



The Bylaws of the Alpha Iota Chapter of Delta Sigma Phi

# The Bylaws of the Alpha Iota Chapter of Delta Sigma Phi

Drafted March 15, 2015

Ratified April 26, 2015

## Table of Contents

Preamble to the Constitution	3
Preface	3
Article I: Membership	4
Article II: Academics	6
Article III: Meetings	10
Article IV: Officers	11
Article V: Elections	14
Article VI: Committees	16
Article VII: Executive Board	16
Article VIII: Finances	17
Article IX: Penalties	19
Article X: Amendments	22

### **Preamble**

The Delta Sigma Phi Fraternity in Convention assembled declares and affirms the following principles:

That the belief in God is essential to our welfare.

That loyalty to the constituted authority of our nations and their subdivisions is a cardinal virtue of our brotherhood, the pledged faith of which shall never be broken; and that our brotherhood,

receiving the blessings of liberty, education, and fraternity, shall ever support, foster and defend our universities, colleges, and school systems, founded under the dispensation of our governments and constituting the bulwarks of democracy for us, for our posterity and for all men.

That the sanctity of the home and the sacredness of the family bond, the hearthstone of our enlightened civilization, and the chivalry of man toward woman, shall be maintained and protected by us, not only for ourselves and our posterity, but also for the good of all mankind.

That a symmetrical culture, a fraternal communion among the colleges of this country, and a brotherhood of men, whose ideals and beliefs are those of modern civilization, are essential to the welfare of our college men.

In furtherance of these aims, this Fraternity has recognized certain standards of attainment and gentlemanly conduct, expressed in the ideals symbolically represented by the three Greek letters, Delta, Sigma, and Phi; and it shall be the constant endeavor of the brothers who may be called to preside over and govern the Fraternity, or its component Chapters, to enforce the precepts of the Fraternity by every reasonable means within their power, and they, and each brother of the Fraternity shall exemplify those principles by conduct as well as enforcement in order that the Fraternity may grow and prosper with honor to itself and that the world may ever be convinced of the sincerity of our purpose.

## **Preface**

The purpose of the Alpha Iota Chapter of Delta Sigma Phi is to promote leadership and growth and to foster brotherhood and friendship within the fraternity. Membership shall be based on the basis of personal merit and interest and not on the basis of race, color, creed, religion, national origin, sexual orientation, disability, age, ancestry, genetic information, HIV/AIDS status, military status, or veteran status. The Chapter's aims and functions will be consistent with University policies and local, state, and federal laws.

## **Article I: Membership**

1. No man shall be asked to join in conflict with University, Interfraternity Council, or National Fraternity regulations.
2. No man shall be asked to join the Chapter if he is not in at least one (1) extracurricular activity, club, or student organization affiliated with The Ohio State University.
3. It shall be the responsibility of the Chapter members to meet all prospective new members whenever they are brought in contact with the Chapter.

4. New members shall be considered eligible for initiation when they have met the scholastic requirements of the Chapter, the requirements of the New Member Educator's program, and are in good financial standing.
5. Any man released for scholastic reasons may rejoin after one full semester of satisfactory academic achievement, if the Chapter wishes.
6. Two weeks before the date set for initiation, the potential new members will be voted upon for initiation. To be eligible, the potential new member must meet the academic requirements of the University, the Interfraternity Council, and the Chapter; must be in good financial standing; and must be approved by minimum of seventy-five percent (75%) of current Chapter members in good standing. If a potential new member does not meet these requirements, an option to hold the candidate new member over for one academic semester is available.
7. Hold-over New Member Policy
  - a. New members, who do not meet the above requirements for initiation, can only be held over for one semester. They are required to pay national dues.
  - b. The New Member Educator or Academic Chairmen will require the hold-over new members to participate in study sessions (supervised) by the New Member Educator, Academic Chairmen, or Big Brother three nights a week for two hours each session. This requirement should be made flexible for the new member as long as the required amount of study time is being adhered to.
  - c. Hold-over new members will continue to wear the new member pin as a symbol of dedication to their goal of activation into the fraternity.
  - d. The Academic Chairmen or the New Member Educator will actively review the new members progress by establishing three dates upon which they will review the progress of the new member (i.e. whether or not he has been attending study sessions). The committee will then report its findings to the Chapter at a regular meeting and make recommendations as to whether or not to offer membership for that particular hold-over new member.
    - i. The member must be voted into membership or released from hold-over at the same time as the new member class of their hold-over semester is voted on.
8. Members may be sanctioned or expelled for violations of the Constitution, regulations, or rules of the Fraternity or for conduct unbecoming of a gentleman of this Fraternity in the manner prescribed in the Fraternity Manual or as prescribed in these bylaws in Article IX.
9. Members considered in good standing with the Chapter are those who meet the academic and service standards, standards of excellence standards, are not financially delinquent, and are not under any type of disciplinary sanctions by the Chapter or the University. Members not in good standing must complete the requirements set by the Standards Board to return to good standing

## 10. Service Requirements

- a. Each member of the Chapter shall perform 105 a total of fifteen (15) hours of community service each semester.
  - i. Service hours for the autumn semester shall be defined as community service performed from the day following the final day of spring semester of the previous academic calendar year until the end of autumn semester. Service hours for the spring semester shall be defined as community service performed from the day following the final day of autumn semester until the final day of spring semester.
- b. Members who fail to meet these service requirements shall be required to complete 20 hours of community service the following semester. If 20 hours are not met, the member will automatically be put on social probation.
  - i. Appeals to the punishment may be made to the Executive Board as outlined in Article IX.

## 11. Social Requirements

- a. Each member of the Chapter shall be made available to serve as a Social Monitor at least once a semester.
  - i. All members will receive Social Monitor training, to be renewed yearly, provided through the University. After said training, all members will be required to sign a Social Contract which will be held until the next school year agreeing to the duties of Social Monitoring as well as the selection system.
  - ii. All new members will receive their first training during the New Member Education process and will be required to renew training with the rest of the Chapter for the following school years.
- b. Social Monitors will be selected and the Chapter will receive notice of Social Monitors at least twenty four (24) hours prior to the event in which they will be Social Monitoring.
- c. Social Monitors will be selected using the following criteria:
  - i. There must be at least five (5) Social Monitors or one (1) Social Monitor per fifteen (15) members (whichever is greater) for each social event where alcohol is present.
  - ii. There must be at least one (1) member of the Executive Board serving as a Social Monitor for each social event where alcohol is present.
    1. The Executive Board member that is serving as Social Monitor will become the Acting Executive of the Chapter until up to twelve (12) hours after the beginning of the event, allowing them to make decisions for the good of the Chapter pertaining to the event in question.
- d. Social Monitors will be selected using the following system:
  - i. Members will be allowed to volunteer to serve as a Social Monitor the week of an event, up to forty-eight (48) hours prior to the start of the event, until all Social Monitor spots are filled. ii. If the Social Monitor

spots are not filled by volunteers, members will be selected from a randomly ordered Chapter roster.

1. This roster will be made by the Sergeant-at-Arms at the beginning of each semester and used for the entirety of the semester.
- iii. After serving as a Social Monitor, either by volunteering or being selected from the Chapter roster, a member's name will be removed from selection until all members have served in the given semester.
  1. With the start of a new semester, a new list is to be generated and all names are eligible to be called.
  2. All members who are in their graduating semester must notify the Sergeant-at-Arms prior to the first social event at which Social Monitors are required and will be removed from Social Monitor contention for that semester.

## 12. Philanthropy Requirements

- a. Philanthropy events will be defined as either Internal or External.
  - i. In order to qualify as an internal philanthropy event, the function must be hosted by Delta Sigma Phi Alpha Iota Chapter and require a formal written commitment.
  - ii. In order to qualify as an external philanthropy event, the function must be hosted by another organization and approved by the Philanthropy Chairman. External philanthropy events also require formal written commitment.
  - iii. Each member of the Chapter shall participate in any two (2) philanthropy events each semester. This can be two (2) internal philanthropy events, two (2) external philanthropy events or one (1) internal philanthropy event and one (1) external philanthropy event.
- b. Members who fail to meet these philanthropy requirements shall be required to participate in a minimum of three (3) philanthropy events the following semester. If three (3) philanthropy events are not participated in the following semester, the member will automatically be put on social probation.
  - i. Appeals to the punishment may be made to the Executive Board as outlined in Article IX.

## Article II: Academics

1. Purpose: The purpose of the academic plan of the Alpha Iota Chapter of Delta Sigma Phi is to foster and promote academic success for all members of the Chapter by encouraging and expecting academic success through the following regulations, as detailed in this article.
2. Academic Good Standing
  - a. A members academic good standing will be determined by the following academic and class ranking criteria:

i. Underclassmen: Freshmen and Sophomores

1. Definition

- a. A member between his second and fourth undergraduate semester at this or any other university.
2. Members must maintain a minimum 2.75 GPA on a 4.00 scale each semester.
3. Academic good standing is based on the previous term of enrollment, not cumulative GPA.

ii. Upperclassmen: Juniors and Seniors

1. Definition

- a. A member between his fifth and last undergraduate semester at this or any other university.
2. Members must maintain a minimum 2.75 cumulative GPA on a 4.00 scale.

iii. New Members

1. Definition

- a. A newly initiated member
  2. Members must maintain a minimum 2.75 GPA on a 4.00 scale each semester.
  3. Academic good standing is based on the previous term of enrollment, not cumulative GPA.
  4. New Members will be monitored academically, regardless of class rank, for the first three semesters of their membership (including their initiated semester). Following these semesters he will revert to the class rank classifications.
- b. A member in academic good standing must maintain a minimum 2.75 Grade Point Average (GPA) on a 4.00 scale each semester.
  - c. A GPA earned during the summer term may be counted towards good standing if the member is taking classes full time as defined by the University (i.e., 12 credit hours) during that term. This issue will be on a case-by-case basis handled by the Sergeant at Arms and Standards Board with recommendations by the Academic Chair, and must be brought to their attention by the fourth Friday of the autumn semester.
  - d. Academic good standing is based on the previous term of enrollment, not cumulative GPA.

3. Academic Assistance

a. Definition: Underclassmen, New Member

- i. A member who receives a GPA between 2.5000-2.7500 the previous semester.
- ii. A member receiving an incomplete mark (I) during a semester.

b. Definition: Upperclassmen

- i. A member whose cumulative GPA is between 2.7500-3.0000.
- ii. A member receiving an incomplete mark (I) during a semester.

- c. Any Member on Academic Assistance will receive a written warning by a member of Standards Board in regards to their academic progress.
    - i. Enclosed in the written warning will be information regarding their academic status, explanation of restrictions, offer to meet officially with the Standards Board, if they should choose, and a list of resources and suggestions to ensure future academic success.
      - 1. Resources may include, but are not limited to: Academic Chair, Younkin Success Center, private or Brother tutoring
      - 2. Suggestions may include, but are not limited to: Speak to your professor or teaching assistant regularly, create an academic plan outlining key dates and deadlines, attend and/or log study hours, join or create a study group made up of brothers and classmates
4. Academic Probation
- a. Definition: Underclassmen, New Member
    - i. Any member who receives a GPA between 2.000-2.4999 the previous semester.
    - ii. Any member who receives a GPA below a 2.000 the previous semester and is not expelled by the Chapter.
  - b. Definition: Upperclassmen
    - i. Any member whose cumulative GPA is between 2.500-2.7499.
    - ii. Any member who receives a GPA below a 2.500 the previous semester and is not expelled by the Chapter.
  - c. Any member on Academic Probation will receive a written warning and required to attend a Standards Board Hearing in regards to their academic progress.
    - i. Enclosed in the written warning will be information regarding their academic status, explanation of restrictions, Standards Board Hearing details (date, time, and location), and a list of sanctions, resources, and suggestions to ensure future academic success.
      - 1. Resources may include, but are not limited to: Academic Chair, Younkin Success Center, private or Brother tutoring
      - 2. Suggestions may include, but are not limited to: Speak to your professor or teaching assistant regularly, attend and/or log study hours, join or create a study group made up of brothers and classmates
      - 3. Sanctions
        - a. Required to attend at least two hours of regulated study tables a week and log an additional four hours of study time, verified by another brother, totaling six logged hours per week.
          - i. Members on consecutive semesters of not being in good standing academically will have their study table and logged hours doubled, to four and eight



hours respectively, totaling twelve logged hours per week.

1. This applies to a member on consecutive Academic Probations, who is not removed from the chapter, or one who moves from Academic Assistance to Academic Probation.
    - b. Required to meet with the Academic Chair during the fifth and tenth week of the semester to discuss academic progress and to create an academic plan.
    - c. Any member may appeal before the Standards Board to have any of the above restrictions lifted. Appeals will be considered on a case-by-case basis.
  - ii. Failure to complete any of these sanctions will be considered a Tier Two Offense.
  - iii. Involvement
    1. Members will be prohibited from any social event that involves another Greek organization including, but not limited to, themed gatherings and pre-games.
    2. Members will be allowed to attend all brotherhood events including, but not limited to, dinners, date parties, formals, and outings.
5. Members who are not in Academic Good Standing
  - a. Any member on either Academic Assistance or Academic Probation.
  - b. Executive Board members who are not in Academic Good Standing will be removed immediately.
  - c. Members will receive written or email notification from the Sergeant at Arms or Academic Chair when he is placed on or removed from Academic Assistance or Probation.
  - d. Members on Academic Assistance for two consecutive semesters will be brought to Standards Board with the recommendation for Academic Probation.
  - e. Members on Academic Probation for two consecutive semesters will be brought to Standards Board with the recommendation for expulsion from the Fraternity.
  - f. Members on either Academic Assistance or Probation for three out of four consecutive semesters will be put up for expulsion from the Fraternity.
  - g. Underclassmen Members with a GPA below 2.00 from the previous semester will be brought to Standards Board with the recommendation for expulsion from the Fraternity.
  - h. Upperclassmen members with a cumulative GPA below 2.50 will be brought to Standards Board with the recommendation for expulsion from the Fraternity.

### **Article III: Meetings**

1. Meetings shall be held weekly during the autumn and spring semesters on an evening determined by Chapter vote. Changes or cancellations to the regular meeting schedule may be made for good cause may be made by the President, who may change the meeting time of individual meetings by giving notice at least one week in advance.
2. Special meetings may be called by the President, 242 Chapter Advisor, the Alumni Corporation Board (ACB) President, or any national officer on forty-eight (48) hours' notice.
3. A member must attend all mandatory Chapter meetings unless an approved written or via email excuse is provided to the Secretary at least twenty-four (24) hours prior to the start of the event.
  - a. Approved excuses can include, but are not limited to, the following:
    - i. Academic Absence
      1. Each member is permitted two academic absences per semester. If the member feels that he has too much schoolwork to finish, he is permitted to use an Academic Absence in order to be excused from the meeting.
    - ii. Prior Commitments
      1. If a member has a prior commitment that is unavoidable or unable to be rescheduled, he is permitted to be excused from the meeting.
  - b. All weekly Chapter meetings, any special meeting, and all Rituals are considered mandatory.
  - c. All voluntary events for which the member commits himself to attend via written or electronic sign-up shall be considered a mandatory event for that member.
  - d. In the event of an emergency situation occurring after the deadline to submit an excuse, the member must notify the Secretary, President, and Sergeant-at-Arms of the emergency as soon as is reasonably possible in order to avoid an unexcused absence.
4. Only undergraduate members in good standing shall have the privilege of a vote at Chapter meetings.
  - a. All members, regardless of standing, will be permitted a vote in the election for President, for the approval of the budget, and in the event of a vote for the expulsion of a member.
5. Alumni of the Fraternity shall have the privilege of attending meetings, and the President may recognize them from the floor for discussion. The Chapter Advisor, ACB President, or any national officer shall never be denied the privilege of addressing the Chapter.
6. The quorum required for the transaction of business shall be a simple majority of all undergraduate members in good standing.
7. Aside from the above Bylaws, Robert's Rules of Order shall determine parliamentary procedure in Chapter meetings.
8. Chapter Bylaws shall be covered at the beginning of each semester in a Chapter meeting and shall be a part of the Chapter's new member orientation program.

9. All reports shall be written or typed and submitted to the appropriate officer. Failure to submit reports shall be subject to Executive Board review.
10. Use of alcohol, drugs or tobacco is not permitted during Chapter meetings.

#### **Article IV: Officers**

##### **1. Officers**

- a. An Officer of the Alpha Iota Chapter of Delta Sigma Phi is one that is elected to his position by the procedures outlined in Article V of these Bylaws.
- b. The following positions are Officers: President, Vice President, Vice President of Membership Development, Sergeant-at-Arms, Vice President of Recruitment, Treasurer, and Secretary.
  - i. The House Manager is the only non-officer that is appointed by Chapter vote; however, it is by a confirmation vote as opposed to an election, as outlined in Article IV Section 2.
- c. All Officers are required to maintain good standing with the Fraternity and the University.
  - i. If an Officer is found to be not in good standing with either the Fraternity or the University, he will immediately vacate his position.
- d. Any Officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the Bylaws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this Chapter, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws.
  - i. The Executive Board may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the Chapter's Advisor.
  - ii. If the reason for Officer removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the Chapter Advisor, may vote to temporarily suspend an Officer.
  - iii. Upon act form removal by the Executive Board, an Officer may be recalled by a two-thirds (2/3) majority vote by all Chapter members in good standing.
- e. As prescribed in the regulations of the National Fraternity, the ACB and the Chapter Advisor shall have the power to obtain the resignation of any Chapter Officer it deems negligent or ineffective.
- f. The duties of the established officers are detailed below:
  - i. President
    1. Effectively manage Chapter operations and external relations
    2. Provide the leadership to ensure that Fraternity, the University, and Chapter policies are interpreted correctly and followed
    3. Act as a liaison between the Chapter and the ACB, the

- University, the Interfraternity Council and the National Fraternity
  4. Serve as a voting member of the ACB along with the Chapter Treasurer
  5. Preside over general assembly meetings
  6. Oversee an effective officer transition and education period
  7. Compile and submit the annual Accreditation Application
  8. The President shall have no vote during general assembly meetings
- ii. Vice President
1. Ensure the Chapter carries out the goals and policies of the Fraternity
  2. Preside over weekly Executive Board meetings and coordinate the agenda for Chapter meetings
  3. Coordinate implementation of the Chapter scholarship plan with the Academic Chairman
  4. Serve as an ex-officio, non-voting member of every committee that he oversees
  5. Preside over regular Chapter meetings or ceremonial occasions in the absence of the President
- iii. Vice President of Membership Development
1. Ensure chapter members have significant developmental opportunities
  2. Work with the New Member Educator, Health & Wellness Chair, and Brotherhood Events chair to create meaningful and developmental events for the Chapter
  3. Assist with retreat coordination and planning
  4. Serve as an ex-officio, non-voting member of every committee that he oversees
  5. Provide the Chapter with updated information on upcoming leadership development programs from the University and National Fraternity
- iv. Sergeant-at-Arms
1. Maintain order within the Chapter by enforcing all rules, policies and Rituals
  2. Act as parliamentarian at Chapter meetings and functions
  3. Oversee the Standards Board
  4. Ensure all Ritual materials and events proceed in order and according to Ritual standards
  5. Ensure each member follows the Code of Conduct
  6. Educate all members on the Policy on Responsibility & Accountability
- v. Vice President of Recruitment
1. Design and oversee a productive recruitment program.
  2. Design a year round recruitment program

3. Hold a recruitment retreat to educate members on various recruitment techniques
4. Maintain and provide up to date recruitment literature to all Chapter members and new members
5. Attend recruitment education seminars and retreats hosted by the National Fraternity

vi. Treasurer

1. Maintain an accurate bookkeeping system and a sound financial base
2. Work with the ACB Treasurer and billing partner to accomplish the following:
  - a. Develop and implement an annual chapter budget
  - b. Maintain accurate books
  - c. Distribute and collect all bills from active members
  - d. Properly enforce the Chapter's financial policies
  - e. Pay all debts owed by the chapter on time
  - f. Complete necessary government reports and tax information
  - g. Serve as a voting ACB member along with the Chapter president

vii. Secretary

1. Maintain all Chapter correspondence, paperwork and records
2. Keep record of minutes at Chapter and Executive Board meetings
3. Work with the ACB secretary to maintain an accurate Chapter directory
4. Work with all chairmen designated under this role
5. Throughout the year, provide any required information to the National fraternity by the required deadline

2. Chairmen

- a. Any position that is held by a single person within the Fraternity that is not elected shall be considered a Chairman.
- b. A chairman can be established in two (2) ways:
  - i. Appointed
    1. An appointed Chairman is selected by the President to serve in a desired role.
    2. An appointed chairman can be removed from his duties with a written explanation to the Chapter from the President.
  - ii. Appointed and Confirmed
    1. An appointed and confirmed Chairman is selected by the President to serve in a desired role and must pass a majority vote by the Chapter to be entrusted with his duties.

2. An appointed and confirmed chairman can be removed from his duties by a simple majority vote of all Chapter members in good standing.
3. The House Manager is the only appointed and confirmed Chairman.
  - iii. The Chairmen for each calendar year will be determined by the incoming Executive Board before the beginning of their term.
- c. The House Manager serves by academic year and is entitled to reduced semester dues that solely cover National Fraternal and University dues for the entirety of their term.
  - i. If the House Manager is elected to an Officer position during their term, they vacate their position.
  - ii. The House Manager vacancy will be filled by appointment from the Executive Board and confirmed by a Chapter vote

## **Article V: Elections**

1. Annual Elections
  - a. Elections shall be held once every academic year in the second or third week of the month of October at a Chapter meeting or special Chapter meeting called by the President in accordance with the procedures outlined in these Bylaws.
  - b. The Chapter shall be notified of the upcoming election by the President at least three (3) weeks prior to the date of the election.
  - c. After announcing officer elections, the President shall compile a slate of nominations for the purpose of voting. Members may be placed on this slate with their office(s) preference by informing the President, Secretary, and Sergeant-atArms at least two (2) weeks prior to the date of the election. The slate will then be sent out to the Chapter by the Secretary.
    - i. Only members who inform the appropriate officers by the deadline will be placed on the slate.
    - ii. If there is a vacant spot or an unopposed candidate after the initial slate is compiled, a member may nominate another member to the slate at least one (1) week before the elections. The nomination must be seconded by a third brother and accepted by the nominee in order for the nominee to be added to the slate for the vacant or unopposed position.
    - iii. Only members in good standing at the time of the elections shall be eligible for candidacy.
2. Special Elections
  - a. A vacancy in any elected office shall be filled by a special election within two (2) weeks after the vacancy occurs.
  - b. A special election can occur at either a regular Chapter meeting or a special Chapter meeting called by the President in accordance with the procedures outlined in these Bylaws.

- c. Notice of the special election shall be given by the President to the Chapter at least one (1) week prior to the date of the election.
- d. After announcing the special election, the President shall compile a slate of nominations for the purpose of voting. Members may be placed on this slate with their office(s) preference by informing the President, Secretary, and Sergeant-at-Arms at least three (3) days before the election.
  - i. Only members who inform the appropriate officers by the deadline will be placed on the slate.
  - ii. Only members in good standing, at the time of the election, shall be eligible for candidacy.

### 3. Election Procedure

- a. Both annual elections and special elections will be conducted in accordance to the following procedures:

- i. Order

- 1. The positions will have speeches given and be voted upon in the following order: President, Vice President, Vice President of Membership Development, Sergeant-at-Arms, Vice President of Recruitment, Treasurer, and Secretary.

- ii. Speeches

- 1. The candidates for President shall be given a maximum of eight (8) minutes to speak. Each speech shall be followed by a question and answer period. Each question response is limited to one (1) minute.
    - 2. No questions shall be asked in any manner that would extend the candidate's speech.
    - 3. The candidates for Vice President shall be given a maximum of five (5) minutes to speak followed by a question-answer period. Each question response is limited to one (1) minute. No question shall be asked in any manner that would extend the candidate's speech.
    - 4. The candidates for the remaining elected offices are not required to give a speech but shall have the option of a maximum three (3) minute speech followed by a three (3) minute period to respond to any questions. Only the candidate's time spent responding will be counted against his time.
    - 5. The timing for both the speeches and the answer periods will be kept by the Sergeant-at-Arms.
    - 6. While a candidate is giving his speech, all other candidates for the same position will not be present in the meeting space.
    - 7. If a candidate is not elected for the position for which he was slated, he may opt to run for any position following it.

- iii. Voting

- 1. Votes will be taken by secret, written ballot.
    - 2. Voting for each position will take place immediately after all candidates for that position have spoken.

3. Votes will be collected by the Sergeant-at-Arms after all candidates for the given position have spoken.
  4. Votes will be tallied by the current President, the current Sergeant-at-Arms, and one general member who is not partaking in the given elections.
  5. If either the current President or current Sergeant-at-Arms is running for an elected office in the given elections, they will be replaced in the vote count for that position by a current Executive Board member who is not running for that position.
- iv. Installation
1. Incoming officers shall be installed and take office at the first Chapter meeting of the new calendar year.
  2. The Installation Ritual will be followed as prescribed by the Ritual Book of Delta Sigma Phi Fraternity.

## **Article VI: Committees**

1. There are two types of committees: standing and special.
  - a. A special committee may be created as necessary by the President and would-be committee head with a majority vote of the Executive Board. It exists for collaboration on nonessential matters of the Fraternity or those which do not affect its overall function or performance. When proposing a special committee the would-be committee head is required to give the Executive Board a detailed report or presentation on the need for the committee. This report should include at least a mission statement and any initial plans or ideas. Special committees should be evaluated on their contributions to the Fraternity and voted on by the Executive Board each semester.
  - b. A standing committee is one that exists to serve an inherent need in the Fraternity to ensure that it functions properly. A special committee which has been established for at least three consecutive semesters and has proven its inherent worth may become a standing committee with the majority approval of the Executive Board. Standing committee members serve as a representative of the Chapter as a whole on that committee.
2. If a standing committee is deemed unnecessary for any reason, it can be dissolved by a majority vote by the Executive Board.
3. The members of each committee shall be appointed by the President in conjunction with the committee head and Executive Board with the approval of the Chapter by a proper vote.
4. Committees shall meet at the time specified by the committee head. Each committee head shall submit a weekly written report to the appropriate Executive Board member.
  - a. Standing committees will be required to hold weekly meetings and make their location and time available to the Chapter.



5. Committee meetings are to be open to all members of the fraternity. However, those who are non-committee members will be dismissed by the committee head while any official votes or privileged deliberations occur.

#### **Article VII: Executive Board**

1. Members of the Executive Board shall be as follows: President, Vice President (who shall be the presiding officer), Sergeant-at-Arms, Treasurer, Secretary, Vice President of Membership Development, and Vice President of Recruitment.
2. The role of each Executive Board Member is defined in Article IV Section 1.
3. The Executive Board shall meet weekly at a set date and time. These meetings are open to all Members, unless noted otherwise. The board shall consider all matters concerning the Chapter and shall make recommendations and/or decisions for the good of the Chapter
4. The Hierarchy of the Executive Board is as follows:
  - a. President
  - b. Vice President
  - c. Sergeant-at-Arms
  - d. Treasurer
  - e. Secretary
  - f. Vice President of Membership Experience
  - g. Vice President of Recruitment
5. In the event that that the presiding officer becomes incapacitated the next Executive Board member in the hierarchy will become the new presiding officer.

#### **Article VIII: Finances**

1. The Treasurer shall prepare an autumn and spring semester budget (with the assistance of the Executive Board, ACB and/or an open forum meeting), which must be presented and approved by the Chapter before the end of the preceding semester. The initial reading of the budget is to occur no later than the second to last regular meeting of the semester.
  - a. When preparing the budget the Treasurer is responsible for gathering an estimated expense report for the following semester from each Chairman. Chairmen are required to have their expense reports with detailed explanation for the requested allocation turned in to the Treasurer no later than the fourth to last regular meeting of the semester. If no expense report is presented to the Treasurer by this time, it is the responsibility of the Treasurer to allocate money as he sees fit, with the aid of the ACB Treasurer and the Fraternity billing partner as defined in Article IV.
2. Dues shall be promptly paid in full at the beginning of each semester. Any member that fails to do so will receive a written warning one week after the collection date. If

payment has not been completed after two weeks said members will receive a second warning and be considered financially delinquent until the payment is delivered.

- a. If a member requires financial assistance in the form of a payment plan, they are responsible for contacting the Treasurer and stating their case prior to the beginning of the semester. If a member is approved for a payment plan but fails to make a payment, the member will be considered financially delinquent until payment is delivered.
  - b. If any unexpected financial problems arise, the member needs to contact the Treasurer before the payment is due so appropriate measures can be taken, or the member risks the financial penalties found in Article IX.
  - c. Untimely payments may be subject to late fee schedules as approved by the Chapter and communicated to the Chapter at least forty-eight (48) hours prior to the deadline.
3. If a member has been financially delinquent for over a month, he will be recommended to the ACB by the Treasurer to be placed on financial suspension until the payment is received.
    - a. Any members under financial suspension will be called before the Executive Board to state their case. A closed deliberation decided by a majority vote will be relayed to the ACB before any action is taken. Extenuating circumstances will be handled on a case-by-case basis.
  4. If a member has not successfully paid their dues or fees after a month of financial suspension, said member will be recommend to the ACB by the Treasurer to be expelled from the fraternity, unless deemed otherwise by the process found in Article 8 Section 3a.
  5. Any fees required by the National Fraternity must be paid before a new member participates in the ceremony for which the fee is required. These dues are for the national fraternity and do not go to the Alpha Iota Chapter of Delta Sigma Phi at The Ohio State University.
    - a. Failure to pay these fees prior to their respective ceremony will result in the member(s) exclusion from said ceremony until the payment is delivered.
  6. New members who are not voted for initiation shall be refunded only the amount they have paid toward initiation. New members who sever their own membership or fail to qualify because of scholastic deficiencies (e.g. losing full-time student status) shall not be refunded any amount they have paid.
  7. The Treasurer will use a billing collections service for the collection of Fraternity dues and fees. If the Treasurer wishes to change to a new billing service provider he must receive a simple majority approval from the chapter at a regular chapter meeting.
    - a. All dues and fees are to be paid by the 15th of each month.
  8. The purchase of alcohol with Chapter funds is expressly prohibited as stated by the National Fraternity's Bylaws.
  9. The signatures of both the President and Treasurer shall together be required on every check that is written in an amount equal to, or in excessive of, fifteen hundred dollars (\$1500) on the Chapter bank account.

10. The Treasurer must submit a monthly report of the previous month's financial activities and standing of the Chapter to the President by the fifth (5th) of each month.
  - a. Irresponsible or unauthorized financial transactions that occur will result in a joint hearing of the ACB and remaining Executive Board members.
11. This organization, having been established as the Alpha Iota Chapter of the Delta Sigma Phi Fraternity at The Ohio State University, shall be called and referenced as Delta Sigma Phi Alpha Iota in all financial correspondence. Thus, the account name used for both the Chapter checking account and money market (savings) account shall be called Delta Sigma Phi Alpha Iota, as established with U.S. Bank the twenty-seventh day of February in the year 2012.
  - a. If there ever is need or want to change banks, it shall be amended through a proper vote as stated in Article X.

### **Article IX: Penalties**

1. All members are always representing Delta Sigma Phi and the Greek community as a whole but especially when wearing any apparel that displays the Delta Sigma Phi letters. If any member's behavior conflicts with the Code of Conduct of Delta Sigma Phi, the rules of The Ohio State University, or whose behavior at any social event is found to be extremely unbecoming of Delta Sigma Phi, said member will be brought before the Standards Board. If an act of this caliber is again committed, the member will be brought before the Standards Board once again and the appropriate action, as the Standards Board sees fit, will be put into place.
  - a. The Standards Board Handbook serves as policy on how the Standards Board shall be run and may be referenced for more details on members of the Standards Board and Standards Board procedures.
2. The Standards Board will assess each infraction in a case-by-case manner. However, they will use the following Tier System as a guideline for what sanction would be appropriate for certain infractions. Any infraction that is not listed will be assessed in a case-by-case manner.
  - a. Tier One
    - i. Offenses:
      1. First petty infraction.
      2. Excessive use of profanity or verbal abuse at any official Chapter event.
      3. First offense of inappropriate attire at Chapter meetings.
      4. First act of slightly inappropriate behavior that could reflect badly upon the image of the Fraternity (e.g. excessive public intoxication or admitting inhibition by any non-prescribed drug).
    - ii. Sanctions and Procedures:
      1. Official warning
      2. \$10 fine through Greekbill
  - b. Tier Two
    - i. Offenses:

1. A repeated offense from Tier One.
  2. Failure to attend a mandatory event without an acceptable excuse.
- ii. Sanctions and Procedures:
1. A meeting with at least one standards board member and the Sergeant-At-Arms.

c. Tier Three

i. Offenses:

1. A repeated offense from Tier Two.
  2. Breaching confidentiality of Standards Board hearings.
  3. Underage consumption of alcohol at an official Chapter event.
  4. Purchasing or otherwise providing alcohol for a minor at an official Chapter event.
  5. Using a fake I.D. at an official Chapter event.
  6. Being sent home for inappropriate behavior from an official Chapter event
  7. Consuming alcohol in Delta Sigma Phi letters or apparel.
- ii. Sanctions and Procedures:
1. A meeting with at least one standards board member and the Sergeant-At-Arms.
  2. \$25 fine.

d. Tier Four

i. Offenses:

1. A repeated offense from Tier Three.
2. Failure to meet expectations as a sober monitor.
  - a. Consuming alcohol or drugs while sober monitoring
  - b. Arriving to sober monitor under the influence
  - c. Not attending sober monitor event
3. Fighting.
4. Misdemeanor criminal charge.
5. Use of an illegal substance at an official Chapter event.

ii. Sanctions and Procedures:

1. Standards Hearing with Advisor.
2. \$50 fine.
3. Social Probation from the Chapter.
4. Addition of 5-15 community service hours beyond the minimum requirements.

e. Tier Five

i. Offenses:

1. A repeated offense from Tier Four.
2. Assault of brother.
3. Multiple offenses of lesser tiers.
4. Sexual assault.
5. Sexual harassment.

6. Recruitment violations as defined by National Fraternity Interfraternity Council, and University guidelines.
  7. Conduct unbecoming of a brother.
    - ii. Sanctions and Procedures:
      1. Standards hearing with Advisor.
      2. \$100 fine.
      3. Discussion of expulsion.
      4. Social Probation from the Chapter.
      5. Addition of 5-693 15 community service hours beyond the minimum requirements.
  - f. Before any negative sanction (i.e., fine, probation, or community service hours) is placed on a member, a hearing must be conducted before the entire Standards Board. After the hearing the Standards Board will deliberate on the facts of the case and decide the appropriate course of action using the Tier System as a guideline.
  - g. All rulings of the Standards Board and that of the Sergeant-At-Arms are subject to a case by case basis.
    - i. Any ruling can be appealed through a written communication or via email to the Executive Board, who will then deliberate on whether the appeal has any merit.
      1. If the appeal is shown to have merit, the Executive Board will meet with the member to discuss their appeal. This meeting can end in one of three ways, as follows:
        - a. The Executive Board absolves the member's sanctions.
        - b. The Executive Board decides a new set of sanctions that the member must follow.
        - c. The Executive Board upholds the previous sanctions.
      2. If the appeal is deemed to have no merit, the sanctions remain in place and must be carried out by the member.
      3. The Executive Board's decision is final.
  - h. Records will be held that document member's offenses, hearing minutes and member's behaviors.
  - i. The National Fraternity has a zero tolerance policy on hazing. If any member is brought before the Standards Board for hazing violations and found to be guilty of these violations will be automatically sent to a Chapter vote for expulsion.
3. Ritual Based Fines
- a. Any member failing to attend the Informal Initiation Ceremony and unexcused by the executive board shall be fined \$25.
  - b. Any member failing to attend the Formal Initiation Ceremony and unexcused by the executive board shall be fined \$25.
  - c. Absence from any Ritual Chapter meeting shall incur a fine of \$20, unless the absentee is excused for good cause by the president. The secretary shall submit a list of the absentees each week to the treasurer for the compilations of fines.

Members leaving Chapter meetings without permission of the president shall be considered absent and subject to the fine.

- d. Absence from any Chapter meeting shall incur a fine of \$10, unless the absentee is excused for good cause by the president. The secretary shall submit a list of the absentees each week to the treasurer for the compilations of fines. Members leaving Chapter meetings without permission of the president shall be considered absent and subject to the fine.
- e. Inappropriate dress Ritual Ceremonies and Chapter shall be fined \$10.
- f. Swearing at Chapter meetings shall incur a \$1 fine.
- g. Cost for repair or replacement of furnishings, fixtures and other Chapter properties shall be assessed to the member responsible.
- h. Members or absent during a defined amount of recruitment activities and unexcused by the president and recruitment director shall be subject to standards board review, fines and/or disciplinary action.
- i. Members or directly responsible for fines levied against the Chapter shall be held payable for such fines.
- j. All members shall participate in all Chapter "house cleanings" or projects, unless excused individually by the appropriate officer in charge. Infractions shall be fined \$5 dollars for each absence during the scheduled activity.

#### **Article X. Termination of Membership**

1. Any initiated member may be expelled from this Fraternity for conduct unbecoming a member or for financial delinquency.
2. A member may be expelled for conduct unbecoming a member as follows:
  - a. after due hearing, by three-fourths vote of the members present and voting at a duly constituted meeting of an undergraduate chapter, undergraduate standards board, Alumni Corporation Board, or (if there is no Alumni Corporation Board) Collegiate Chapter Advisory Board, and which vote to expel is affirmed by majority vote of the Grand Council; or
  - b. upon request of any member of the Grand Council, by majority vote of the Grand Council;
3. A member may be expelled for financial delinquency as follows: after due hearing, by three-fourths vote of the members present and voting at a duly constituted meeting of an undergraduate chapter, undergraduate standards board, Alumni Corporation Board, or (if there is no Alumni Corporation Board) Collegiate Chapter Advisory Board, and which vote to expel is confirmed by the Executive Director.
4. Undergraduate chapters and undergraduate standards boards may initiate expulsion proceedings against only an undergraduate member of the corresponding chapter. Alumni Corporation Boards (and if there is no Alumni Corporation Board, Collegiate Chapter Advisory Boards) may initiate expulsion proceedings against only a member of the corresponding chapter.
5. Any initiated member against whom expulsion proceedings have been brought may request a hearing before a committee appointed by the Executive Director. Findings of this hearing shall be reported to the Grand Council.

6. Any initiated member expelled for financial delinquency shall be entitled to appeal that expulsion to the Grand Council by forwarding that appeal to the Executive Director by certified or registered mail, return receipt, within twenty (20) days of the date of notification of the expulsion. The Grand Council shall affirm or reverse the expulsion by majority vote within the time specified by Article IX, Section B.
7. A person expelled from membership may be reinstated by the unanimous vote of the Grand Council upon good and sufficient cause being shown, provided, however, that a member expelled solely for financial delinquency may be reinstated by majority vote of the Grand Council upon proof that all financial obligations of the expelled member to this Fraternity have been fully paid.
8. Members may be suspended or reinstated from such suspension in this Fraternity for such causes and upon such terms as the Grand Council may, from time to time, be determined by majority vote. New members are probationary members who are candidates for initiation. As such, new members enjoy that status at the pleasure of and unfettered discretion of the initiated members of the undergraduate chapter at which they are new members. A new member's membership may also be terminated by the Alumni Corporation Board or Chapter Advisor of that undergraduate chapter, or by the Executive Director or Grand Council.

#### **Article XI: Amendments**

1. Proposals to amend these Bylaws may be brought forth by one of the following means:
  - a. Two-thirds of those present at a meeting where quorum is met motion to discuss an amendment to these Bylaws
  - b. Three-fourths of the Executive Board agree to present an amendment to these Bylaws for Discussion
2. Proposals to amend these Bylaws must be approved by a three-fourths vote of all undergraduate members in good standing before the amendment is enacted.
3. Once an amendment to these Bylaws has been approved by the Chapter, the amendments/additions shall be submitted to the ACB together with the reason for the amendment/addition and their recommendation. The ACB must submit in writing or via email approval or disapproval of any amendment or addition.
  - a. If the ACB disapproves of the amendment or addition, the Chapter shall void the amendment.
4. These bylaws shall be subject to occasional examination by a representative of the National Fraternity. Should they be in conflict with any provision of the Constitution, Bylaws, or Fraternity Manual, the Chapter shall be directed to make amendments or repeal accordingly