative G.P.A.
  - 2. Exigent circumstances (e.g. owning a dog) shall be taken into consideration, at the discretion of the housing manager and the Executive Board, when assigning rooms.
  - 3. No brother currently living in a room and paying their dues and rent shall be asked to move out until their lease expires, and those brothers shall be given priority in staying in their same room for the following year if returning as an active brother.
  - 4. All single rooms shall be rented at a flat rate, and all suites shall be rented at a different flat rate, to be determined by the property and housing managers.
  - 5. The Central Ohio Alumni Association (Alumni Board) is only party that hold the right to determine the rent rate for rooms and suites, the housing manager and the chapter's president shall communicate the chapter comments, concerns and questions from the general body regarding the rent.
  - 6. No brother shall live at the house without signing an official lease under any circumstances even for shorter duration to protect the rights of all parties involved.
  - 7. No brother shall live at the house without providing the correct required information (i.e.: full name, social security number, etc.). Failure to provide the required information shall be basis for cancelling the lease agreement. Providing false information is considered a felony of the fifth degree based on Ohio Revised Code (ORC) section 2913.49.

#### IV. Parking Space Assignment

- A. Parking spaces are reserved for residents of the house.
- B. Priority of parking spaces shall be given to active brothers before tenants.
- C. Parking space allotment shall be determined by multiplying semesters as an active brother (with the semester of initiation counting as one) by cumulative G.P.A.
- D. The specific location of the parking space shall be at the discretion of the housing manager, considering size of the vehicle.
- E. If a brother drops or become suspended indefinitely, he shall lose his parking spot to the next brother in-line who qualify to take it.
- F. No brother shall request a parking spot for another brother. The brother who is requesting the spot shall own the vehicle under his name or his immediate family members.

#### V. Miscellaneous

- A. Special rent reduction is offered to active brothers only. If a brother drops or is

placed on suspension, the rent reduction shall be discontinued and he shall be charged the regular rate like a tenant.

- B. No housing project organized and funded by the chapter shall be reimbursed by the chapter's treasurer till the project has reached 100% completion.
- C. Rent shall be paid electronically only on OmegaFi via credit or debit card or electronic check. No rent shall be collected or paid in cash under any circumstances.
- D. Housing funds can be used to cover the remainder of the yearly internet and cable charges if the collected funds is not enough to pay it in full.
- E. It is the responsibility of each brother who is residing at the house to setup alerts or reminders on OmegaFi to pay rent on time. It is not the housing manager or the Alumni Board responsibility to send out those reminders.
- F. The chapter's treasurer shall be the only brother who has access to the treasurer's safe as he shall be responsible and liable for all the contents of the safe including but not limited to cash, checks and any financial documents. He shall be the only brother who have the access code and the override key(s) to the safe. He shall share the safe access with the housing manager or any of the treasurer's committee members if all brothers involved agree, in this case, all brothers who have access shall be responsible and liable equally for the safe's contents. Such agreements shall be recorded in writing via email with confirmation from all parties involved.
- G. The chapter's Chief Justice shall be the only brother who has access to the Chief Justice's safe as he shall be responsible and liable for all the contents of the safe including all accident/incident documents. He shall be the only brother who have the access code and the override key(s) to the safe. He shall share the safe access with the housing manager or any of the Judicial Board committee members if all brothers involved agree, in this case, all brothers who have access shall be responsible and liable equally for the safe's contents. Such agreements shall be recorded in writing via email with confirmation from all parties involved.
- H. No brother shall leave their belongings in their room after their lease ends without a prior written agreement/confirmation including specific dates/details with payment details (if any) from the Alumni Board President, the housing manager and the property manager (if any).
- I. There shall be NO smoking of any shape, way or form inside the house. NO exceptions and/or exclusions.
- J. The chapter's treasurer shall be cc'ed/notified about any purchases or subscription payments made by the housing manager.
- K. No rent side-deals shall be made between any brother and the Alumni Board/Alumni Board President. If a brother is behind on rent, he shall be fined as per lease terms based on the delay. If a brother fails to pay rent for two consecutive months, this brother shall face eviction procedures. Neither the chapter nor the housing manager shall be involved in such matter. Any communication regarding such a situation shall be addressed to the Alumni

Board/Alumni Board President in writing via email or text. The only exception is exigent circumstances (e.g. being involved in accident or serious illness with documentation).

- L. It is the duty of all chapter members to keep a clean living environment.
- M. It is the duty of all committee heads/party or event organizers to set up clean-up time and announce it to the chapter members or the brothers required to show up for clean-up either before or during the time of the event.
- N. All brothers are welcomed to party at the house reasonably with a period of 24 hours to clean up after themselves and they shall plan accordingly to respect the right of the residents of the house to have a clean living environment at all times.
- O. The housing manager shall chose a method/platform of communication (i.e.: groupme or Facebook) for the brothers and residents of the house to communicate, share information and post announcements. This platform shall serve as the official form of communication.
- P. ANY AND ALL AGREEMENTS BETWEEN TWO OR MORE PARTIES SHALL BE DOCUMENTED VIA EMAIL OR TEXT OR BOTH WITH RECEIPT CONFIRMATION FROM ALL PARTIES INVOLVED ACKNOWLEDGING THE TERMS OF THE ARGREEMENT AND AGREEING TO ALL THE TERMS INCLUDED, OTHERWISE THE AGREEMENT SHALL BE VOIDED. THIS INCLUDES BUT NOT LIMITED TO AGREEMENT BETWEEN THE CHAPTER AND THE ALUMNI BOARD, HOUSING MANAGER AND ACTIVE BROTHER OR HOUSING MANAGER AND ALUMI BOARD/ALUMNI BOARD PRESIDENT.

# **Article X: Public Relations Chairman/Social Media Chair**

By Jeffrey Tiedeken, Est. 2016

Edited by Christopher Pace, Est. 2018

## **I. Rights and Responsibilities of the Public Relations Chairman**

### **A. Rights**

1. The public relations chairman shall serve as a committee head.
2. The public relations chairman shall have authority over, flyers, and other chapter branding opportunities, at the discretion of the Executive Board.
3. The public relations chairman shall oversee all chapter social media accounts, with assistance from the president, vice president, social chairman, and other brothers, at his discretion.
4. The public relations chairman shall appoint a Website Chair, who shall update and handle all situations pertaining to the chapter website.

### **B. Responsibilities**

1. The public relations chairman shall provide developmental opportunities, based on the purposes, to grow brothers as gentlemen.
2. The public relations chairman shall brand the chapter as a group of gentlemen via flyers, images, social media, and other opportunities.
3. The public relations chairman shall work with the social chairman, philanthropy chairman, and other brothers, at his discretion, to encourage chapter outreach into the Greek Life and university community.
4. The public relations chairman shall meet chapter minimum academic standards.



# Article XI: Social Chairman

By Joshua Froats, Est. 2016

- I. Rights and Responsibilities of the Social Chairman
  - A. Rights
    1. The Social Chairman shall serve as a committee head.
    2. The Social Chairman shall delegate any of his listed responsibilities to a member of the Social Committee if needed.
  - B. Responsibilities
    1. The Social Chairman shall appoint a minimum of two and a maximum of 5 members to the Social Committee.
    2. The Social Chairman shall equally share the responsibilities of the Social Committee with the members of the Social Committee.
    3. The Social Chairman shall be the spokesman for the Social Committee at chapter meetings.
- II. Rights and Responsibilities of the Social Committee
  - A. Rights
    1. Any active brother can be appointed to the Social Committee.
  - B. Responsibilities
    1. The Social Committee shall plan the semester social calendar and submit budget allocations to the treasurer for approval and dispersal of funds.
    2. The Social Committee shall register social events with both IFC and the university.
    3. The Social Committee shall coordinate social event planning and execution.
    4. The Social Committee shall ensure that the chapter and its brothers present themselves in a professional and appropriate manner.
    - 5.
- III. Semester Social Calendar
  - A. Calendar
    1. The Social Committee shall coordinate and create a semester social schedule at least one month before the start of semester classes.
    2. The schedule shall be created in conjunction with the brotherhood, recruitment, and philanthropy chairmen to ensure that there are no conflicting events.
  - B. Budgeting and Outlining
    1. Following the creation of a semester schedule, the social chairman shall create a detailed outline of all planned social events, and submit a detailed budget for the events to the treasurer.
    2. Decorations and other supplies for parties and events are to be paid for with house funding as allotted by the treasurer.
    3. Under no circumstances are house funds to be used for the purchase of alcohol.

IV. Registration and Correspondence

- A. The Social Committee shall handle all event registrations, venue reservations, and correspondence as required.
- B. All social events shall be registered at least five days before the event date.
  - 1. The Social Chairman shall keep track of times for IFC registration.
- C. The Social Chairman shall be the primary contact for other organizations pertaining to social events.
  - 1. The Social Chairman shall immediately bring the Social Committee into the conversation once planning for social events begins
- D. All upcoming social events shall be announced at chapter meetings regularly by the Social Chairman.

## Article XII: Status

By Adam Pohlabel, Est. 2016

### I. Active Brother

- A. An active brother shall be defined as an initiated member who meets the following criteria:
  - 1. Enrolled student at The Ohio State University.
  - 2. Holds no outstanding balances with the fraternity that have not been planned out with the treasurer.
  - 3. Meets the academic standards illustrated in the scholarship chairman article of the bylaws.
  - 4. Is not suspended from the brotherhood for any other reason, as illustrated in the suspension article of the bylaws.
- B. An active brother shall have the following rights:
  - 1. Speaking rights at chapter meetings.
  - 2. Attending brotherhood, social, philanthropy, and other house events as brothers.
  - 3. Participating in bid discussion.
  - 4. Participating in any other official chapter business.

### II. Alumni

- A. An alumni member shall be defined as an initiated member who meets the following criteria:
  - 1. No longer an undergraduate student at The Ohio State University.
  - 2. Is not suspended from the brotherhood as illustrated in the suspension article of the bylaws.
- B. An alumni member shall have the following rights:
  - 1. Attending chapter meetings as observers with speaking rights.
  - 2. Attending social and philanthropy events as guests.
  - 3. Attending meetings of the Alumni Board, in accordance with their bylaws.
  - 4. Running for and holding office on the Alumni Board, in accordance with their bylaws.

## Article XIII: Elections

By Adam Pohlabel, Est. 2016

### I. Qualifications to Vote

- A. A brother may vote in a formal election if he meets the following criteria:
  - 1. They are an active brother.
  - 2. They have no outstanding dues owed the chapter unless accounted for in a dues payment plan with the treasurer.
  - 3. They are voting certified.
- B. A brother may vote in an informal election if he meets the following criteria:
  - 1. They are an active brother.
  - 2. They have no outstanding dues owed the chapter unless accounted for in a dues payment plan with the treasurer.

### II. Voting

- A. Formal elections shall be held for the following chapter business:
  - 1. Dropping an Associate Member
  - 2. Initiating an Associate Member
  - 3. Beginning suspension proceedings
  - 4. Suspending an active brother
  - 5. Expelling an active brother
  - 6. Amendments to the bylaws
  - 7. Officer elections
  - 8. Vote of no confidence in an officer
  - 9. Any other business, at the discretion of the president
- B. Informal elections shall be held for the following chapter business:
  - 1. Offering a bid
  - 2. Themes for social and brotherhood events
  - 3. Any other business, at the discretion of the president
- C. Formal elections require a quorum of voting-eligible brothers, to be defined as a majority of voting-eligible brothers.
- D. A voting-eligible brother may cast a vote by proxy before an election takes place.
  - 1. That proxy must be voting-eligible.
- E. All formal elections are to be done by secret ballot, at the discretion of the president.

### III. Vote Totals

- A. The following elections must meet the listed percentage of cast votes of voting certified brothers in attendance in order to pass:
  - 1. Offering a bid: Plurality
  - 2. Dropping an Associate Member: Majority
  - 3. Initiating an Associate Member: 75%
  - 4. Beginning suspension proceedings: Plurality
  - 5. Suspending an active brother: 75%
  - 6. Expelling an active brother: 75%
  - 7. Amendments to the bylaws: 75%

8. Officer elections: Plurality
  9. Vote of no confidence in an officer: 75%
- B. Any other elections shall require a majority of cast votes, at the discretion of the president.
  - C. Abstentions shall not be counted in determining voting percentages.
  - D. If a voting certified brother is absent but would like to vote, they may be permitted to vote by absentee.
- IV. Qualifications to Run for Office
- A. A brother may run for an office if he meets the following criteria:
    1. They are an active brother.
    2. They have no outstanding dues owed to the chapter unless accounted for in a dues payment plan with the treasurer.
    3. They are voting certified.
      - a) This requirement does not apply to those brothers who run for office in the same semester as they were initiated.
- V. Restrictions on Holding Office
- A. Executive Board Positions
    1. If a brother is elected to an Executive Board position, excluding executive board representative, then he may not hold any other elected positions within the Chapter.
    2. If a brother is elected to executive board representative, then he may also hold one, and no more than one, general body position.
  - B. General Body Positions
    1. A brother may be elected to no more than two general body positions.
  - C. Appointed Positions
    1. Restrictions on appointed positions shall follow the guidelines set forth in their respective article of the bylaws.

# Article XIV: Suspension

By Adam Pohlabel, Est. 2016

Edited by Simon Hoppa, Est. 2022

## I. Definition

- A. Suspension shall be defined as formal removal from the brotherhood of Theta Xi.
- B. There are three types of suspension, as listed by the National Constitution of Theta Xi, they are as follows:
  - 1. Financial Suspension (delinquency on money owed the chapter)
  - 2. Academic Suspension (negatively impacting the academic standing of the chapter by failure to meet the academic standards as illustrated in the Scholarship Chairman section of the bylaws)
  - 3. Behavioral Suspension (behavior “inimical to the interests, ideals, or traditions of the Fraternity.”)

## II. Proceedings

- A. The Executive Board shall address any situations that may require initiating suspension proceedings.
- B. After deliberation, the Executive Board shall vote by secret ballot to present suspension proceedings to the chapter at the next appropriate ritual. A simple majority is required.
- C. The brother in question shall be informed of the decision by the Executive Board as soon as possible, granting him at least 48 hours’ notice before the decision is presented to the chapter.
- D. At the ritual, the president shall present the case for beginning suspension proceedings and the brother in question shall be allowed up to five minutes to speak on his own behalf.
- E. Following this, a formal vote to initiate suspension proceedings shall occur. A simple majority is required to proceed.
- F. If the chapter votes to initiate suspension proceedings, a ritual shall be scheduled at the next appropriate time. A motion followed by a simple majority vote approval may be permitted in order to circumvent the formality of continuing the expulsion proceedings at the next scheduled ritual.
- G. At that ritual, both the president and brother in question shall have up to five minutes to present their cases. The brother in question shall leave the room, and up to ten minutes of discussion among voting-eligible members shall occur. This time may be extended by a simple majority vote.
- H. Following this discussion, a formal vote to suspend the brother in question shall occur. A 75% majority is required to suspend a brother.
- I. Theta Xi National Headquarters shall be informed that the brother in question has been suspended.

## III. Reinstatement

- A. A brother may be reinstated from suspension by a 75% formal vote.
- B. A brother under Financial Suspension may only be reinstated if all of his

outstanding debts to the chapter are repaid in full.

- C. A brother under Academic Suspension may only be reinstated if his grades are up to the chapter's academic standards.
- D. Upon reinstatement, Theta Xi National Headquarters shall be informed in writing.

# Article XV: Judicial Board

By Adam Pohlman, Est. 2016

Edited by David Guzik, Est.2019

## I. Composition of Judicial Board

- A. The Judicial Board shall consist of the Chief Justice and two Associate Justices of the general body appointed by the Chief Justice.
  - 1. The Judicial Board may be expanded or reduced through a formal 2/3 vote of the chapter.
  - 2. The Judicial Board shall not be expanded to make up more than 1/8 of the chapter's membership and shall not be reduced below three members.
  - 3. Executive Board members are unable to hold an extended position, appointed or elected, on the Judicial Board
- B. The Chief Justice shall function as the Judicial Board's chairman in all meetings.
- C. If an incident is brought to the Judicial Board involving one of its members, the treasurer shall serve as a substitute Judicial Board member in place of the involved member.
  - 1. Should the incident involve two Judicial Board members, the treasurer and vice president shall serve as substitute Judicial Board members in place of the involved member.
  - 2. Should the incident involve any combination of all three Judicial Board members, the treasurer, or the vice president, in a manner not conducive to unbiased substitutions, the Executive Board shall appoint an emergency Judicial Board from uninvolved members of the general body to review the incident.

## II. Incident Review

- A. The incident review process shall begin when an incident is reported to Judicial Board.
  - 1. Any active brother, alumni, or member of Judicial Board may report a violation of house or fraternity policies by an active member to the Judicial Board.
- B. Following the incident being reported, the Judicial Board shall decide within 24 hours whether or not to review it.
  - 1. Should the Judicial Board decide not to review an incident, the reporting party shall have the opportunity to present the incident to the chapter. The chapter may then compel the Judicial Board to review the incident through a formal majority vote.
- C. Should the Judicial Board decide to review an incident, they shall convene a meeting as soon as reasonably possible to discuss the incident before initiating a formal hearing.

## III. Hearings

- A. Before a hearing is called, the involved brother(s) shall be given at least 24



hours' notice before being summoned before the Judicial Board.

- B. Unless deemed necessary by the Judicial Board, only the involved brother(s) shall be present at the hearing.
- C. At the hearing, the involved brother(s) shall be given ample opportunity to present their case to the Judicial Board.
- D. Upon hearing the case, the Judicial Board may confer in private to discuss any actions to be taken.
  - 1. Any actions to be taken must be agreed upon by a majority of the Judicial Board.
  - 2. Any dissenting members of the Judicial Board shall not express any opinion to the involved brother(s) that may undermine the ruling of the Judicial Board.
  - 3. Should the involved brother disagree with the Judicial Board's ruling, they may present their case to the chapter.
    - a) Both the involved brother(s) and the Judicial Board shall be given the opportunity to present their case to the chapter.
    - b) Following a discussion, the chapter may modify the Judicial Board's ruling through a formal 2/3 vote.
- E. All details of a Judicial Board hearing, including but not limited to: the identities of the involved brothers, the incident itself, and the actions taken; shall not be discussed outside of a Judicial Board meeting.
  - 1. The Judicial Board may discuss hearing and incident details publicly if they are deemed vital to the chapter through a unanimous formal vote by the Judicial Board.
- F. Before the conclusion of the hearing, it shall be the duty of the Judicial Board and the involved brother(s) to complete the attached Judicial Board Form.
  - 1. The Chief Justice and involved brother(s) are required to sign and date the form.

#### IV. Documentation

- A. The Judicial Board form shall remain private between the Judicial Board and involved brother(s).
  - 1. The Judicial Board may release documentation to the general body or the Ohio State governing body if deemed vital to the chapter through a unanimous formal vote by the Judicial Board.
- B. Before the end of a Chief Justice's term, it shall be his duty to erase all names and dates from the Judicial Board Forms.
  - 1. The purpose of the documents is to serve as precedent for any future Judicial Board cases, and therefore shall not be destroyed.
- C. All Judicial Board Forms shall reside in a special binder locked in the Chief Justice's safe.

#### V. Rights and Responsibilities of the Judicial Board

- A. Rights
  - 1. The Judicial Board shall review any incident involving a violation of house or fraternity policies by any active member.

2. The Judicial Board shall allocate consequences for any incidents as it sees fit.
3. Should a brother fail to fulfill the consequences allocated to him by the Judicial Board, the Judicial Board shall discuss further consequences; including but not limited to suspension.

B. Responsibilities

1. The Judicial Board shall review any reported incident in a timely manner.
2. The Judicial Board shall maintain discretion of any hearing or incident unless it is deemed otherwise necessary through the process stated above.
3. The Chief Justice shall keep all Judicial Board Forms properly documented, organized, and protected under lock and key

Brother Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reported Incident / Violation:

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Judiciary Board Comments:

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Judiciary Board Chairman Signature: \_\_\_\_\_ Date:

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Brother Signature: \_\_\_\_\_ Date:

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# Article XVI: Philanthropy Chairman

By Trevor Kibby, Est. 2017

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities of the Philanthropy Chairman

### A. Rights

1. The Philanthropy Chairman shall serve as a committee head.
  - a) The Philanthropy Chairman reserves the right to adjust the size of the Fight MS Music Fest committee as he believes will be the most beneficial for the event.

### B. Responsibilities

1. The Philanthropy Chairman shall organize and lead all philanthropic and service events sponsored by the chapter.
2. The Philanthropy Chairman shall inform and remind brothers of philanthropic events with advanced notice.
3. The Philanthropy Chairman shall encourage and remind brothers to participate in philanthropic and service events outside of the house.
4. The Philanthropy Chairman shall encourage brothers to suggest new philanthropic ideas.
5. The Philanthropy Chairman shall lead the Fight MS Music Fest committee and delegate duties to committee members clearly and with advanced notice.

## **Article XVII: Alumni Relations Chairman**

By Gabriel Cuddy, Est. 2017

Edited by Joshua Meek, Est. 2021

### I. Rights and Responsibilities of the Alumni Relations Chairman

#### A. Rights

1. The Alumni Relations Chairman shall serve as a committee head.

#### B. Responsibilities

1. The Alumni Relations Chairman shall form and manage the monthly chapter newsletter, serving as its editor.
2. The Alumni Relations Chairman shall work to maintain an accurate record of all current and former members.
3. The Alumni Relations Chairman shall provide any brother with the resources available to contact these members.
4. The Alumni Relations Chairman shall be responsible for all formal alumni correspondence.
5. The Alumni Relations Chairman shall be responsible for managing Chapter alumni events, including an annual Founder's Day Celebration.

## **Article XVIII: Athletics Chairman**

By Sam Curtis, Est. 2017

Edited by Simon Hoppa, Est. 2022

### **I. Rights and Responsibilities of the Athletics Chairman**

#### **A. Rights**

1. The Athletics Chairman shall serve as a committee head.

#### **B. Responsibilities**

1. The Athletics Chairman shall organize and serve as the captain of all intramural teams throughout the year, unless he seeks to designate the position to a brother of his choice.
  - a) At the end of the Athletics Chairman 's term, he will inform the next Athletics Chairman how registration works for all events that fall under his jurisdiction
2. The Athletics Chairman shall work with the Philanthropy Chairman to participate in sporting activities hosted by other Greek Organizations.
3. The Athletics Chairman shall consistently check the intramural website for updates regarding sporting signups.
4. The Athletics Chairman will organize esports tourneys, events, and competitions based on interest in the brotherhood.
  - a) The Athletics Chairman is allowed to allocate money from his committee fund for the tourneys, events, and competitions as well as buying food or gift cards for these events
5. The Athletics Chairman will work with sororities to have mixed intramurals by coordinating and planning with the sorority up to the date of the event

# Article XIX: Bylaws Chairman

By Christian Gerding, Est. 2017

Edited by Joshua Meek, Est. 2021

## I. Rights and Responsibilities of the Bylaws Chairman

### A. Rights

1. The Bylaws Chairman shall serve as a committee head.

### B. Responsibilities

1. The Bylaws Chairman shall always have a copy of the bylaws on hand for every meeting whether it be chapter or ritual.
2. The Bylaws Chairman shall aid the secretary in completing the Form A historical information for all newly initiated members.
3. The Bylaws Chairman shall draft legislation for new bylaws and amendments.
4. The Bylaws Chairman shall provide any brother with any resources needed to draft bylaws and amendments.
5. The Bylaws Chairman is responsible for familiarizing himself with the Chapter's bylaws to the best of his ability. In addition, he shall provide information to any brother who seeks details on the guidelines set forth in the bylaws.

## II. Bylaw Proposals

### A. Procedures

1. All proposed bylaws shall be brought to the Bylaws Chairman for initial construction and review with at least a one week notice prior to the next ritual.
2. The Bylaws Chairman shall draft appropriate legislation for the bylaws and provide a copy to the members of the Chapter with advanced notice.
3. The Bylaws Chairman shall bring up the bylaws to be considered at the ritual.
4. The Bylaws Chairman shall read the prospective bylaws to the Chapter during the scheduled ritual if requested.
5. The president will open the floor for any discussion on the proposals and call for a formal vote by the Chapter.
6. If the prospective bylaws pass a formal vote, credit for those bylaws goes to the Bylaws Chairman at the time of the vote passing.

### B. Requirements

1. All proposed bylaws and amendments shall require a formal vote.
2. Bylaws and amendments will require a 75% vote to pass.

# Article XX: Executive Board Representative

By Nick Gauthier, Est. 2017

Edited by Simon Hoppa, Est. 2022

## I. Responsibilities of the Executive Board Representative

### A. Responsibilities

1. The Executive Board Representative shall attend all Executive Board meetings.
  - a) The Executive Board Representative shall keep notes throughout the entire meeting.
2. The Executive Board Representative shall not speak during Executive Board meetings unless asked to speak.
  - a) He shall end the meeting asking whether there are any notes that should be kept private for the Executive Board.
  - b) The Executive Board Representative shall bring up any issues submitted to him by any of the brothers to the Executive Board to discuss solutions to the issues brought up.
3. During the conclusion of an Executive Board meeting, the Executive Board Representative shall notify the Executive Board of any issues he believes should be brought up to the chapter at large.
  - a) The Executive Board shall discuss these issues and, if necessary, vote on whether to bring them up to the chapter at large.
4. The Executive Board Representative shall collect submissions from the suggestion box every week before the Executive Board meeting.



# Article XXI: Brother At Large

By Christian Gerding, Est. 2017

## I. Responsibilities of the Brother at Large

### A. Responsibilities

1. The Brother at Large shall serve as a resource to any Brother who seeks advice.
2. The Brother at Large shall act as a mediator between Brothers for any disputes that may arise.
  - a) If the Brother at Large deems a conflict as serious, it is his duty to notify the Judicial Board and Chief Justice.
3. The Brother at Large shall remain unbiased in all matters between two or more Brothers.
4. The Brother at Large shall keep all knowledge of brothers' issues and disputes confidential.
5. The Brother at Large shall have at his disposal, the resources to further assist brothers with more serious mental health matters.
  - a) These resources can include but are not limited to: Counseling services (such as the universities Counseling and Consultation Services), workshops for mental health, or other forms of professional help.

## **Article XXII: Brotherhood Chairman**

By Christopher Pace, Est. 2018

Edited by Simon Hoppa, Est. 2022

### **I. Rights and Responsibilities of the Brotherhood Chairmen**

#### **A. Rights**

1. The Brotherhood Chairman shall serve as chairman of the Brotherhood Committee in order to assist him in the fulfillment of his obligations.

#### **B. Responsibilities**

1. The Brotherhood Chairman shall coordinate brotherhood events throughout the year.
2. The Brotherhood Chairman will strengthen relationships between brothers through casual interactions and activities that are non-mandatory and are not included on the Associate Member Event calendar.

### **II. Brotherhood Committee**

- A. The Brotherhood Committee shall consist of two to four non-Executive Board members.

1. The Brotherhood Chairman shall have authority to determine the exact number of Brotherhood Committee members.
2. These members shall be appointed by the Brotherhood Chairman.

- B. The Brotherhood Committee shall assist the Brotherhood Chairman in the fulfillment of his obligations in a manner of his choosing.

## **Article XXIII: Chief Justice**

By Christopher Pace, Est. 2018

### **I. Rights and Responsibilities of the Chief Justice**

#### **A. Rights**

1. The chief justice shall serve as the chairman of the Judicial Board
2. While the chief justice is elected by the chapter, the chief justice shall appoint associate justices to serve on the Judicial Board. All appointments will be approved or declined by the Executive Board and the President.

#### **B. Responsibilities**

1. The chief justice shall keep absolute confidentiality and shall use discretion in order to communicate relevant and necessary information to the Executive Board.
2. The chief justice shall coordinate and preside over all Judicial Board business and meetings.
3. The chief justice shall file all cases and reporting accordingly.
4. The chief justice shall report directly to the vice president.

## **Article XXIV: Apparel Chairman**

By Christopher Pace, Est. 2018

Edited by Simon Hoppa, Est. 2022

### I. Rights and Responsibilities

#### A. Rights

1. The Apparel Chairman shall have authority over all chapter apparel which represents Theta Xi, Chi chapter, or any other affiliation.

#### B. Responsibilities

1. The Apparel Chairman shall form an Apparel Committee in which the members are appointed at the Apparel Chairman's discretion.
2. The Apparel Chairman shall preside over all apparel committee meetings and will organize meeting times as well as topics.
3. The Apparel Chairman shall design and/or order all apparel.
4. The Apparel Chairman shall meet with the treasurer in order to create an appropriate budget.
5. The Apparel Chairman shall collect and organize all funds necessary for purchased apparel and items with the assistance of the treasurer.

# Article XXV: Fundraising Chairman

By Christopher Pace, Est. 2018

Edited by Simon Hoppa, Est. 2022

## I. Rights and Responsibilities

### A. Rights

1. The Fundraising Chairman shall serve as the head of the Fundraising Committee.
2. The Fundraising Chairman shall appoint and construct a Fundraising Committee at their discretion.

### B. Responsibilities

1. The Fundraising Chairman shall create and organize fundraising events in which funds directly assist the chapter.
2. The Fundraising Chairman shall present all potential fundraisers before the chapter.
3. The Fundraising Chairman shall ensure all fundraisers are in accordance with federal, state, local, university, and chapter policies.

# Article XXVI: Expulsion

By Zack Jarvis, Est. 2020

## I. Definition

- A. Expulsion shall be defined as formal removal from the brotherhood of Theta Xi permanently.
- B. Expulsion from the brotherhood of Theta Xi is the most serious action the brotherhood can take on a brother in question
- C. Expulsion is reserved for actions or conduct unbecoming and so egregious that sanctions placed upon the brother in question by the Judicial Board cannot suffice the actions committed

## II. Proceedings

- A. The Executive Board shall address any situations that may require initiating expulsion proceedings.
- B. After deliberation, the Executive Board shall vote by secret ballot to present expulsion proceedings to the chapter at the next appropriate ritual. A simple majority is required.
- C. The brother in question shall be informed of the decision by the Executive Board as soon as possible, granting him at least 48 hours' notice before the decision is presented to the chapter.
- D. At the ritual, the president shall present the case for beginning expulsion proceedings and the brother in question shall be allowed up to five minutes to speak on his own behalf.
- E. Following this, a formal vote to initiate expulsion proceedings shall occur. A simple majority is required to proceed.
- F. If the chapter votes to initiate expulsion proceedings, a ritual shall be scheduled at the next appropriate time. A motion followed by a simple majority vote approval may be permitted in order to circumvent the formality of continuing the expulsion proceedings at the next scheduled ritual
- G. At that ritual or following the motion to continue the expulsion proceedings at the current ritual, both the president and brother in question shall have up to five minutes to present their cases. The brother in question shall leave the room, and up to ten minutes of discussion among voting-eligible members shall occur. This time may be extended by a simple majority vote.
- H. Following this discussion, a formal vote to expel the brother in question shall occur. A 75% majority of voting-eligible brothers is required to expel a brother.
- I. Theta Xi National Headquarters shall be informed that the brother in question has been expelled.

## III. Outcomes

- A. If the chapter votes to expel a brother from the brotherhood of Theta Xi, the outcomes are as follows:
  - 1. The brother in question is stripped of his letters as well as any and all past, present, and future affiliation with the Theta Xi Fraternity in its

entirety

2. The brother in question's star will be completely blacked such that even his Chi number no longer shows
3. The brother in question will not be permitted to attend any brotherhood events, alumni events, blocks, parties, formals, etc.
4. Reconciliation or reinstatement is not an option
5. If the brother in question resides in house, he may be permitted to continue living in the house until his lease expires at the discretion of the brotherhood and property manager(s)
6. If the brother in question is indebted to the brotherhood financially at the time of his expulsion, he will still owe the brotherhood the financials in full.