

THETA CHI



FRATERNITY

Chapter BYLAWS

Bylaws of Alpha Lambda Chapter of Theta Chi Fraternity

ARTICLE I NAME AND AFFILIATION

Section 1. The name of this organization shall be the Alpha Lambda Chapter of Theta Chi Fraternity.

Section 2. The Alpha Lambda chapter of Theta Chi Fraternity shall be recognized according to The Constitution and Bylaws of Theta Chi Fraternity, Inc. and shall remain subject to the Grand Chapter of Theta Chi Fraternity and conform to the requirements of The Constitution and Bylaws of Theta Chi Fraternity, Inc..

ARTICLE II OBJECT

Section 1. This organization shall be a secret fraternal order and have for its objects: the mutual benefit and assistance of its members; the creation of closer bonds of brotherhood among its members; the promotion of the ideals of Truth, Temperance and Tolerance; and the extension of An Assisting Hand.

ARTICLE III MEMBERSHIP

Section 1. The organization shall consist of male undergraduate or graduate students of The Ohio State University who have been regularly initiated according to The Ritual of Theta Chi Fraternity or duly enrolled members of an interest group or chapter.

Section 2. Any male duly enrolled full time and in good standing with The Ohio State University, shall be eligible for membership, provided he is not already a member of a similar fraternity.

Section 3. Any eligible male may be offered a bid to pledge by a simple majority vote of the initiated members or duly enrolled members of an interest group or chapter or duly appointed International Headquarters Staff.

Section 4. Any new member may be de-pledged by a 1/4 vote of the initiated members or duly enrolled members of a recognized chapter at any time prior to approval for initiation.

Section 5. A new member of a chapter who successfully completes a new member Education Program and has a 2.75 cumulative G.P.A. (on a four point scale) may be considered for initiation into the Fraternity upon (re)installation.

Section 6. Any new member may be de-pledged at the discretion of a duly appointed International Headquarters Staff Member including, but not limited to, Field Executives, Associate Director of Recruitment and Expansion, Chief of External Relations, Chief Operating Officer, Executive Director at any time prior to approval for initiation.

(In an installed chapter) A new member who successfully completes a new member Education Program and has a 2.75 cumulative G.P.A. (on a four point scale) may be considered for initiation into the Fraternity upon the vote of approval of $\frac{3}{4}$ of the initiated members according to Article VI, Section 4(d) of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 6. Any member who has violated his obligations to Theta Chi Fraternity may be suspended from the chapter per the process as outlined in Article VI, Section 13 of The Constitution and Bylaws of Theta Chi Fraternity, Inc. Suspended members are not permitted to wear the Badge of Theta Chi or other Fraternity insignias, participate in chapter activities, be present on chapter property nor have his name published in any list of members.

ARTICLE IV OFFICERS

Section 1. The elected officers of the Alpha Lambda chapter shall consist of the President, Vice President, Vice President of Health and Safety, Secretary, Treasurer, Marshal, Recruitment Chairman, Scholarship Chairman, Chaplain, Historian, First Guard, and Second Guard. The officers shall rank in the order named.

Section 2. Officers shall be elected annually prior to December 1st and shall hold office until a successor is installed. No person shall hold two offices when another holds none except by a unanimous vote of the members.

Section 3. Officers shall be initiated members or duly enrolled members of a recognized interest group or chapter and shall have a cumulative G.P.A. of 3.0 or better to be eligible for election and to hold office.

Section 4. Election of Officers.

(a) The meeting, at least one week prior to the election of officers, shall be used for the purpose of nomination of officers.

(b) All officers shall be elected by vote as outlined in Article V, Section 3(b) of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

(c) In the event of death, resignation or removal of any officer for any cause whatsoever, the chapter will follow the process as outlined in Article V, Section 3(c) of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 4. Officers may be removed from office only in the manner prescribed by Article V, Section 4 of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 5. Duties of Officers.

(a) **President.** The President shall preside at all meetings of an active chapter, perform all duties expected of the president of a parliamentary body and organization, and have the privilege of voting on all

questions and all candidates for admission to membership in the chapter. In the event of a tie vote, if the president or acting president has voted, the motion shall be declared lost. The President shall oversee the general operation of the chapter and the performance of his fellow officers and shall serve as a representative of and spokesman for the chapter.

(b) **Vice President.** The Vice President shall officiate in the absence of the President with the same powers and privileges as the president. The Vice President shall oversee the internal operations of the chapter, supervise all committees and committee chairmen, and assist the President in carrying out his duties and responsibilities.

(c) **Vice President of Health and Safety.** The vice president of health and safety shall implement programming and practices within the chapter designed to promote the health and safety of members, new members, and visitors.

(d) **Secretary.** The Secretary shall keep an accurate, complete and impartial record of the meetings and proceedings of the chapter, and shall have custody of The Constitution and Bylaws of Theta Chi Fraternity, Inc., these Bylaws, meeting minutes, member records, and other records of the chapter, except for those pertaining to the treasurer or any other officer as specifically provided. He shall be responsible for submitting all required or appropriate fees and forms to the International Headquarters, including all forms and records required by Article VI, Sections 4(c), 4(e) and 4(h) of The Constitution and Bylaws of Theta Chi Fraternity, Inc. in connection with the registration of new members, requests for initiation, and the recording of new initiates. Except as otherwise provided, he shall process and respond to all correspondence from the International Headquarters staff, the Grand Chapter, any Regional Counselor, any alumnus member and any other active chapter.

(e) **Treasurer.** The Treasurer shall collect all fees, dues, assessments and fines. He shall collect all new member registration and initiation fees for the Secretary. He shall be responsible for establishing and following a budget for each calendar year.

(f) **Marshal.** The Marshal shall be responsible for the education of new members of the chapter. His responsibilities shall include development of the educational program and conduct of the entire educational process, and shall continue until the new members have been properly prepared for initiation. He shall assist the Treasurer and the Secretary in the collection of fees and the filing of forms required by Article VI, Sections 4(c) and 4(e) of The Constitution and Bylaws of Theta Chi Fraternity, Inc. in connection with the registration of new members and the initiation of members. He shall at all times serve as an example for new members and members to follow, and shall make certain that no hazing practices are allowed to take place in the educational program or otherwise, or tolerated under any circumstances. He shall make certain that every new member is assigned an undergraduate member as a big brother or other mentor to assist him in learning about the Fraternity.

(g) **Chaplain.** The Chaplain shall conduct devotional exercises at all appropriate times. He shall be responsible for the proper conduct of the Ritual and for safekeeping of all items used during the Ritual. He shall be responsible for keeping the Ritual books secure and in good condition, but accessible for all members to review. He shall use every opportunity to educate the members about the Ritual.

(h) **Historian.** The Historian shall maintain written and photographic records of chapter activities, events, occurrences, awards, achievements and honors. He shall keep a permanent record of all undergraduate and alumnus members and shall inform the International Headquarters staff of address changes for such members on a regular basis. He shall seek to obtain, collect and preserve all historical and archival items and materials and keep these in suitable containers or display areas. He shall also send appropriate chapter news material to *The Rattle* for publication.

(i) **Scholarship Chairman.** The Scholarship Chairman shall design and implement programs to promote, encourage and recognize high academic achievement by members and new members, and shall monitor and report on the chapter's scholarship standing from time to time. He shall be responsible for assisting any member or new member in obtaining appropriate tutoring or other study assistance. He shall serve as the Chairman of the Scholarship Committee.

(j) **First Guard.** The First Guard shall be custodian of the chapter meeting room. He shall guard the door during meetings and admit no one but members of the Fraternity. He shall also assist the chaplain in preparation for and conduct of the Ritual.

(k) **Second Guard.** The Second Guard shall assist the first guard in the discharge of his duties.

(l) **Recruitment Chairman.** The Recruitment Chairman shall design and implement program(s) to promote a 365-day recruitment process. The Recruitment Chairman shall oversee and conduct the recruitment and bid process, document all relevant actions and activities. He shall serve as the Chairman of the Recruitment Committee.

(m) **Risk Manager.** The Risk Manager shall establish and educate all members and new members with respect to policies, practices and rules; which shall ensure that the chapter is at all times in compliance with the requirements of The Risk Management Standards and Insurance Manual of Theta Chi Fraternity. He shall also establish an environment where the health and safety of members, new members and visitors at chapter functions is safeguarded to the maximum extent possible. He shall serve as the Chairman of the Risk Management Committee.

(n) **Social Chairman.** Shall plan and conduct all social activities and brotherhood events according to the Theta Chi Risk Management Standards and Insurance Manual.

(o) **House Manager.** The House Manager shall live in the chapter house (if the chapter has a house), and oversee all of its operations. These include but are not limited to move-in/move-out procedures, inspections, emergency drills, mail organization, security, and cleaning. The House Manager will also act as the enforcer of rules and policies set by Theta Chi Fraternity Inc. and the university. He shall report any violations to the standards board, president, and house director if necessary. In the case that no house director is present, the House Manager must attend biweekly meetings with a representative from the university and report any violations of university policy. The House Manager shall be elected during the spring, prior to April 14th in order to better comply with lease agreements.

(p) All of the aforementioned officers shall share responsibility for the overall compliance of the chapter with The Constitution and Bylaws of Theta Chi Fraternity, Inc., the Ritual, the Bylaws of this chapter, The Risk Management Standards and Insurance Manual, as well as all applicable laws of the state, province, county, and city.

ARTICLE V STANDARDS BOARD

Section 1. The Standards Board shall be the conduct body of the chapter and shall hear violations of The Ritual of Theta Chi Fraternity; The Constitution and Bylaws of Theta Chi Fraternity, Inc; the Bylaws of Alpha Lambda chapter of Theta Chi Fraternity and the Code of Conduct of Alpha Lambda chapter of Theta Chi Fraternity, as well as all applicable laws of the state, province, county, and city.

Section 2. The Standards Board shall be composed of five initiated members or duly enrolled members of a recognized interest group or chapter who are appointed by the President at the beginning of each academic term and approved by a majority of the members. Standards Board members may not be members of the Executive Committee.

Section 3. The President shall appoint one approved member of the Standards Board to serve as the Standards Board Chairman. He shall serve as the Standards Board Chairman for the academic term.

Section 4. Any member of a chapter may submit a written allegation of the violations outlined above to the Standards Board Chairman. The accuser may choose to withhold his name at his discretion.

Section 5. Once the allegation has been received, the Standards Board Chairman will decide whether or not a hearing will take place. An appeal of that decision can be made to the Standards Board.

Section 6. If a standards hearing is to be held, the member(s) will be served with a letter explaining the charges and giving the time and date of the hearing.

Section 7. Standards hearings shall be held no earlier than a week after the alleged member(s) have been served notice, unless extenuating circumstances exist.

Section 8. If, after sufficient notice of the time and place, the accused member(s) in question fail to attend the Standards Hearing without notifying the Standards Board Chairman, the Standards Board shall accept all charges to be true.

Section 9. In the event any member(s) purposefully brings false charges against another member(s), he shall be automatically brought in front of the Standards Board.

Section 10. Chapter Standards Hearings.

- (a) Chapter Standards Hearing are closed to all member(s), except:
 - 1) The accused and accusing member(s) may stay in the room the entire time, except while the Standards Board discusses its decision.
 - 2) Witnesses of the accused and accusing member(s) shall be in the room one at a time.
- (b) All members must remain silent unless called upon by the Standards Board; failure to do so will result in removal from the room.
- (c) Following the completion of all testimony and evidence, the Standards Board shall deliberate and vote whether or not the accused member is responsible or not responsible for the alleged violation.
 - 1) If the accused is found responsible, the Standards Board will determine appropriate sanctions.
 - 2) Notification of the outcome and/or sanctions shall be provided immediately following a decision to the accused. The Standards Board Chairman shall provide, in writing, the decision of the outcome to the accused and Executive Committee within one week.
 - 3) Failure to comply with sanction(s) provided by the Standards Board will result in the immediate referral to the President to begin suspension/expulsion proceedings as outlined by Article VI, Section 13 of The Constitution and Bylaws of Theta Chi Fraternity, Inc. In the case of new members, they may be referred to the chapter to be de-pledged.
- (d) The Standards Board Chairman shall only vote on Standards Board decisions in the case of a tie.
- (e) In the event any member(s) Standards Board brings charges against any member(s) of the chapter, he must temporarily relinquish his duties and the President shall appoint a temporary replacement.
- (f) Standards Board members shall not investigate or hear allegations against themselves. In such cases, the President may appoint a temporary replacement.

Section 11. The Standards Board shall have the authority to fine members up to \$100.00; require restitution for damages to property; place members on probationary status; restrict social, athletic or other privileges or recommend to the chapter that the member(s) be suspended/de-pledged or assign any other sanctions as deemed appropriate.

Section 12. The chapter may approve sanctions beyond the authority of the Standards Board by a majority vote.

Section 13. Decisions of the Standards Board may only be appealed one time to the chapter and may only be overturned by a 3/4 vote. Appeals must be submitted, in writing, to the Vice President within one week of receiving the decision from the Standards Board.

ARTICLE VI COMMITTEES

Section 1. The Executive Committee shall be composed of the President, Vice President, Vice President of Health and Safety, Secretary, Treasurer, Marshal, Scholarship Chairman, Recruitment Chairman, and House Manager. The Executive Committee shall have the authority to make emergency decisions for the chapter/chapter; appoint and remove non-elective positions and create such committees as may be needed.

Section 2. The Alumni Relations Committee, headed by the Alumni Chairman, shall coordinate alumni events and a bi-annual alumni communications piece with the assistance of chapter/local alumni.

Section 3. The Philanthropy/Community Service Committee, headed by the Philanthropy/Community Service Chairman, shall organize, direct and execute all chapter community service projects and philanthropy events.

Section 4. The Recruitment Committee, headed by the Recruitment Chairman, shall organize and direct all recruitment activities of the chapter.

Section 5. The Scholarship Committee, headed by the Scholarship Chairman, shall plan and conduct a program to encourage scholastic achievement and improve the academic standing of the chapter and individual members.

Section 6. The Social Committee, headed by the Social Chairman, shall plan and conduct all social activities and brotherhood events according to the Theta Chi Risk Management Standards and Insurance Manual.

Section 7. The House Maintenance Committee, headed by the House Manager, shall maintain chapter property and house operations (if applicable).

Section 8. The Fundraising Committee, headed by the Fundraising Chairman, shall plan and execute all fundraising opportunities for the chapter, with the goal to raise money to support the chapter above and beyond what is funded through dues paid by the members.

Section 9. The Athletics Committee, headed by the Athletics Chairman, shall organize and coordinate all sporting/ intramural events for the chapter.

Section 10. The Public Relations Committee, headed by the Public Relations Chairman, shall organize all publicity related to the chapter activities that promote the image and notoriety of the chapter.

Section 11. The Risk Management Committee, headed by the Risk Manager, shall ensure proper compliance with all fraternity, university, local, state and federal laws and policies. The Committee is further charged with educating all new members/members with regard to these policies.

Section 12. The Brotherhood Committee, headed by the Brotherhood Chairman, shall organize and coordinate all brotherhood events for the chapter.

ARTICLE VII MEETINGS

Section 1. The chapter will meet weekly during the academic year Monday/7:30PM and must conform to Article V, Section 7 of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 2. All meetings shall be held in suitable location as determined by the Executive Committee.

Section 3. Attendance at chapter meetings is mandatory for all members unless excused by the Secretary at least 24 hours in advance of the meeting. Members are permitted 3 excused and 1 unexcused (constituted by invalid excuse or shorter notice than 24 hours) absence per semester. An invalid excuse will be decided by the secretary. After exceeding 3 excused absences and/or 1 unexcused absence, members shall be subject to social probation for the following week. Further absences will lead to disciplinary action decided by the standards board.

Section 4. The chapter shall follow the Order of Business as outlined in Article V, Section 8 of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 5. The parliamentary authority shall be Robert's Rules of Order, Revised.

Section 6. A majority of initiated members or duly enrolled members of a recognized interest group or chapter shall constitute a quorum.

Section 7. No food, tobacco or alcoholic beverages will be permitted in chapter meetings.

Section 8. Members deemed disruptive by the President, First or Second Guard shall be removed from meetings and referred to the Standards Board in accordance with Article V of these Bylaws.

Section 9. A President may call a Special Meeting at his discretion as outlined in Article V, Section 7(b) of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 10. New member education is mandatory and only excusable due to time conflicts in class or work. Any absences without excuse will be directed to disciplinary action by the standards board.

ARTICLE VIII FINANCES

Section 1. Chapter shall utilize OmegaFi's services for the collection of dues and all fees assessed by the Grand Chapter. In addition, chapter shall utilize OmegaFi's services for the registration of all new members.

Section 2. The Secretary and Treasurer (or appropriate chapter designee) will be the primary officers to

ensure the chapter's compliance with and utilization of OmegaFi services.

Section 3. Members shall meet all financial obligations to the chapter within 10 days of notification of delinquent debt, or establish and meet a payment schedule that is approved by the Executive Committee.

Section 4. Failure to meet financial obligations within 10 days of notification shall start the suspension/expulsion proceedings as outlined in Article VI, Section 13 in The Constitution and Bylaws of Theta Chi Fraternity, Inc.

Section 5. Local dues shall be established and adjusted by a 2/3 vote of the members. Local dues shall be billed through OmegaFi services.

Section 6. All expenditures of any amount greater than \$500.00, other than normal operating expenses, must be approved by the Executive Committee or a majority vote of the members.

Section 7. All chapter expenditures must be in compliance with The Constitution and Bylaws of Theta Chi Fraternity, Inc. and the Risk Management Standards and Insurance Manual of Theta Chi Fraternity.

Section 8. The chapter shall participate in the National Liability Insurance Program, and shall promptly pay all required fees in accordance with the Article V, Section 12 of The Constitution and Bylaws of Theta Chi Fraternity, Inc.

ARTICLE IX INTERFRATERNALISM

Section 1. The chapter shall agree to and support open expansion of men's national fraternities on this campus. Any chapter member(s) who are campus Interfraternity Council (or similar) officers or representatives may not deter expansion by withholding IFC membership from any men's national fraternity that is requesting admission.

Section 2. Interfraternity Council (IFC)

- (a) The chapter shall send appropriate representation to IFC meetings.
- (b) All matters discussed during an IFC meeting must be reported at the next chapter meeting.
- (c) The chapter encourages our members to take active roles in IFC and encourages them to run for officer positions.

ARTICLE X AWARDS

Section 1. The chapter shall annually recognize members of outstanding merit. The following awards are to be given and recorded in a suitable way.

Section 2. The Active Chapter Service Award is to be awarded to the member who has made the most significant contribution to the welfare of the chapter. Chapter shall complete the nomination form and submit payment to the International Headquarters. The chapter is encouraged to nominate the recipient of The Active Chapter Service Award for the Reginald E.F. Colley Award.

Section 3. The "Assisting Hand Award" is to be awarded to the member who best exemplifies the fraternity motto.

Section 4. The Scholar of the Year Award is to be awarded to the member who best exemplifies the maxim of "Alma Mater first and Theta Chi for Alma Mater."

Section 5. The Outstanding Senior Award shall be given to the graduating senior most deserving of chapter recognition.

Section 6. The Alpha Lambda Alumni Award shall be awarded to the alumnus member who best exemplifies "Theta Chi for Life" through his dedication to the Alpha Lambda chapter and Theta Chi Fraternity.

Section 7: Each school year, provided that the chapter has an individual that best demonstrates impressive leadership, service, and scholastic accomplishments as well as athletic ability and a commitment to excellence in intercollegiate athletics, the chapter shall nominate that member for the James Ralph "Shug" Jordan Award and submit an application to the International Headquarters.

Section 8. Other awards may be given as the chapter deems necessary.

ARTICLE XI AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by any initiated member of the chapter or duly enrolled members of an interest group or chapter.

Section 2. All proposed amendments must be submitted to the Secretary and President prior to introduction to the chapter.

Section 3. All amendments shall be tabled for at least one week after introduction.

Section 4. All amendments shall require a 2/3 vote of the initiated members or duly enrolled members of a recognized interest group or chapter for passage.

ARTICLE XII PROPERTY OF THETA CHI FRATERNITY, INC.

Section 1. Should the chapter close, all assets must be returned to the International Headquarters.

HUMAN DIGNITY

Theta Chi's position is that every person is due the same amount of respect and dignity no matter what race, creed, color, sex, religion, handicap, or sexual orientation.