

Beta Nu Chapter of Theta Chi Fraternity

Local Bylaws

November 17, 2019

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Preamble

We, the Brothers of Beta Nu Chapter of Theta Chi Fraternity, in order to forge a more perfect Brotherhood, to advance our Alma Mater, to protect and promote our stated values of Truth, Temperance, and Tolerance, and to practice the ideal of the Helping Hand, do ordain and establish these Bylaws for the operations of our Chapter.

Article I

Bylaw Structure

A Bylaws as Pertaining to the International Fraternity

1. The Bylaws of Beta Nu Chapter of Theta Chi Fraternity are adopted as provided for in the [International Bylaws \(IBL\)](#) of Theta Chi Fraternity (Article V, Section 1).
2. The bylaws of this chapter will be superseded by the [IBL](#) of Theta Chi Fraternity.

B Amendments

1. All motions for proposed amendments must be submitted in writing to the Secretary at a time decided by the Secretary. This time must not be more than twelve hours before the chapter meeting at which it is to be voted upon.
2. All proposed amendments to these Bylaws will specify in the motion that they are amendments.
3. A proposed Amendment may not be voted on unless it has been brought up at least one chapter meeting before or has been available for inspection for at least six days.
4. A proposed amendment must receive a [supermajority](#) vote for ratification.

C Suspension

1. Portions of the bylaws may be suspended by [supermajority](#) vote of the chapter.
2. Motions to suspend a portion of the bylaws must contain:
 - (a) To whom the suspension applies.
 - (b) The time period during which the suspension applies.
 - (c) The portion to be suspended.
3. The [Executive Council \(EC\)](#) may issue an [Executive Edict](#) by [absolute majority](#) vote in the case of an emergency.
 - (a) The [Executive Edict](#) will be proposed to the chapter at the next chapter meeting with [quorum](#) by the Vice President.
 - (b) The [Executive Edict](#) must be approved by the chapter by a [supermajority](#) vote in order for the [Executive Edict](#) to remain in effect after the chapter in which it was voted upon.

D Interpretation

1. EC will have the power to interpret these Bylaws.
2. Any interpretations that are made will be added to the appropriate appendix by the Vice President.
3. Any brother may bring grievances, in writing, to EC.
 - (a) A grievance submitted to EC will only be considered if said grievance involves a matter of interpretation of these Bylaws.
 - (b) All grievances brought to EC will at all times be confidential.
 - (c) The results of the grievance will be announced to the chapter at the next chapter meeting.
 - i. EC interpretation is subject to overrule by a supermajority vote of the active chapter.
 - A. Voting to overrule an EC interpretation of these Bylaws will be done by ballot.

E Glossary

1. All highlighted terms are defined in the Glossary section.
2. The Glossary is a binding section of the bylaws.
3. Amendments to the Glossary will follow the procedure in Article I, Section B.

F Appendices

1. This document will have the following appendices:
 - (a) EC Interpretations
 - i. Will contain a record of EC interpretations of the local bylaws.
 - ii. Interpretations that refer to deprecated parts of the local bylaws may be removed at the discretion of the Vice President.
 - iii. Items may be added to this appendix by the Vice President.
 - (b) Standards Board Precedents
 - i. Will contain the results of Standards Board Hearings retained for the purpose of establishing precedent.
 - ii. All parties will remain anonymous.
 - iii. Items may be added to this appendix by the Arbiter or Parliamentarian of Standards Board and will include the date that the decision was made.
 - iv. Items that are over five years old may be removed at the discretion of the Arbiter of Standards Board.
 - (c) Permanent Legislation
 - i. Will contain all permanent legislation passed by the chapter.
 - ii. Upon being passed, permanent legislation will be added to this appendix by the Vice President.
 - iii. Permanent legislation that is revoked or amended will be removed or changed in this appendix by the Vice President.
2. Appendices to the local bylaws may be amended by the designated officer without the approval of the chapter.
3. At the end of each semester, the chapter will vote on all amendments to the appendices that were made during that semester.
 - (a) Any amendment that is not approved by the chapter by simple majority will be removed from its appendix.

Article II

Legislation

A Precedence

1. The legislation of this chapter will be superseded by the Theta Chi [International Bylaws \(IBL\)](#), Theta Chi International Legislation, legislation passed by the Grand Chapter of Theta Chi Fraternity, and the Beta Nu of Theta Chi Local Bylaws.

B Categories and Duration

1. Temporary legislation
 - (a) Will be in effect for one year from the date of enactment specified by the legislation.
 - (b) Expires one year from the date of passage if the date of enactment is not specified.
 - (c) At the last meeting of each month, the Vice President will report to the chapter on all temporary legislation which will expire in the following month.
2. Permanent legislation
 - (a) Will remain in effect indefinitely, until revoked or amended as specified below.
 - (b) Will be added to the appropriate appendix by the Vice President.
3. Emergency legislation:
 - (a) Can be passed by a vote 50% of those present and eligible to vote even if [quorum](#) is not present.
 - (b) At the next chapter meeting where [quorum](#) is present, the Vice President will bring the emergency legislation before the chapter as permanent or temporary legislation.
4. Executive Edicts
 - (a) Must be approved by an [absolute majority](#) vote of [Executive Council \(EC\)](#), which immediately puts the edict into effect as legislation.
 - (b) Supersede all previous legislation.
 - (c) At the next chapter meeting at which [quorum](#) is present, the Vice President will bring the edict before the chapter as permanent or temporary legislation. The chapter must then approve the legislation for the edict to remain in effect.
5. If the legislation is not proposed as one of the above types, it will be treated as temporary legislation.

C Passage

1. All motions for legislation must be submitted in writing to the Secretary at a time decided by the Secretary. This time must not be more than twelve hours before the next chapter meeting.
2. Legislation requires a [simple majority](#) for passage.

D Revoking or Amending

1. The legislation of this chapter may be revoked or amended by a [simple majority](#) vote.
2. No legislation can be revoked or amended if [quorum](#) is not present with the exception of emergency legislation.

Article III

Chapter Meetings

A Time

1. The active chapter will meet once per week while school is in session, as required by [International Bylaws \(IBL\)](#) Section V.7.A.
2. The default time for a chapter meeting will be Sunday at 6:30 PM unless legislated otherwise.

B Excuses

1. Excuses for chapter meetings must be submitted in writing to the Secretary prior to the meeting or at a time decided by the Secretary.
2. Excuses must be approved by an [absolute majority](#) vote of [Executive Council \(EC\)](#).
3. Failure to [attend](#) a chapter meeting without an approved excuse (in accordance with [Article III, Section B, Item 1](#)) will count as an unexcused absence.
4. Missing part, but not all, of a chapter meeting without an approved excuse (in accordance with [Article III, Section B, Item 1](#)) will count as $\frac{1}{2}$ of an unexcused absence.

C Absences

1. A brother who has three unexcused absences in a row, not including those from being late to chapter, must be brought up for standards by the Secretary with the possibility of suspension.
2. A brother who has three unexcused absences throughout the semester will be [staggard](#).
3. A brother who has five unexcused absences throughout the semester will be placed on [probation](#) until the end of the semester.
4. A brother who has seven unexcused absences throughout the semester will be brought up for standards by the Secretary with the possibility of suspension.

D Rules and Regulations

1. All officer reports and communications must be submitted in writing to the Secretary prior to a chapter meeting at a time decided by the Secretary. Emergency reports or communications may be given at the discretion of the presiding officer.
2. No one will leave any chapter meeting unless excused by the presiding officer.

3. Any member whose conduct is unbecoming of a brother may be asked to leave the meeting by the presiding officer.
4. The First Guard will determine and enforce proper dress code at chapter meetings.
5. At the discretion of the First Guard, entrance to chapter meetings will be conducted according to Ritual.
6. The Marshal will be allowed to bring New Members into chapter meetings, provided:
 - (a) The chapter has been notified at least one week in advance.
 - (b) EC does not specify otherwise.
7. No guests will be permitted on the first floor or basement of the house during a chapter meeting or the preparation thereof unless permitted by the chair.
8. There will be no food or drink, with the exception of water in a resealable container, at any chapter meeting.

Article IV

Voting

A General Rules

1. All brothers eligible to vote must vote.
2. Only active brothers who are not on [probation](#) or [financial probation](#) are eligible to vote.
3. Brothers must be present for all of the discussion on a motion in order to be eligible to vote on that motion.
4. A brother not required to pay local dues is ineligible to vote.
5. Unless specified in Article IV section B, the method of voting will be by a show of hands.
6. For any vote, a brother may request that the vote be performed by ballot.

B Balloting

1. The following votes will be performed by ballot:
 - (a) New Members for Initiation
 - (b) Officer Elections
 - (c) To overturn an [Executive Council \(EC\)](#) Interpretation of the bylaws ([Article I, Section D](#))
 - (d) At a suspension trial
 - (e) To retain a candidate who was not initiated the previous semester
2. General Rules
 - (a) The Second Guard and the Chaplain will collect and count the ballots.
 - (b) The chaplain will confirm the count and repeat the results to the presiding officer.
 - (c) No brother may count the ballots for a matter related to himself.
 - (d) In the case of absense, conflict of interest, or at the discretion of the chair, the chair may appoint a brother to collect and count the ballots.
3. New Members for Initiation
 - (a) Balloting on New Members for Initiation will be in accordance with the [International Bylaws \(IBL\)](#) of Theta Chi Fraternity, Article VI, Section 4, paragraph d.
 - (b) New Members must be approved by a $\frac{3}{4}$ vote of the active chapter to be initiated.
 - i. This may be changed for the duration of a single chapter meeting by a [simple majority](#) vote.

4. Officer Elections

- (a) Officers will be elected by simple majority vote.
- (b) In the case that no nominee receives a simple majority, there will immediately be another vote between all candidates who received the two highest counts of votes.
- (c) Nominations for president and treasurer must be a week before nominations for the other positions.

Article V

Officer Selection and Duties

A Terms of Office

1. All elected offices will have yearly terms except Standards Board Justice.
 - (a) Each Standards Board Justice will be elected to serve until resignation, ineligibility, removal from office, or graduation ([Article XII, Section B, Item 6](#)).
2. The President will appoint all appointed officers subject to a [simple majority](#) vote of the chapter.
3. Appointed positions will have semesterly terms except for OX Roast Chair, Critic, and Community Standards Chair.
4. The Recruitment Chairman and Public Relations Chairman will serve from the end of the first Rush period after election or appointment through the first Rush period after the election or appointment of a new officer.

B Nominations

1. Nominations will be opened at least one week before elections.
2. All members, in order to be eligible for nomination, must be in good standing with the University and the International Fraternity and must not be on [financial probation](#).

C Elections

1. Officers will be elected in accordance with Article V, Section 3 of the [International Bylaws \(IBL\)](#).
2. Nominations must be closed in order to elect an officer.
3. For each position, the election will proceed as such:
 - (a) For each candidate:
 - i. Candidates will be allowed speeches following these rules:
 - A. Other candidates will leave the room.
 - B. Candidates will be allowed not less than three minutes to speak.
 - ii. The chapter will be allowed to ask the candidate questions following these rules:
 - A. The chapter will be allowed not less than two minutes to question.
 - B. Any time not used by a candidate for his speech will be allowed for questions.
 - (b) The chapter will discuss the candidates subject to the following rules:

- i. All candidates will leave the room.
 - ii. The chapter will be allowed not less than five minutes to discuss.
- (c) Candidates will be allowed to vote in the election in direct exception to [Article IV, Section A, Item 3](#).
- 4. Standards Board elections will proceed as such:
 - (a) There will be one election for all open Standards Board positions.
 - (b) Each ballot must include a chosen nominee for each opening.
 - (c) Any nominee receiving a [simple majority](#) or [plurality](#) of votes is elected to an open position.
 - i. The First Guard will be responsible for the creation of a Standards Board Plan.
 - (d) If all open positions are not filled, repeat this process.
 - (e) In the case of electing multiple Standards Board justices, the nominees will be allowed to hear the speeches of the other candidates in exception of Article V, Section 3, Item (a), point i, subpoint A.
- 5. If an elected position should become vacant:
 - (a) The President will appoint an interim officer, preferably a brother who has held the office before.
 - (b) Nominations for the open position will take place at the next regularly scheduled chapter meeting.
 - (c) The week following the opening of nominations, elections will proceed as defined above in [Article V, Section C](#).

D Elected Officers and Their Duties

- 1. President
 - (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph a.
 - (b) Serves as a liaison between the chapter and the community.
 - (c) Attends all [Interfraternity Congress \(IFC\)](#) and Greek Life Office functions expected of the President.
 - (d) Attends all [Chapter Advisory Board \(CAB\)](#) meetings.
 - (e) Responsible for the overall completion of [Community Standards](#).
 - (f) A candidate for the position of President must be interviewed by the CAB prior to the election. A simple majority vote of the CAB may veto that candidate. This veto can be overruled by a supermajority vote of the chapter. Failure for CAB to meet with a candidate prior to elections will be interpreted as CAB waiving their right to interview the candidate.
 - (g) Serves as a member of [Executive Council \(EC\)](#).
 - (h) Must live in the house.
- 2. Vice President
 - (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph b.
 - (b) Serves as Parliamentarian for the chapter, Standards Board, and is responsible for all committees.
 - (c) Maintains the chapter's local bylaws.
 - (d) Records and tracks all legislation passed by the chapter.
 - (e) Adds all permanent legislation to the appropriate appendix as outlined in [Article I, Section F](#).
 - (f) Assigns living space as outlined in [Article VII, Section C](#).
 - (g) Serves as chair of the Bylaw Revision Committee as outlined in [Article IX, Section C](#).

- (h) Responsible for the Leadership portion of [Community Standards](#).
- (i) Serves as chair of [EC](#) and represents it to the chapter.
- (j) Serves as chair of the [Committee Chair Committee \(CCC\)](#).
- (k) May make Ad Hoc Committees at his discretion as defined in [Article V, Section G, Item 3a](#).
- (l) Must live in the house.

3. Vice President of Health and Safety

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph c.
- (b) Plans and oversees a yearly community outreach event regarding health and safety.
- (c) Handles conflict resolution in the chapter with the Chaplain.
- (d) Serves as a liaison between the chapter and community health services.
- (e) Organizes 7 internal and 2 external speakers on Health and Safety for the chapter per academic year.
- (f) Maintains house medical kit.
- (g) Maintains a confidential list of pertinent medical issues of brothers for use during chapter emergency.
- (h) Responsible for the Citizenship portion of [Community Standards](#).
- (i) Serves as a member of [EC](#).
- (j) Serves as chair of the Health and Safety Committee.
- (k) Must live in the house.

4. Secretary

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph d.
- (b) Records attendance and enforces the standards for attendance in [Article III, Section C](#).
- (c) Serves as Secretary of [EC](#)
- (d) Collects all legislation, Bylaw amendments, and Officer Reports according to [Article II, Item 1](#) and [Article I, Section B, Item 1](#).
- (e) Sets the agenda for chapter meetings according to the [IBL](#) Article V, Section 8, paragraph d.
- (f) Maintains the mailbox and mail closet.
- (g) Will create a contact list for the chapter which includes contact information of brothers, advisors, Greek Life, and emergency services.
- (h) Assists the President in completion of [Community Standards](#).
- (i) Serves on [CCC](#).
- (j) Must live in the house.

5. Treasurer

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph e.
- (b) Is accountable to the Alumni Corporation.
- (c) Collects all fees, dues, assessments, and fines.
- (d) Records all transactions made by the chapter.
- (e) Will render a written report at the request of any brother. The report will include all monies paid out, all monies received, current bank account balances, and budget updates.
- (f) Keeps private all individual account balances except from the brother whose account it is and [EC](#).

- (g) Issues enumerated bills for all brothers and New Members at least three times a semester unless otherwise decided by the chapter.
- (h) Announces the names of all members on [financial probation](#) at each chapter meeting during the Treasurer's Report or before any vote, whichever occurs first.
- (i) Will create a budget following the process outlined in [Article VI, Section B](#).
- (j) Ensures compliance with the General Rules for chapter finances outlined in [Article VI, Section A](#).
- (k) Is responsible for all accounts payable.
- (l) Will propose a housing contract to the chapter by the last chapter meeting of each semester with a final version to be approved at the first chapter meeting of the next semester.
- (m) Will ensure that all brothers living in the house have signed a housing contract by the second chapter meeting of each semester.
- (n) Maintains an emergency fund of no less than \$3000 and can withdraw money from the fund only with the authorization of two of the three highest officers.
- (o) Will meet with the Alumni Financial Advisor at least twice each semester.
- (p) Will file taxes at least two weeks before the filing deadline each year.
- (q) Will ensure that taxes will be reviewed by the [CAB](#) financial advisor, alumni housing corporation financial advisor, and [EC](#) no later than one month before the filing deadline.
- (r) Will send taxes by certified mail, and will distribute this certification to the [CAB](#) financial advisor, alumni housing corporation financial advisor, and [EC](#).
- (s) Will retain a physical and electronic backup of financial records for no fewer than five years.
- (t) Maintain a changelog of the budget.
- (u) Give a monthly financial report to the chapter and deliver the report to CAB.
- (v) The Treasurer cannot be elected or appointed to a position which has permission to spend from the budget.
- (w) A candidate for the position of Treasurer must be interviewed by the CAB prior to the election. A simple majority vote of the CAB may veto that candidate. This veto can be overruled by a supermajority vote of the chapter. Failure for CAB to meet with a candidate prior to elections will be interpreted as CAB waiving their right to interview the candidate.
- (x) Serves as a member of [EC](#).
- (y) Must live in the house.

6. Marshal

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph f.
- (b) Will submit a plan as legislation for their office by the first chapter meeting of the semester of their term.
- (c) Will reserve a location for Initiation.
- (d) Will periodically check in with new brothers after initiation
- (e) Will organize a Bid Acceptance Dinner and the Bid Acceptance Ceremony.
- (f) Responsible for the Ritual portion of [Community Standards](#).
- (g) Serves as a member of [EC](#).
- (h) Must live in the house.

7. Recruitment Chairman

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph 1
- (b) Assumes responsibility for the direction of the Recruitment Program.

- (c) Chairs the Recruitment Committee.
- (d) Will run a recruitment workshop each semester.
- (e) Will present a Rush calendar to the chapter by Initiation.
- (f) Confirms and tracks the attendance of each brother at Rush events ([Article XI, Section B, Item 2](#)).
- (g) Serves as a member of [EC](#).
 - i. The Recruitment Chairman will serve on [EC](#) until the end of the Rush period of which they are in charge.
 - ii. The Recruitment Chairman will not have a vote until the previous semester's chairman no longer holds the position of Recruitment Chairman.
- (h) Must live in the house.

8. Scholarship Chairman

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph i.
- (b) Performs all duties specified by the Greek Life Office, [IFC](#), and the University.
- (c) Will prepare a written [scholarship program](#), submit it to the Office of Greek Life, and pass it as legislation in chapter by the 2nd chapter of his term, containing the following:
 - i. A plan for the creation of Scholarship contracts for all brothers.
 - ii. A plan for ensuring the chapter house is an environment conducive to studying.
 - iii. A plan for providing incentives for academic achievements.
- (d) Works with the Marshal to promote academic well-being among New Members.
- (e) Organizes a formal scholarship dinner, preferably with another Greek organization to recognize achievement in scholarship within the chapter.
- (f) Will arrange at least one program per semester with an outside speaker who will talk to the chapter about scholarship or an issue relating to scholarship.
- (g) Attends monthly meetings with the Greek Community Educational Consultants in accordance with [Case Western Reserve University \(CWRU\)](#) Greek Community Standards.
- (h) Ensures that member scholarship standards are enforced ([Article X, Section A](#)).
- (i) Responsible for the Scholarship portion of [Community Standards](#).
- (j) Serves as chair for the Scholarship Committee.
- (k) Serves on [EC](#).
- (l) Must live in the house.

9. Chaplain

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph g.
- (b) Schedules house meals at their discretion.
- (c) Handles conflict resolution in the chapter with the VPHS.
- (d) Organizes and mediates round table discussions on contentious issues between brothers.
- (e) Must live in the house.

10. Historian

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph h.
- (b) Sits on the Alumni Relations Committee and assists with the Alumni Database.
- (c) Ensures that pictures are taken at chapter events.
- (d) Will make a yearly scrapbook for the semester that they serve with the assistance of the previous historian.

- (e) Manages the chapter's online photo and video galleries jointly with the PR Chairman.
- (f) Works with the House Manager to keep composites up to date.
- (g) Maintains and updates the photos around the house.
- (h) Maintains the chapter museum.

11. First Guard

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph j.
- (b) Assists Marshal in planning and executing initiation and prepares the chapter for it.
- (c) Serves as Arbiter of Standards Board.
- (d) Prepares the chapter room for meetings.
- (e) Will enforce reasonable dress in the chapter room as stated in [Article III, Section D, Item 4](#).

12. Second Guard

- (a) Performs all duties stated in the [IBL](#) Article V, Section 6, paragraph k.
- (b) Serves as Scribe of Standards Board.
- (c) Assists the first guard in preparing the chapter room for meetings.

13. Standards Board Justice

- (a) Hears and rules on all cases brought before Standards Board as defined in [Article XII](#).
- (b) Attends all meetings of Standards Board.
- (c) Keeps confidential all matters related to judicial proceedings.
- (d) Treats all brothers and New Members fairly, impartially, and consistently.

E Appointed Positions

1. Appointed Positions will include but are not limited to the following:

2. Critic

- (a) Will be appointed at each regular meeting.
- (b) Will give a report critiquing the chapter at the next regular chapter meeting.
- (c) This appointment will not need approval by the chapter in direct exception to [Article V, Section E, Item 2](#).

3. Executive Council Member at Large

- (a) Must have previously served on [EC](#) for a full term.
- (b) Must not hold another [EC](#) position.
- (c) Assists and advises [EC](#).

4. Social Chairman

- (a) Organizes [social events](#).
- (b) Ensures that all [social events](#) run in accordance with all University, Greek Life, [IFC](#), [North American Interfraternity Conference \(NIC\)](#), and IHQ regulations and policies.
- (c) Serves as chairman of the Social Committee ([Article V, Section G, Item 2a](#)).
- (d) Will attend all [IFC](#) Social Chairman meetings.
- (e) Serves as a member of [CCC](#).

5. Alumni Relations Chairman

- (a) Collects materials for and edits the Alumni Newsletter with the help of the Alumni Corporation.
- (b) Maintains the alumni database.
- (c) Serves as chairman of the Alumni Relations Committee ([Article V, Section G, Item 2b](#)).
- (d) Organizes the Alumni Ceremony at the end of the semester in which he serves.
- (e) Sends out Alumni newsletter before the last day of classes.
- (f) Serves as a member of [CCC](#).

6. Membership Development Chair

- (a) Serves as chairman of the Membership Development Committee.
- (b) Is responsible for creating a Membership Development Plan by the end of his term.
- (c) Serves as a member of [CCC](#).

7. House Manager

- (a) Will live in the house.
- (b) Assumes responsibility for the maintenance of the fraternity residence and surrounding property.
- (c) Oversees and assumes responsibility for all property of the fraternity including repair and replacement of equipment.
- (d) Provides and maintains an adequate supply of toilet tissue, household cleaning supplies, and maintenance supplies.
- (e) Creates, implements, and monitors a parking lot program to be approved as legislation by the chapter.
- (f) Distributes house keys to brothers and others on an as needed basis.
- (g) Serves as a member of [CCC](#).

8. Detail Manager

- (a) Will pass a house and kitchen detail plan as legislation by the first chapter meeting of the semester in which he serves. The plan must contain provisions for the assessment of fines for delinquency in details.
- (b) Assigns weekly house details and weekly kitchen details.
- (c) Will be responsible for the direction of all [special event details](#), which may be called at his discretion.

9. Philanthropy Chairman

- (a) Ensures that the chapter meets Greek Life goals for philanthropy.
- (b) Informs the chapter of philanthropy.
- (c) Serves as a member of [CCC](#).

10. Service Chairman

- (a) Serves on the Health and Safety Committee Committee.
- (b) Attends Greek Life Service Chairman meetings.
- (c) Ensures that the chapter meets Greek Life goals for service.
- (d) Informs the chapter of service opportunities.
- (e) Sets individual service requirements for each brother for each semester.
- (f) Brings brothers up for standards for not meeting service requirements.

- (g) Serves as a member of CCC.

11. Public Relations Chairman

- (a) Serves as chairman of the Public Relations Committee ([Article V, Section G, Item 2b](#)).
- (b) Serves on the Recruitment Committee.
- (c) Serves on the Social Committee.
- (d) Maintains the chapter website and the information on it.
- (e) Must create a plan for his office by the first chapter meeting of the semester in which he serves and pass it as legislation in chapter.
- (f) Serves as a member of CCC.

12. Risk Manager

- (a) Performs all duties specified in the [IBL Article V, Section 6, paragraph l](#).
- (b) Schedules [Students Meeting about Risk and Responsibility Training \(SMARRT\)](#) or similar presentations.
- (c) Ensures compliance with all Greek Life, University, [International Headquarters \(IHQ\)](#), and [NIC](#) guidelines and policies.
- (d) Attend Office of Greek Life risk manager meetings.

13. Interfraternity Congress Representative

- (a) Represents the chapter at [IFC](#) meetings.
- (b) Must have been a brother for at least one full semester.

14. Librarian

- (a) Performs all duties stated in the [IBL Article V, Section 6, paragraph h](#).
- (b) Sits on the Scholarship Committee.
- (c) Manages house library and book collections.

15. OX Roast Chairman

- (a) Plans the annual OX Roast event to be held in the fall semester.
- (b) Will plan OX Roast to be held during Homecoming Weekend if possible.
- (c) The OX Roast Chair will be appointed after OX Roast to serve until the next OX Roast.

16. Awards Chairman

- (a) Leads a committee to fill out Greek Life and [IHQ](#) awards that are due in their term.
- (b) Works with the President to fill out Chapter Standards by the fall deadline.
- (c) Maintains a system for collecting documentation which includes, but is not limited to the following:
 - i. All events and activities of the chapter.
 - ii. Accomplishments of chapter officers (i.e. service hours and recruitment numbers)

17. Greek Week Chairman

- (a) Organizes the chapter's participation in Greek Week.
- (b) Attends Greek Week Chairman meetings sponsored by the Greek Week Steering Committee.
- (c) Appoints brothers to captain Greek Week events.

18. Food Steward

- (a) Works with a chef or catering service to maintain a brotherhood meal plan.
 - (b) Ensures the service chosen for the meal plan is paid for according the agreement with the chef or catering service.
 - (c) Will work with the Treasurer to determine the cost of the meal plan at least 2 weeks prior to the start of the semester in which the meal plan will run.
 - (d) Must be on the meal plan.
 - (e) Works with the Detail Manager to keep public areas in kitchen clean.
 - (f) Assigns cabinet and fridge space to in-house brothers.
 - (g) Must live in the house.
19. Athletics Chairman
- (a) Organizes chapter participation in [CWRU](#) intramural activities.
20. Temporary Chairmen
- (a) May be appointed by the President to be in charge of specific events. Examples include DAMAGE Chairman, Formal Chairman, and Master of the Universe.

F Executive Council

1. Membership

- (a) [EC](#) will be composed of the following:
 - i. President
 - ii. Vice President
 - iii. Vice President of Health and Safety
 - iv. Secretary
 - v. Treasurer
 - vi. Marshal
 - vii. Recruitment Chairman
 - viii. Scholarship Chairman
 - ix. Executive Council Member at Large
- (b) The Recruitment Chairman will serve as in [Article V, Section D, Item 7g](#).

2. Purpose, Duties, and Powers

- (a) Interprets the bylaws as outlined in [Article I, Section D](#).
- (b) Serves as an executive body.
- (c) Guides the chapter in emergencies.
- (d) Reviews excuses for chapter meetings and other chapter events.
 - i. In evaluating excuses, the EC shall adhere to the standards set in the Acceptable Excuses Plan.
 - ii. Said Acceptable Excuses Plan shall consist of the following:
 - A. specifically what is an acceptable excuse, with examples
 - B. specifically what is not an acceptable excuse, with examples
 - C. the number of unexcused absences /personal days / “no questions asked” missed chapters allowed per semester before taken to standards board
 - iii. The Acceptable Excuses Plan shall be distributed to the chapter one week before retreat at the beginning of every semester and approved at retreat, with any necessary amendments, as a piece of temporary legislation valid for one semester.

- (e) Reviews [Requests for Deferment](#) ([Article VI, Section D](#)).
- (f) Passes Executive Edicts as defined in [Article II, Section D, Item 4](#)
- (g) Suspends portions of the Bylaws subject to chapter approval as defined in [Article I, Section C](#).
- (h) Reviews appeals to [Academic Probation](#) as defined in Article X, Section B, ??.
- (i) Meet with respective [CAB](#) member twice a semester.

3. Voting

- (a) Voting Members
 - i. Vice President
 - ii. Secretary
 - iii. Treasurer
 - iv. Marshal
 - v. Recruitment Chairman
 - A. If the previous semester's Recruitment Chairman holds another voting Executive Council position, the current Recruitment Chairman will receive a vote instead.
 - vi. Scholarship Chairman
- (b) Quorum will consist of at least five members, at least four of whom must be voting members.
- (c) All votes are decided by an [absolute majority](#) of [EC](#).
 - i. The President will have a vote in case of a tie.

4. Procedure

- (a) [EC](#) is chaired by the Vice President.
- (b) [EC](#) will meet weekly while school is in session.
- (c) [EC](#) will admit any brother or candidate unless the meeting is declared closed by the President or an [absolute majority](#) of [EC](#).
 - i. [EC](#) may admit any guest by an [absolute majority](#) vote.
 - ii. [EC](#) meetings should be closed to non-[EC](#) members in situations that require discussing private or emergency matters such as [Requests for Deferment](#).
- (d) The Vice President will serve as the representative of [EC](#) to the chapter.

G Committees

1. Every brother must be a member of at least one Standing and one Operational Committee.
 - (a) If a brother misses three meetings of any one of their assigned committees without obtaining and approved excuse from that committee's chair, that committee's chair may bring that brother up for standards of behavior unbecoming of a brother.
 - (b) committee meetings scheduled less than five days in advance cannot be counted towards the absences above.
2. The chapter will have the following committees:
 - (a) Standing Committees
 - i. The Standing Committees of the chapter will include:
 - A. Recruitment Committee
 - B. Public Relations Committee
 - C. Health and Safety Committee
 - D. Social Committee

- ii. All Standing Committees will do the following:
 - A. Meet at least once every two weeks as directed by their chairman.
 - B. Assist the chairman in the discharge of his duties.
 - C. Create a set of goals for the committee at the first meeting of the committee.
 - D. Work toward the goals of the committee.
 - (b) Operational Committees
 - i. The Operational Committees of the chapter will include:
 - A. Alumni Relations Committee
 - B. Member Development Committee
 - C. Scholarship Committee
 - ii. All Operational Committees will do the following:
 - A. Meet at least once every month as directed by their chairman.
 - B. Assist the chairman in the discharge of his duties.
 - C. Create a set of goals for the committee at the first meeting of the committee.
 - D. Work toward the goals of the committee.
 - (c) Budget Committee
 - i. Purpose and Duties
 - A. To create a budget for the chapter for the next year pursuant to [Article VI, Section B](#).
 - B. To examine any financial issues of the chapter.
 - ii. Membership
 - A. The Treasurer will serve as chairman of the Budget Committee.
 - B. The body of the committee will be selected by the treasurer.
 - iii. Procedure
 - A. The committee will be created and convened during the budgeting process outlined in [Article VI, Section B](#).
 - B. The committee may meet at other times to examine the finances of the chapter at the direction of [EC](#).
 - (d) Mandatory Bylaw Revision Committee
 - i. The Mandatory Bylaw Revision Committee will function in accordance with [Article IX, Section C](#).
 - (e) [Committee Chair Committee \(CCC\)](#)
 - i. Purpose
 - A. To facilitate communication between committee chairmen.
 - B. To keep the Vice President informed of committee business.
 - C. To help the Vice President ensure that committees are performing all necessary duties.
 - ii. Membership
 - A. The Vice President will serve as the Chairman of the [CCC](#).
 - B. The Chairmen of all Standing and Operational Committees will be members.
 - C. Other brothers may be added to the committee at the Vice President's discretion.
 - iii. Procedure
 - A. The committee will meet weekly while school is in session.
 - B. The Vice President will evaluate progress toward committee goals.
3. Ad Hoc Committees
- (a) The Vice President has the power to make other committees at his discretion.

Article VI

Finances

A General Rules

1. Two signatures are required on all accounts of the chapter, pursuant to the [International Bylaws \(IBL\)](#), Article V, Section 9, paragraph b.
2. Neither the chapter nor alumni corporation can have or use any form of ATM, debit, credit or money card that is attached to any account of the chapter or alumni corporation.
3. An officer cannot issue a check to himself.
4. The chapter will not utilize a petty-cash system. All transactions must be made by check.
5. All reimbursements require a receipt.
6. All statements and record books are reconciled monthly.
7. Only the President or Treasurer may sign contracts on behalf of the chapter.

B Budget

1. The Treasurer will present a preliminary budget to the Budget Committee ([Article V, Section G, Item 2c](#)) no later than six weeks before the end of the Fall Semester.
2. The Treasurer will submit the final budget proposal, as approved by the Budget Committee, for the following academic year to the chapter no later than three weeks before the end of the Fall Semester. The proposal is approved by [supermajority](#) vote of the chapter.
 - (a) Following approval by the chapter, the budget proposal will be presented to the Alumni Corporation and the Alumni Financial Advisor.
3. Budget Committee
 - (a) The Budget Committee ([Article V, Section G, Item 2c](#)) will be created and convened no later than six weeks before the end of the Fall semester.
 - (b) The committee will create a budget to be submitted to the chapter based on the preliminary budget created by the Treasurer.
4. Any officer with a budget may distribute portions of his budget as he sees fit.
5. Safety Margin and Emergency Fund
 - (a) Any money leftover for the year from the [Safety Margin](#) must be moved to an emergency fund account until that account has 50% of the next year's projected expenses saved. This account is only to be accessed with the vote of EC and the CAB.

C Financial Obligations of Members

1. Each brother, New Member, and Alumnus is responsible for any fraternity property damaged, broken, or lost due to any negligence or carelessness on the part of that person or his guest.
 - (a) Any decision regarding this rule will be decided by [Executive Council \(EC\)](#).
2. Brothers will pay all dues and other financial obligations to the chapter as defined in the budget.

D Deferments

1. If a brother deems that he will be unable to pay his bill by the due date, he may submit a [request for deferment](#)
2. A [request for deferment](#) must be submitted to [EC](#) by the due date of the bill that is being deferred.
3. A [deferment](#) must be approved by a vote of [EC](#) or a [supermajority](#) vote of the chapter.
4. A brother that is not following the payment plan in his [deferment](#) will have his account balance considered past due.
5. Interest on late payments may be charged at the discretion of [EC](#).

E Payment Schedule and Penalties

1. The due date for any bill will be at least two weeks after the date on which the bill was issued and will be before the next bill is to be issued.
2. The chapter may, by unanimous ballot, exempt a brother from payment of any debts owed to the chapter.
 - (a) The unpaid debt will be divided equally among the other members of the chapter.
3. If the account balance of any brother, New Member, or Alumnus is negative and past due, he will be placed on [financial probation](#) unless a [deferment](#) has been approved.
 - (a) A brother placed on [financial probation](#) will be fined no more than \$20.
 - (b) A brother on [financial probation](#) loses voting rights.
 - (c) If a brother is on [financial probation](#) for more than one week, a suspension trial will be scheduled for him.
 - (d) The Alumni Corporation and the chapter financial advisor will be notified of any brother placed on [financial probation](#).
4. If a brother has a debt, including [deferments](#), of over \$3,000:
 - (a) [EC](#) will vote on whether or not to hold a suspension trial for him after every bill.
 - (b) The Treasurer will announce the brother's status to the chapter after every bill.
 - (c) Any receipt forms that the brother submits must be credited against that debt unless [EC](#) approves an exception.

F Finance Privacy Section

1. Executive Council and CAB will have access to all accounts, including bank accounts, budgeting and financial software, the current ledger, and Omega Fi (or whatever online service is currently being used).

G Reimbursements

1. To buy something(s) for an event that totals more than \$250 and obtain a reimbursement, you need the treasurer's approval and the respective chair's approval. If you are one of those people, you must get the approval from the president instead of yourself.

Article VII

Housing Policies

A Alcohol, Tobacco, and Illegal Substances

1. No alcohol is to be consumed in the house or on the chapter property.
2. No alcohol is to be stored in the house or on the chapter property except for the purposes of cooking.
 - (a) Alcohol stored for cooking may only be stored for a period of twenty-four hours.
3. Tobacco may be possessed and chewed within the house or on the chapter property.
4. Illegal substances may not be possessed, stored, or used in the house or on the chapter property.
5. If a brother or his guest violates [Article VII, Section A, Item 1](#), [Article VII, Section A, Item 2](#), [Article VII, Section A, Item 3](#), or [Article VII, Section A, Item 4](#), he will be brought up for standards by the President, with sanctions not less than:
 - (a) First Offense — \$50 fine
 - (b) Second Offense — \$75 fine, placed on [probation](#), and becomes [staggard](#)
 - (c) Third Offense — \$100 fine and is recommended for suspension to the chapter
6. No candles will be burned inside the house or on the chapter property.
7. [Article VII, Section A, Item 1](#), [Article VII, Section A, Item 2](#), and [Article VII, Section A, Item 3](#) will become null and void upon the downfall of Western Civilization.

B Housing Eligibility

1. All active brothers are to live in the chapter house pursuant to Article V, Section 10 of the [International Bylaws \(IBL\)](#).
 - (a) The following brothers are exempt from this policy:
 - i. 1st year students
 - ii. Commuter Students
 - iii. Those who are married
 - iv. Those who receive housing as compensation for employment (e.g. Resident Assistants)
 - v. Those who are on Co-op, Study Abroad, or a similar program
 - vi. Those who were ineligible or exempt at the beginning of the school year
 - vii. Those with a prohibitive medical condition as approved by Case Western Reserve University
2. The following brothers must live in the chapter house:

- (a) President
 - (b) Vice President
 - (c) Vice President of Health and Safety
 - (d) Treasurer
 - (e) Marshal
 - (f) Recruitment Chairman
 - (g) House Manager
 - (h) Food Stewart
3. Brothers in violation of [Article VII, Section B, Item 1](#) or [Article VII, Section B, Item 2](#) are to be brought up for standards by the Vice President with the possibility of suspension.
 4. In order for a brother to move in to the house, he must not be on [financial probation](#) and must not have a debt to the chapter exceeding \$3000, including [deferments](#).
 - (a) Brothers living in the house during the fall of any year are exempt from this stipulation for the spring semester of that year only.
 5. Brothers living in the house must have a signed housing contract by the due date ([Article V, Section D, Item 5m](#)).
 6. Alumni will be permitted one year after graduation or status change to live in the house without chapter approval. After that semester, the brother in question must receive a [supermajority](#) vote in order to remain in the house.
 - (a) Alumni must be taking classes at [Case Western Reserve University \(CWRU\)](#) to live in the house (i.e. as a graduate student).
 7. Only a spouse to a brother living in the house and taking classes at [CWRU](#) may live in the house during the school year. A spouse meeting these qualifications must receive a [supermajority](#) vote of the chapter to live in the house.
 8. Active brothers will have priority over all other possible residents for the purposes of living in the house and room assignments, at the discretion of the Vice President.

C Room Assignments

1. If the number of brothers eligible to live in the house exceeds the capacity of the house:
 - (a) Brothers who have lived in the house during the school year for at least one semester will be allowed the option of moving out in order of pledge class from oldest to most recent, at the discretion of the Vice President.
 - i. The house may not be dropped below capacity.
 - ii. If this method would bring the house below capacity:
 - A. Of the brothers with the highest [roster number](#) among those who wish to move out, select the number of brothers that would bring the house to capacity by a mutually acceptable method.
 - (b) If, after application of the method described in [Article VII, Section C, Item 1a](#), the house is still above capacity, brothers who have lived the most semesters in the house (excluding summer) will be forced to move out.
 - i. If two or more brothers have lived in the house the same amount of time, the one with the lowest unmodified [roster number](#) will be forced to move out first.
 - ii. Brothers listed in [Article VII, Section B, Item 2](#) cannot be forced to live out of the house.

2. Any brother applying for a room must have less than \$50 debt, including [deferments](#), at the time room assignments are made, lest he become [staggard](#).
3. Room 307 is reserved for the President unless he waives this right.
4. Room assignments will be made by the Vice President following these guidelines:
 - (a) If two or more groups of brothers wish to occupy the same room, the room will be assigned to:
 - i. The group with the most brothers, not to exceed the capacity of the room; else
 - ii. The group of brothers with the greatest number of brothers with [squatter's rights](#) for that particular room; else
 - iii. The group of brothers with the lowest aggregate [roster number](#); else
 - iv. The group of brothers decided by a mutually acceptable method.
5. The Vice President will have penultimate authority, beneath the chapter, to assign rooms to the best of his ability in keeping with the guidelines established in [Article VII, Section C, Item 4](#).

Article VIII

Awards

A Award Election Procedure

1. For each award that the chapter gives:
 - (a) Nominations will be opened prior to voting.
 - (b) Voting
 - i. Will take place after nominations have been closed.
 - ii. Will be done by show of hands.
 - iii. A brother may vote *No Confidence* if he is not satisfied with any of the nominees.
 - (c) There will be no discussion between nominations and voting.
 - (d) If there are less than 4 nominees, the award will be elected by plurality of voting members present.
 - i. Otherwise, there will be a runoff between the three nominees that recieved the highest counts of votes.
 - (e) If a plurality of votes cast are *No Confidence*, voting will end and no award will be given.

B Specified Awards

1. Brotherhood Award
 - (a) Will be awarded to the brother who best exemplifies the ideals of Theta Chi Fraternity.
 - (b) Will be awarded before the end of the Spring Semester.
2. Alumni Service Award
 - (a) Will be given to the alumnus who has done the most for the currently active chapter.
 - (b) Will be given annually at OX Roast.
 - (c) A plaque will be maintained by the OX Roast Chairman that includes the names of the Alumni who have won the award.
3. Dream Girl Award
 - (a) Will be bestowed upon the woman associated with Beta Nu Chapter who has done the most for the presently active chapter.
 - (b) Will be elected by the second regularly scheduled chapter meeting after initiation during the spring semester.
 - (c) Voting will be done by ballot in direct exception to [Article VIII, Section A, Item 1b](#).

4. Certificate of Appreciation

- (a) May be presented to any person who has demonstrated service of extraordinary care and effort to the chapter.
- (b) Will consist of a certificate of appropriate construction and suitable wording which describes the service for which the certificate is being presented.
- (c) Any brother eligible to vote may, at any chapter meeting, nominate any person.
- (d) Discussion will be allowed for this award in direct exception to [Article VIII, Section A, Item 1c](#).
- (e) A nominee must receive a [supermajority](#) vote to receive this award [Article VIII, Section A, Item 1b](#).
- (f) The chapter may give out any number of this award.

5. The chapter may give out any other awards subject to the procedures defined in [Article VIII, Section A](#).

Article IX

Mandatory Chapter Bylaw Revisions

A Purpose

1. To update the contents of the chapter bylaws which might otherwise become inapplicable as well as introducing bylaw amendments, if applicable.
2. To ensure that the chapter repeatedly renews its knowledge of the contents of the chapter bylaws.

B Frequency

1. Mandatory Revisions will be held every odd numbered year.
2. The Vice President may at any time form a committee to review the chapter bylaws using the process of the Mandatory Revisions.

C Committee

1. During Mandatory Revisions, a committee chaired by the Vice President will review the Chapter Bylaws.
2. Members of the committee will be selected by the Vice President.
3. The committee will meet weekly unless a majority of members cannot attend or revisions are complete.

D Process

1. The committee will compose a list of amendments.
 - (a) An item is put on the list if it is deemed mutually acceptable by members of the committee.
2. The committee will bring this list before the chapter as a block of bylaw amendments.
3. If the committee does not approve any amendments, no amendments need be brought before the chapter.

Article X

Scholarship

A Member Scholarship

1. Scholarship Standards

- (a) Once per semester, brothers and Candidates will fill out grade release forms.
 - i. Grade release forms must be filled out prior to the due date for midterm grades.
- (b) Members will be evaluated according to the following criteria:
 - i. All brothers are required to make a grade improvement plan with the Scholarship Chairman. Any brother with a [Grade Point Average \(GPA\)](#) less than 3.0 is placed on [Academic Probation](#). Any brother with a [GPA](#) less than 2.0 is placed on [probation](#).
 - A. The grade improvement plan will be approved by the Scholarship Chairman, the President, and the brother. Failure to follow the [grade improvement plan](#) as judged by the Scholarship Chairman will result in the brother being brought up for standards.
 - B. A brother on [Academic Probation](#) is allowed to attend at maximum 3 social events per semester. His responsibilities for rush are reduced to one third of events. This brother will not be allowed to hold an elected position. [Academic Probation](#)
 - C. A brother on [probation](#) will have the same responsibilities as those on [Academic Probation](#). In addition he will also not be obligated to attend any rush events and not be allowed to receive a little.
 - ii. A brother shall be automatically brought up to Standards Board for an Academic Review as defined in [Article XII, Section K](#) if:
 - A. He has two consecutive semester [GPA](#)'s less than 3.0.
 - B. He has a semester [GPA](#) less than 2.75.
 - If the brother had a previous semester [GPA](#) also below a 2.75, the brother may be put on [probation](#).
 - C. He has a semester [GPA](#) below a 2.5 and does not have a previous semester [GPA](#) above a 3.0.
 - A brother in this situation will be recommended for [probation](#).
 - D. Standards board is encouraged to only recommend a brother for suspension in the most necessary circumstances and may only do so if:
 - He has two consecutive semester [GPA](#)'s less than 2.75.
 - He has a semester [GPA](#) less than a 2.5.
- (c) If a brother is participating in a program where he does not receive a [GPA](#) and would be placed on [Academic Probation](#):
 - i. He is not placed on [Academic Probation](#).
 - ii. The next semester in which he is not participating in such a program, he will be placed on [Academic Probation](#).

B New Member Scholarship

1. During the New Member program, the Scholarship Chairman will meet with the New Members during a regular New Member meeting to explain the chapter [Scholarship program](#) and answer any questions they have.
2. New Members will be held to the academic standards in [Article X, Section A](#).
3. Candidates will be required to sign grade releases no later than 14 days of grade releases being made available.
4. A candidate is eligible for initiation if and only if he achieved higher than a 3.0 GPA in the previous semester, or if he has a cumulative GPA of greater than 2.5. Upon receiving a Candidate's [GPA](#), and finding it does not meet the requirements stated in X.C.4, the Marshal shall announce this at the next regularly scheduled chapter meeting.
 - (a) First semester freshmen are exempt from this rule.
5. Any Candidate that is ineligible to be initiated will have the option to remain a Candidate.
 - (a) Should a Candidate remain ineligible in any subsequent semester, he may remain a Candidate only with an absolute majority vote by the active chapter

C Privacy

1. The President, Scholarship Chair, Alumni Advisor, and Faculty Advisor are permitted to know the [GPA](#) of each brother.
2. All brothers can know the names of brothers on academic warning and [Academic Probation](#).
3. All brothers can know the names of brothers who cannot hold office due to grades.

Article XI

Expectations of Brothers

A Code of Conduct

1. No brother will reveal the secrets of the fraternity to anyone who is not an initiated member of Theta Chi Fraternity.
2. All brothers will obey all federal, state, and local laws.
3. All brothers will obey all University regulations, [North American Interfraternity Conference \(NIC\)](#) guidelines, and [Interfraternity Congress \(IFC\)](#) Constitution and Bylaws.
4. All brothers will obey the [International Bylaws \(IBL\)](#).
5. All brothers will obey the local bylaws and the provisions of the lease on the fraternity house.

B Standards of Brotherhood

1. Financial
 - (a) Brothers will abide by the financial obligations outlined in [Article VI, Section C](#).
2. Rush
 - (a) Brothers will [attend](#) at least three-quarters of all rush events.
3. Social
 - (a) Brothers will [attend](#) a majority of [social events](#) each semester unless they are on [Academic Probation](#).
 - (b) Brothers not on [Academic Probation](#) will be involved in at least one non-greek campus student organization.
4. Scholarship
 - (a) Brothers will abide by the scholarship standards described in [Article X, Section A](#).
5. Service
 - (a) Brothers will complete the service hours assigned to them by the Philanthropy and Service Chairman.
6. Chapter Events

- (a) When an event is declared an [official chapter event](#) by [Executive Council \(EC\)](#), all members must [attend](#) it unless excused by [EC](#). A missed [official chapter event](#) that is not excused will count as an unexcused mandatory event
 - i. A missed mandatory event that is not excused will count as an unexcused mandatory event.
 - ii. A brother who has three unexcused mandatory events in a row must be brought up for standards by the Secretary with the possibility of suspension
 - iii. A brother who has three unexcused mandatory events throughout the semester will be staggered.
 - iv. A brother who has five unexcused mandatory events throughout the semester will be placed on probation until the end of the semester.
 - v. A brother who has seven or more unexcused mandatory events throughout the semester will be brought up for standards by the Secretary with the possibility of suspension.
 - (b) Brothers will attend chapter meetings as outlined in [Article III, Section C](#).
7. Committees
- (a) Brothers will be active members of committees and abide by all relevant bylaws pertaining to the roles and responsibilities of committee members, as detailed in [Article V, Section G](#).
 - (b) Brothers will attend assigned committee meetings as outlined in [Article V.G.1](#).

Article XII

Standards Board

A Purpose

1. To judge infractions of the bylaws and standards of the chapter.

B Membership

1. The membership of the Standards Board is five Justices; the First Guard, who presides as Arbiter; the Second Guard, who serves as Scribe; and the Vice President, who serves as Parliamentarian.
2. Justices are elected according to the procedure in Article IV, Section B, Item 4.
3. The Arbiter and Scribe are ineligible to serve as Justices on the board.
4. Members of [Executive Council \(EC\)](#) are ineligible to serve as Justices on the board.
5. Justices must at all times be eligible to hold office ([Article X, Section B, Item 1\(b\)iB](#)).
6. Justices serve on the board until resignation, ineligibility, removal from office, or graduation.

C Voting

1. Unless otherwise specified, votes of the board are by [simple majority](#).
2. All Justices are voting members of the board.
3. The Scribe and Parliamentarian are non-voting members of the board and the Arbiter will only vote in the case of a tie.
4. Quorum of the board consists of $\frac{2}{3}$ of its members, including at least $\frac{2}{3}$ of the active Justices.

D Duties of Membership

1. Arbiter
 - (a) Schedules and presides at all meetings, hearings, and academic reviews.
 - (b) Reviews all claims with the Scribe to ascertain their validity.
 - (c) Announces final rulings to the chapter.
 - (d) Keeps confidential all matters relating to judicial proceedings with the exception of announcing rulings as in [Article XII, Section D, Item 1c](#).

- (e) Treats all brothers fairly, impartially, and consistently.
 - (f) Will ensure that all Justices receive training on judicial procedure and relevant rules and policies each semester.
 - (g) Advises the board on matters of precedent.
 - (h) Ensures the completion of all sanctions.
2. Scribe
- (a) Keeps records of all meetings and hearings of the board.
 - (b) Reviews all claims with the Arbiter to ascertain their validity.
 - (c) Keeps confidential all matters relating to judicial proceedings.
 - (d) Treats all brothers fairly, impartially, and consistently.
 - (e) Arbitrates in the absence of the Arbiter
3. Justice
- (a) Hears and votes on all matters brought before the board.
 - (b) Attends all meetings of the board.
 - (c) Keeps confidential all matters relating to judicial proceedings.
 - (d) Treats all brothers fairly, impartially, and consistently.
 - (e) Attends judicial training once per calendar year, at the discretion of the first guard
4. Parliamentarian
- (a) Advises the board on matters of procedure.
 - (b) Answers any questions concerning the [International Bylaws \(IBL\)](#), [North American Interfraternity Conference \(NIC\)](#) guidelines, [Interfraternity Congress \(IFC\)](#) bylaws, Greek Life policies, university regulations, local bylaws, or legislation.
 - (c) Serves as liason between [EC](#) and the board.
5. If the Arbiter, Scribe, or Parliamentarian is absent, has been recused, or is the accused, the order of succession will be:
- (a) Arbiter
 - (b) Scribe
 - (c) Parliamentarian
 - (d) Chapter President

E Justice Removal

1. If, at any time, a Justice becomes ineligible to hold office or is elected to an [EC](#) position, that Justice is removed from office.
2. Any Justice may be removed for the following reasons:
 - (a) Failure to perform their duties, including unexcused absence from more than one board meeting per semester.
 - (b) Failure to maintain confidentiality of all proceedings of the board.
 - (c) Conduct unbecoming of a Justice or which negatively affects the credibility of the board.
3. The removal of Justice trial will follow the procedure for a hearing with the following amendments:
 - (a) The accused Justice will not be counted as a member of the board.
 - (b) The only possible sanction is removal from office.
 - (c) The decision will require a [supermajority](#) vote of the board.

F Charges

1. Any brother may be brought up for standards for any of the following:
 - (a) Violation of the [IBL](#).
 - (b) Violation of the local bylaws, including the Expectations of Brotherhood ([Article XI](#)).
 - (c) Failure to comply with a previous sanction.
 - (d) Conduct unbecoming of a brother.

G Accusation Procedure

1. All accusations must be submitted in writing to the Arbiter.
 - (a) Each accusation must be as detailed as possible including at least the clause of the local bylaws that was violated.
 - (b) Each accusation must be submitted within one month of the violation.
2. Upon receiving the Accusation, the Arbiter and Scribe, with the assistance of the Parliamentarian, will determine the validity of the claim.
3. The Arbiter will inform the accuser of the validity of the accusation.
4. If the accusation is found to be without merit, proceedings will end and no hearing will be held.
5. If the accusation is found to have merit, the Arbiter will provide written notification to the accused.
 - (a) The notification must be given within forty-eight hours of receipt of the accusation.
 - (b) The notification must include the charges with enough detail to allow the accused to prepare a defense.
6. Upon receiving the notification, the accused has twenty-four hours to submit a plea in writing to the Arbiter.
 - (a) The possible pleas are [responsible plea](#), [not responsible plea](#), and [no contest plea](#).
 - (b) If a plea is not received, a [no contest plea](#) will be entered.
7. After a plea is entered, the Arbiter will schedule a time and place for the hearing.
 - (a) The hearing shall occur between 1 and 3 weeks after a plea is entered.
 - (b) The Arbiter will notify the accused, accuser, and the board of the time, place, and nature of the hearing.
8. The Parliamentarian will inform [EC](#) of the accusation, the accused, and the nature of the complaint at the next [EC](#) meeting.

H Hearing Procedure

1. Recusal
 - (a) Members of the board will recuse themselves from the hearing if they feel a conflict of interest exists or they are the accused.
 - (b) Members of the board may be recused by [simple majority](#) vote of the remaining board. The accused, accuser, or a member of the board may call for such a vote.
2. Procedure for a [not responsible plea](#):

- (a) Preparation
 - i. Attire will be at the discretion of the Arbiter.
 - ii. Both the accuser and the accused may provide witnesses.
 - iii. Witnesses will be advised by the Arbiter that they are not to discuss the hearing or the accusation outside of the hearing.
 - iv. The Arbiter will call the hearing to order and ask all but the directly related participants to leave the room. The directly related participants are the Arbiter, Scribe, Parliamentarian, Justices, accuser, and accused.
 - v. Witnesses must remain outside the room until called by the Arbiter and leave when dismissed.
- (b) Method
 - i. The Arbiter then reads aloud the charges and ensures that the accused understands the charges.
 - ii. The accuser and accused may then give an opening statement, in that order.
 - iii. The accuser may then be asked questions by the accused and the board.
 - iv. The accused may then be asked questions by the accuser and the board.
 - v. The accuser may then present witnesses. If they are not present, the Arbiter may call witnesses. After the witness gives their statement, the accuser, accused, and board may ask questions of the witness. The accuser may call themselves as a witness.
 - vi. The accused may then present witnesses. After the witness gives their statement, the accuser, accused, and board may ask questions of the witness.
 - vii. The accuser and accused may give closing statements, in that order.
 - viii. The Arbiter will excuse the accuser and the accused from the hearing.
 - ix. The board will then deliberate.
 - A. The board will consider the facts, evidence, and testimony presented in the case.
 - B. The board will not consider past judicial history of the accused in determining if the accused is [responsible](#).
 - x. The board will then vote on whether the accused is [responsible](#).
 - xi. If the accused party is found [responsible](#), the board must then determine an appropriate sanction.
 - A. Past judicial history of the accused and sanctions given for similar accusations in the past may be considered.
 - B. The board will vote on the sanction.
 - xii. If the accused is found [not responsible](#) or after the sanctions have been determined the Arbiter will readmit the accuser and accused back to the hearing and will announce the results of the hearing as well as any sanctions given.
 - xiii. The Arbiter will then inform the accused and accuser of the appeal process.
 - xiv. The Arbiter will then adjourn the hearing.

3. Procedure for a [responsible plea](#) or a [no contest plea](#):

- (a) The dress at the hearing will be informal.
- (b) The Arbiter will call the hearing to order and ask all but the board and the accused to leave the room.
- (c) The Arbiter will read aloud the charges and ensures that the accused understands them.
- (d) The accused may give a statement.
- (e) The board may question the accused.
- (f) The Arbiter will excuse the accused.
- (g) The board must determine an appropriate sanction.

- i. Past judicial history of the accused and sanctions given for similar accusations in the past may be considered in determining a sanction.
 - ii. The board will vote on the sanction.
- (h) The Arbiter will readmit the accused and announce the sanction.
- (i) The Arbiter will inform the accused of the appeal process.
- (j) The Arbiter will adjourn the hearing.
- 4. Following the hearing, the Arbiter will provide written notification of the results and sanctions, if any, to the accused within twenty-four hours of the hearing.
- 5. If the accused is found **responsible** the Arbiter will inform the chapter of the name of the accused, the accusation, and the sanctions at the next regularly scheduled chapter meeting.
- 6. If the accused is found **not responsible**, the Parliamentarian will inform **EC** of the result of the hearing.

I Sanctions

1. The board may issue any sanctions. The following are suggested examples of possible sanctions:
 - (a) Community Service — The brother may be required to perform a certain number of hours of service to the community. The exact form of service may or may not be specified.
 - (b) Cost of repairs — If the actions of the brother caused damage to property, the brother may be charged for the cost of any repairs and required to assist in repairing the damage.
 - (c) Counseling — The brother may be required to seek counseling through the appropriate university office, or an outside agency.
 - (d) Fines — The brother may be fined. Fines will be due to the treasury.
 - (e) House service — The brother may be required to perform a cleanup or repair task to benefit the house or grounds.
 - (f) Letter of apology — The brother may be required to apologize to the wronged party in writing.
 - (g) Loss of housing status — The brother may be made **staggard** for a set period of time or until a certain action has been taken.
 - (h) Loss of Voting Privileges — The brother's voting rights may be suspended for a set period of time, or until a certain action has been taken.
 - (i) Recommendation of Suspension — The brother may be recommended for suspension to the chapter.
 - (j) Removal from Office — If the brother holds an appointed position, the board may remove the brother from office. If the brother holds an elected office, the board may recommend the chapter remove them in accordance with Article V, Section 4 of the **IBL**.
 - (k) Probation — The brother may be placed on **probation** for a set period of time or until an action has been taken.
2. The Arbiter will ensure the completion of sanctions.
 - (a) If the sanctions are not completed, the Arbiter will bring the brother up for standards.

J Appeals

1. The accused may appeal a decision of the board.
 - (a) If the appeal is for reasons outlined in Article XII, Section J, Item 2, Points (a) or (c), the appeal must be submitted within five days of receiving written notification of the results of the hearing.

2. A decision can only be appealed for the following reasons:
 - (a) The procedure for the hearing was not followed.
 - (b) New information is discovered that wasn't available at the time of hearing.
 - (c) The sanction is inappropriate.
3. The appeal will be presented in writing to the Parliamentarian and will state the grounds for the appeal.
4. EC will determine the validity of the appeal.
5. If the appeal is valid, the confidentiality of the hearing is waived and at the next chapter meeting the appellant will explain the reason for the appeal. The Arbiter will then explain the board's decision. Following the statements, the accused leaves the room and a discussion takes place. A [supermajority](#) vote is needed to repeal the decision.
6. If the decision is repealed, the chapter may give new sanctions by [simple majority](#) vote.
7. After the chapter has voted, the accused brother will return to the meeting and will be informed of the decision by the President.

K Academic Review

1. An Academic Review shall be held whenever the Scholarship Chair requests a suspension trial in accordance with the duties of their office.
2. An Academic Review must be scheduled prior to the associated suspension trial.
3. An Academic Review is not a Standards Board Trial.
4. An Academic Review shall be carried out by the Arbiter, Parliamentarian, Scribe, Scholarship Chair, and Standards Board Justices.
5. A quorum of Standards Board is required to hold an Academic Review.
6. Attendance of an Academic Review is mandatory for all members of the board, and the Scholarship Chair.
7. A justice may be recused from an Academic Review under the following circumstances:
 - (a) Members of the board for whom the Scholarship Chair is requesting a suspension trial will recuse themselves.
 - (b) Members of the board will recuse themselves if they feel a conflict of interests exists.
 - (c) Members of the board may be recused by simple majority vote of the remaining board. The brother under review, the Scholarship Chair, or a member of the board may call for such a vote.
8. Process of an Academic Review
 - (a) Scheduling:
 - i. The Arbiter will schedule Academic Reviews.
 - ii. All Academic Reviews for a semester shall be held at the beginning of the semester at the discretion of the Arbiter.
 - iii. If members of the board are under academic review, their reviews will be scheduled before reviews of non-members. If the Arbiter is under academic review, their review will be scheduled first.
 - iv. The Arbiter will inform the board, Scholarship Chair, and brothers under review of the day's schedule within three days of the Scholarship Chair requesting academic suspensions.

(b) Preparation:

- i. The brother under review is not required to attend.
- ii. Both the brother under review and the Scholarship Chair may provide witnesses and any form of relevant documents, including written statements. If either the brother under review or the Scholarship Chair cannot attend the review, any such documents must be sent to the scribe along with an order of any witnesses to be called.
- iii. The Arbiter will call the meeting to order and ask all but unrecused members of the board, the Scholarship Chair, and the brother under review to leave the room.

(c) Method:

- i. The Scholarship Chair and brother under review may give an opening statement, in that order.
 - ii. The Scholarship Chair may then be asked questions by the brother under review and the board.
 - iii. The brother under review may then be asked questions by the Scholarship Chair and the board.
 - iv. The Scholarship Chair and then the brother under review may then present any witnesses or documents. If they are not present, the provided witnesses and documents will be presented in the provided order. After each witnesses gives a statement the Scholarship Chair, brother under review, and board may ask questions of the witness. Documents will remain with the scribe until the conclusion of the review.
 - v. The Scholarship Chair and brother under review may give closing statements, in that order.
 - vi. The Arbiter will excuse the Scholarship Chair and brother under review.
 - vii. The board will then deliberate. The board may consult any documents and recall any witnesses, the Scholarship Chair, or the brother under review if further questions arise.
 - viii. The board will vote to recommend the brother under review for suspension, or to not recommend the brother under review for suspension.
 - ix. The Arbiter will recall the Scholarship Chair and the brother under review and inform them of the boards decision.
 - x. If the board voted not to recommend the brother under review for suspension, the Arbiter will instruct the Scholarship Chair to withdraw their request for a suspension trial for the brother under review immediately.
9. If an academic review cannot be held for a brother before the requested suspension trial, the Arbiter will inform the chapter during that trial that no review was held and that no recommendation has been given.
 10. In the event that the board does not recommend the brother under review for suspension the proceedings of the review will be confidential.
 11. In the event that the board recommends the brother under review for suspension the proceedings of the review will not be confidential. Any statements by the Scholarship Chair, brother under review, or witnesses, the content of any presented documents, and the nature of the boards deliberation may be requested and discussed during the associated suspension trial.

Article XIII

Glossary

absolute majority A vote of over 50% of all the voting body, counting all brothers, including those not present. [1](#), [3](#), [5](#), [18](#), [40](#)

Academic Probation See [Article X, Section B, Item 1b](#). [18](#), [29–31](#), [40](#), [41](#)

Academic Watch See [Article X, Section B, Item 1\(b\)iA](#). [40](#)

attend Attendance is at the discretion of the organizer of the event, with a suggested attended portion being 3/4 of the event's total run time. [5](#), [31](#), [32](#), [40](#)

Awesome A group of four or more brothers of Theta Chi. [40](#)

ballot A secret vote as defined in [Article IV, Section B](#). [2](#), [40](#)

Community Standards The list of requirements set forth by the Greek Life Office at [Case Western Reserve University \(CWRU\)](#) which is to be completed yearly in the fall semester. [10–13](#), [40](#)

deferment A payment plan approved by [EC](#) based on a [request for deferment](#) and the recommendations of the Treasurer for a brother's debt. [21](#), [24](#), [25](#), [40](#)

Executive Edict Legislation implemented in a time of emergency by a supermajority vote of EC. See [Article X, Section B, Item 3](#). [1](#), [40](#)

financial probation See [Article VI, Section F, Item 3](#). [7](#), [9](#), [12](#), [21](#), [24](#), [40](#)

grade improvement plan A plan made by a brother on [Academic Watch](#) with help from the Scholarship Chairman to improve his grades. [29](#), [40](#)

grievance A request submitted to [EC](#) for clarification of the intention of the bylaws. [2](#), [40](#)

no contest plea The Accused attests to the truth of the accusation, but believes there are mitigating circumstances surrounding the accusation which exculpate him. [35](#), [36](#), [40](#)

not responsible A ruling that states the Accused is not culpable for the accusation against him. [36](#), [37](#), [40](#)

not responsible plea The Accused denies culpability for the accusation. [35](#), [40](#)

official chapter event An event that all brothers must attend. [32](#), [40](#)

- plurality** The number of votes cast for a candidate who receives more than any other but does not receive an absolute majority.. [10](#), [40](#)
- probation** A brother on probation cannot attend social events and loses his voting rights. [5](#), [7](#), [23](#), [29](#), [37](#), [40](#)
- quorum** One more than half of the active chapter or the body that it describes. [1](#), [3](#), [4](#), [40](#)
- request for deferment** A form that includes how much money a brother wishes to defer, the reason a [deferment](#) is needed, and a payment plan for the amount deferred. [17](#), [18](#), [21](#), [40](#)
- responsible** A ruling that states the Accused is culpable for the accusation against him. [36](#), [37](#), [40](#)
- responsible plea** The Accused admits that he is rightfully accused and agrees to all sanctions given. [35](#), [36](#), [40](#)
- roster number** For the purposes of these bylaws, a brother's roster number starts as the median of the actual roster numbers of his New Member Class. [24](#), [25](#), [40](#)
- Safety Margin** A sum of money built into the budget for the chapter which is set aside in case of unexpected expenses.. [20](#), [40](#)
- scholarship program** The semesterly legislation created by the Scholarship Chairman which is to include scholarship goals for the chapter and means or reaching those goals. [13](#), [30](#), [40](#)
- simple majority** A vote that must be over 50% of those brothers present and eligible to vote to succeed providing [quorum](#) is present. [2](#), [4](#), [7–10](#), [33](#), [35](#), [38](#), [40](#)
- social event** Open and closed parties sponsored by the fraternity and any other event given this designation by [EC](#) excluding house meals and Rush events. Examples: Mixers, some Greek Week Events, and Formal. [14](#), [31](#), [40](#)
- special event detail** An [official chapter event](#) declared by the Detail Manager with a stated objective such as cleaning the house before inspections or a Rush event. The chapter must be given at least twenty-four hours notice of such a session and excuses for the session will be approved by EC.. [15](#), [40](#)
- squatter's rights** The second highest proiority given to a brother when deciding housing assignments. A brother has squatter's rights for a room if he is living in that room during the semester in which room assignments are made. [25](#), [40](#)
- staggard** A brother who is staggard loses [squatter's rights](#) and has 100 added to his [roster number](#). This effect stacks with itself. [5](#), [23](#), [25](#), [37](#), [40](#), [42](#)
- supermajority** A vote that must be over $\frac{2}{3}$ of the voting body to succeed. [1](#), [2](#), [20](#), [21](#), [24](#), [27](#), [34](#), [38](#), [40](#)

Article XIV

Acronyms

CAB Chapter Advisory Board. [10](#), [12](#), [18](#), [40](#)

CCC Committee Chair Committee. [11](#), [14–16](#), [19](#), [40](#)

CWRU Case Western Reserve University. [13](#), [17](#), [24](#), [40](#)

EC Executive Council. [1–3](#), [5–7](#), [10–14](#), [17–19](#), [21](#), [32–35](#), [37](#), [38](#), [40](#)

GPA Grade Point Average. [29](#), [30](#), [40](#)

IBL International Bylaws. [1](#), [3](#), [5](#), [7](#), [9–14](#), [16](#), [20](#), [23](#), [31](#), [34](#), [35](#), [37](#), [40](#)

IFC Interfraternity Congress. [10](#), [13](#), [14](#), [16](#), [31](#), [34](#), [40](#)

IHQ International Headquarters. [16](#), [40](#)

NIC North American Interfraternity Conference. [14](#), [16](#), [31](#), [34](#), [40](#)

SMARRT Students Meeting about Risk and Responsibility Training. [16](#), [40](#)

Appendix A

EC Interpretations

1. Academic warning is treated the same way as [Academic Probation](#) when a brother has not had classes for a semester.
2. Standards Board does NOT need to automatically recommend a brother for suspension if said brother is brought up for standards with the possibility of suspension.
3. When adding interpretations, make sure to reference the particular bylaw being interpreted and the year the interpretation was made

Appendix B

Standards Rulings

1. Date: September 25, 2010
Charges: A brother was under a 2.2 GPA for two consecutive semesters.
Plea: Responsible.
Sanctions: Recommendation for suspension, voting privileges suspended until off of academic probation.
2. September 25, 2010
Charges: A brother was under a 2.2 GPA for two consecutive semesters. Brother was currently on co-op.
Plea: No Contest.
Sanctions: Recommendation for suspension, voting privileges revoked upon return from co-op.
3. October 22, 2010
Charges: A brother was living outside of the house without permission from the chapter.
Plea: No Contest.
Sanctions: Formal apology in chapter, [staggard](#) for time equal to time out of the house upon return to the house. Recommendation for suspension.
4. February 7, 2012
Charges: A brother was brought up for conduct unbecoming.
Plea: Not Responsible.
Sanctions: Letter of formal apology to those offended, immediate removal from office of Standards Board Justice.
5. January 11, 2015
Charges: A brother was living outside of the house without permission from the chapter.
Plea: No Contest.
Sanctions: The brother must pay the difference between cost to live in the house and his rent, loss of voting rights, and required to still do house and kitchen details.
6. March 21, 2015
Charges: Four brothers were planning to live outside of the house without permission from the chapter
Plea: No Contest
Sanctions: The brothers must remain on the house detail plan, maintain contact with the Scholarship Chair, and their voting rights were revoked.
7. April 26, 2015
Charges: A brother was planning to live outside of the house without permission from the chapter
Plea: No Contest
Sanctions: The brother must complete kitchen details or actively attend study tables at a rate set by the Scholarship Chair.

8. February 28, 2016

Charges: A brother was planning on living outside the house without the permission of the chapter

Plea: Not Responsible

Sanctions: No repercussions

Appendix C

Permanent Legislation

1. The gargoyles on the front of the Theta Chi house at 11136 Magnolia Drive, Cleveland OH, 44106, shall be named Alphonso and Raul, with the northernmost being Raul.