

# Delta Gamma Iota

*Building a Legacy, One Brother at a Time*

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## Delta Gamma Iota, Ball State, Inc.

### Table of Contents

Content:	Page(s)	Number
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Contents:	2	
-----------	---	--

Charter:	3	
----------	---	--

Constitution:

Article I: Name & Objective

Article II: Executive Committee & Officers

Article III: Cabinet

Article IV: Committees

Article V: Educational System

Article VI: Membership & Eligibility

Article VII: Undergraduate Chapter Meetings

Article VIII: Judicial Board

Article IX: House Policy

Article X: Drug & Sexual Harassment Policy

Article XI: Amendments

Article XII: Alumni Chapter

Article XIII: Expelled From Fraternal House

# **Delta Gamma Iota, Ball State, Inc.**

## **CHARTER**

This document is to serve the name, purpose, and ideology of the Fraternal Organization.

The Fraternal Organization shall be known as Delta Gamma Iota, Ball State, Inc., established on February 7, 1998, as Delta Gamma Iota Gamma Chapter, and renamed as Delta Gamma Iota, Ball State, Inc. on February 7, 2001.

The overall objectives of this Fraternal Organization herein are; to impress upon its members the true significance of fraternal relationships and to create and perpetuate friendship among all persons, no matter their ethnicity or culture. To develop and strengthen the chapter of its members, promotes the principles of Diligence, Brotherhood, and Integrity. To instill those principles which are the responsibilities of an individual as a member of society. To preserve the ideals and Christian Principles upon which the Fraternal Organization was originally founded.

This Fraternal organization shall be at all times governed by the provisions of the Constitution and By-laws. Policies and agendas set forth are by the Executive branch and the Education system specified by the Chaplain and Active Guides of which this Fraternal Organization was founded by.

# **CONSTITUTION OF DELTA GAMMA IOTA, BALL STATE, INC.**

This document is to serve as the Constitution of the Fraternal Organization, Delta Gamma Iota, Ball State, Inc. This chapter shall be governed at all times by the provisions of the Constitution and By- laws. This Organization shall have a system of checks and balances known as the Executive, Legislative, Judiciary branches and the Board of Trustees.

The President of the undergraduate chapter shall exercise the Executive branch of the Fraternal Organization. The Executive branch shall consist of the President as chairman,

Vice-President as chairman of the Cabinet, Treasurer, Secretary, and Chaplain. The Vice-President shall set as chairman of the Cabinet; the Cabinet shall consist of standing committees within the Fraternal Organization. This Cabinet's sole purpose is to advise the President of the agenda and schedule of the fraternal year.

The undergraduate chapter shall exercise the Legislative branch of the Fraternal Organization. The undergraduate chapter shall be the controlling body of the Fraternal Organization. This body shall be obligated to review the agenda and policies set by the Executive branch and the Board of Trustees. They are the appellate for J-board decisions passed down by the Judiciary branch.

The Executive branch and the undergraduate chapter shall exercise the Judiciary branch of the Fraternal Organization. The Judiciary branch shall consist of five Active Fraternal members, of which the President, Vice-President and Chaplain are obligated to serve. The remaining members of the Judiciary branch will consist of the undergraduate chapter.

The Board of Trustees shall consist of an even amount of Alumni members both initiated by the Fraternal Organization and have achieved Alumni status, as well as the President of the undergraduate chapter. This Constitution and By-Laws of the undergraduate chapter and By-laws of the said board herein shall govern the Board of Trustees.

## ARTICLE I                      NAME AND OBJECTIVE

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- Section 1.*      This Chapter shall be known as the Indiana Gamma Chapter of Delta Gamma Iota, Ball State, Inc.
- a.              This Fraternal Organization shall be known as Delta Gamma Iota, Ball State, Inc. and shall consist of an undergraduate chapter.
  - b.              The phrase "Fraternal Organization" as used herein shall refer to the Delta Gamma Iota, Ball State, Inc.
  - c.              The word "chapter" as used herein shall refer to the undergraduate chapter of the Fraternal Organization.
  - d.              The phrase "Alumni Chapter" shall refer to the Alumni members.
- Section 2.*      The objectives of the Fraternal Organization are:

- a. To impress upon its members the true significance of fraternal relations and perpetuate friendship among all persons.
- b. To develop and strengthen the character of its members, promote the Principles of Integrity, Diligence, and Brotherhood, and preserve the Ideals and Christian Principles upon which the Fraternal Organization was founded.
- c. To instill those principles which are the responsibility of an individual as a member of society.

*Section 3.* The powers, duties and privileges of this chapter are defined by its Charter, under the Constitution and By-laws of the Fraternal Organization, and are divided into:

- a. Executive: exercised by the President
- b. Legislative: exercised by the Chapter
- c. Judicial: shall consist of the President, Vice-President, Chaplain and two members at large of the chapter.

## ARTICLE II      EXECUTIVE COMMITTEE AND OFFICERS

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*Section 1.* The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and Corresponding Secretary.

The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and Chaplain.

*Section 2.* These officers shall have the power to perform the duties set forth in the By-laws of the Fraternal Organization.

*Section 3.* The President shall serve as Chairman of the Executive Committee and shall report to this Chapter any action recommended or taken by said Committee at each Chapter Meeting.

*Section 4.* It shall be the duty of this committee to discipline members, review fines, hear all grievances and render final decisions; their action shall be binding unless overruled by a two-thirds (2/3) vote of the chapter.

- Section 5.* The Chairman of the Executive Committee shall develop a Chapter meeting agenda from the Discussion of the Executive Committee meeting and announce the agenda at the beginning Chapter.
- Section 6.* The officers of this chapter in order of succession, shall be President, Vice President, Chaplain, Treasurer, and Secretary all who shall be chosen and held according to provision of the By-laws.
- Section 7.* Chapter shall have power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing, to fill any vacancy of this Chapter.
- Section 8.* Only an active member in good standing shall be eligible to vote or hold an office or a position of trust in this Chapter.
- Section 9.* All candidates for an Executive office must have an accumulative and/or semester GPA of 2.5 and maintain that 2.5 GPA in office.
- Section 10.* The following officers shall be elected annually by secret ballot no later than the third (3) Chapter before the end of the second (2) semester: President, Vice President, Treasurer, Secretary, and Chaplain.
- Section 11.* Officers shall be installed at the next regular meeting after their election.
- Section 12.* At the expiration of term as officer, each officer shall deliver all chapter books, paper, monies, and other articles to his successor. Each officer shall render all information to enable his office.
- Section 13.* The President duties shall be as follows:
- a. He shall serve as the Chairman of the Executive Committee and administrative head of this Chapter. He shall be held responsible for its efficient operation.
  - b. He shall become thoroughly informed on all matters pertaining to the Fraternal Organization operations, and shall study carefully the material found in the Fraternal Organization publication; in particular, the Constitution and By-laws of the Fraternal Organization.
  - c. He shall instruct the periodical review with his fellow officers their duties and responsibilities.
  - d. He shall have the power to levy fines for violations of the Fraternal By-laws or traditions.
  - e. He shall serve as the Chapter representative between Chapter, the Alumni Board and other organizations.
  - f. He shall prepare a report of the Chapter agenda, schedule, and achievements to the Alumni Board at each of its meetings.
  - g. The President shall preside at all meetings of this Chapter, call extra sessions, appoint fines, fill vacancies arising from temporary absences of officers and sign all papers requiring authentication. He shall have

authority to suspend from a Chapter meeting any member for conduct unworthy of a member of the Fraternal Organization.

- h. The President has the authority to appoint a Guard for Chapter special meetings. The Guards duties will be set by the President.

*Section 14.* The Vice President's duties are as follows:

- a. He shall serve as Chairman of the Cabinet.
- b. He shall be responsible for the operation of all committees; he shall serve as the liaison between the Executive Council Chairman, and the Cabinet.
- c. He shall be responsible for the Chapter Activities Calendar; he shall keep a said calendar up-to-date and posted on the Activities Board.
- d. He shall serve as Chairman of all Pledge Boards and be responsible for setting up the said Pledge Board when deemed necessary by the chapter.
- e. He shall have the authority to levy fines.

*Section 15.* The Treasurer's duties are as follows;

- a. He shall serve as the business manager of this Chapter and shall be responsible for the efficient financial operation of this Chapter.
- b. He shall be in charge of and have the authority for all collection and disbursements.
- c. He shall set up a budget for this Chapters financial operation.
- d. He shall be responsible for compiling a list of procedures to be used for reference by future Treasurers.
- e. Within one (1) month after the conclusion of his term in office, he shall turn over for audit to a qualified person appointed by the Executive Committee.
- f. He shall have the authority to levy fines.

**Section 18.** The Secretaries Duties are as follows

- a. Keeping accurate minutes of Chapter and Executive Committee meetings.
- b. Keeping of accurate records of all Judicial Boards.
- c. Safe keeping and maintenance of all Fraternal records except those under the charge of their offices.
- d. Call roll at all Chapter meetings.

- e. Responsible for recording and reporting of all Chapter correspondences.
- f. Responsible for Chapter mail and mailbox.
- g. He shall have the authority to levy fines.
- h. Keep accurate records of all boards for the fraternity.
- i. The Secretary shall also be the Scholarship Chairman defined below.

## ARTICLE III      CABINET

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- Section 1.*      The Cabinet shall consist of the Vice President, and all Standing and Conference Committee Chairmen.
- Section 2.*      The Vice President shall serve as Chairman of the Standing and Conference Committees' and shall report to the Executive Committee any action recommended or taken by the said Cabinet.
- Section 3.*      The Vice President shall have the authority to call Cabinet meetings according to the fraternal schedule and agenda.
- Section 4.*      Standing and Conference Committee Chairman shall have the authority to call committee meetings according to the fraternal schedule and agenda.
- Section 5.*      The Cabinet shall coordinate all Chapter activities, to allow all Chapter leaders to analyze the Chapter programs and select those best designed to achieve the desired results.



- Section 6.* The Cabinet shall serve as the Chapter' sounding board for the introduction of new policies and programs and to serve as a communications network, from the Executive Committee to general membership and back.
- Section 7.* The President may remove any Cabinet member, who, in his opinion, and in the opinion of the Vice President, is not satisfactorily doing the duties of which he has been appointed.
- Section 8.* At the termination of the Cabinet members' term(s), they must turn over all papers or books pertaining to that position to the Cabinet member or Executive Board Officer which oversees that position.

## ARTICLE IV COMMITTEES

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- Section 1.* There shall be two standard Committees' regulated by the Fraternal Organization, Standing Committee' and Conference Committees.
- Section 2.* A Standing Committee shall hold a position in the Cabinet.
- Section 3.* A Standing Committee shall be voted on upon a semester by semester basis by a majority vote of the chapter; unless otherwise stated.
- a. Active members in good standing with the Fraternal Organization may hold a Committee chairman position.
  - b. a neophyte in good standing with the fraternal organization may also hold a chair if no active member is available.
- Section 4.* The standing Committees' names and duties are as follows:
- a. Rush Committee

- i. The Rush Chairman is responsible for organizing and overseeing all Rush related activities. They shall be responsible for maintaining a year-long Rush effort.
- ii. The Rush Chairman shall have the authority to levy fines.
- iii. The Rush Chairman's term shall be a year in length with the election held at the conclusion of Spring Rush.
- iv. The Rush Chairman must be active for at least one semester prior to holding this position.
- v. The Rush Chairman shall be required to appoint an Active of less than one semester, if one is available, as a committee member.

b. Social Committee

- i. This committee shall plan and prepare this Chapter social calendar at the beginning of the school year and revise this calendar during the year when necessary. It shall be the responsibility of this committee to stimulate improvements and social grace of the individual member and the Fraternal Organization as a whole.
- ii. The Social Chairman shall be in charge of creating weekly events for the fraternal organization and Ball State student community.
- iii. The Social Chairman shall have the authority to levy fines pertaining to the committee stated herein.
- iv. The Social Chairman will also be the Risk Management Chairman stated below.
- v. The Social Chairman will take the responsibilities of risk management. This committee shall prepare and create a safe atmosphere for all social and non-social events. This committee shall have the authority to remove any individuals from the Fraternal Organization events that can be deemed a danger to themselves or those around them.

c. Community Service Committee

- i. This committee shall plan and prepare this chapter for an agenda to create good relations with the surrounding community.
- ii. The Community Service Chairman shall have the authority to levy fines pertaining to the committee stated herein.

- d. Brotherhood Development Committee
  - i. This committee Shall Plan and prepare this Chapter's non- social events. This committee shall set a schedule for an agenda to create good relations between Fraternal Members and families.
  - ii. The Brother Development Chairman shall have the authority pertaining to the committee stated herein. This committee shall maintain ongoing communication with the university's Greek community and will be responsible in planning and running all events involved within the Greek community
  - iv. The Public Relations Chairman shall have the authority to levy fines pertaining to the committee stated herein.
  - v. This Committee shall now be the responsibility of the President of the fraternal organization
- g. Historian Committee.
  - i. This committee is responsible for the maintenance of the Fraternal Organization's scrapbook and journal. This Committee shall be responsible for the recording to the overall history of the Fraternal Organization.
  - ii. This committee shall be incharge of maintaining historical memorabilia of the Fraternal organization.
  - iii. This committee shall be incharge of organizing and acquiring composite and official fraternal photos for the fraternal organization.
  - iv. The Historian Chairman shall have the authority to levy fines pertaining to the committee stated herein.
- h. Fundraising Committee
  - i. This committee is responsible for the raising of funds for the Fraternal Organization.
  - ii. The Fundraising Chairman shall have the authority to levy fines pertaining to the committee stated herein.
- i. House Committee
  - i. This committee shall be in charge of policy and decisions in

regarding the Fraternal Organization's property.

- ii. The House Manager shall have the authority to levy fines pertaining to the committee stated herein.
- j. Philanthropy Committee
  - i. This committee is responsible to promote the welfare of the Fraternity expressed by the generous donations of money to good causes.
  - ii. The Philanthropy Chairman shall have the authority to levy fines pertaining to the committee stated herein.
  - iii. This chair shall now be the role of the community service chair.

*Section 5.* Conference Committees shall be appointed by the Vice President and serve to complete a specialized task during a reasonably amount of time.

*Section 6.* Conference Committees shall receive their objective and boundaries through the Executive Committee.

*Section 7.* Each Committee shall be responsible for and obligated to turn over any and all papers, Books, or other documents pertaining to that position over to the next Committee Chairman or Committee Member.

## ARTICLE V EDUCATIONAL SYSTEM

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*Section 1.* The Educational System of the Fraternal Organization shall consist of the Chaplain and Pledgemaster.

*Section 2.* The election process of the Chaplain and Pledgemaster shall work on a two (2) Tier process:

- a. Tier one (1) of the two (2) Tier Process shall consist of the election of the Chaplain:
  - i. The Chaplain shall be voted upon annually by a majority vote.
  - ii. The election is to be held no later than the third (3<sup>rd</sup>) Sunday in April.

- b. Tier two (2) of the two (2) Tier Process shall consist of the election of the Pledgemaster.
  - i. The Pledgemaster shall be voted upon biannually by a majority vote.
  - ii. The first (1st) election is to be held no later than the third (3<sup>rd</sup>) Sunday in April, and the second is to be held no later than the third (3<sup>rd</sup>) Sunday in November.

*Section 3.* The Chaplains duties are as follows:

- a. He shall assume an advisory, fraternal, and helpful attitude over the moral and religious habits and life of the members of the Fraternal Organization.
- b. He shall notify the chapter of illness or distress of any member.
- c. Any conversations that are held between the Chaplain and any member of the Fraternal Organization shall be kept in strict confidence, unless the member in question gives specific permission to speak about the conversation or the Chaplain feels that the member is endangering the life of himself or another individual.
- d. He shall be in charge of any religious services of the chapter and shall encourage regular church attendance by the Fraternal Organization members.
- e. The Chaplain shall be the traditional officer of the chapter, and shall act to build, develop, and strengthen the character of the members, and to preserve the ideas and Christian principles upon which other Fraternal Organization was founded.
- f. The Chaplain shall have the authority to appoint a senior Marshall and Junior Marshall's to assist him in the traditions of the Fraternal Organization. The Marshall will receive their duties from the Chaplain.
- g. The Chaplain shall have the authority to levy fines.

*Section 4.* The Pledgemaster duties are as follows

- a. He shall advise the chapter on the state of being of the pledge class.
- b. He shall advise and counsel the pledge class in the Fraternal Organizations traditions.
- c. The Pledgemaster shall have the authority to appoint Pledge Educators to assist him in the traditions of the Fraternal Organization. Pledge Educators shall receive their duties from the Pledgemaster.

- d. The Pledgemaster shall have the authority to levy fines.

## ARTICLE VI MEMBERSHIP AND ELIGIBILITY

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- Section 1.* There shall be terms of affiliation to the membership of the Fraternal Organization. Any person not falling into one of such categories has no legal, social, fraternal, or other defined relationship with this organization.
- Section 2.* The term “Pledge” shall hold reference to those individuals who are members of a prospective membership class, working in accordance with the ritual of the Fraternal Organization to achieve the status of a candidate for full initiation. A member of Ball State University shall be recognized as a Pledge upon meeting of the following terms:
- a. The individual is a full time student of Ball State University.
  - c. The individual is not a member of another organization which insistent with the principles and objectives of the Fraternal Organization.

- d. The individual has achieved a grade point average of 2.2 or above in the last full semester of their academic career, this includes High School, Junior College, a previous University or Ball State University.
- e. The individual shall be positively balloted by the undergraduate chapter.
- f. The bid shall grant the right for an individual to be initiated into the Fraternal Organization as defined by the tradition of the Fraternal Organization.

*Section 3.* A “Legacy” shall receive an automatic bid if the individual meets the requirements of Section 2 a,b,c,d.

- a. A legacy is defined as any immediate relative (son, brother, or nephew) of a fully recognized member, as defined in Section 1.

*Section 4.* The Fraternal Organization shall adhere to the equal opportunity guidelines of Ball State University, as recorded in the Constitution of the Fraternal Organization.

*Section 5.* No Pledge of this Fraternal Organization shall wear the insignia of Delta Gamma Iota.

*Section 6.* A Pledge shall be expelled from the Fraternal Organization only after the formal due process is implemented. The due process shall be in accordance with a two-tier system:

- a. Tier one (1) due process shall be administered for infractions that occur in the first (1<sup>st</sup>) Three-Fourths (3/4) duration of a formal pledgeship.
  - i. Step one in the Tier One Due Process is a formal written charge, submitted by any active brother into the possession of the Secretary of the Fraternal Organization.
  - ii. Step two in the Tier One Due Process is a Pledge Board. The pledge board shall have the authority to levy punishment upon the Pledge to the extent of expulsion.
    - 1. An active chapter may suspend the Pledge Board by a two- third (2/3) vote at a formal chapter meeting.
    - 2. The Pledgemaster may remove a Pledge throughout this time period, without consent of the chapter or educational team.
    - 3. The active chapter may expel a pledge by Casting 3 or more negative votes against the individual in a pledge board.
- b. Tier Two Due Process shall be administered for infractions committed in the last one-fourth (1/4) duration of a formal pledgeship.

- i. A pledge may be expelled from the Fraternal Organization effective immediately upon a vote in any formal meeting or emergency meeting and the expulsion is effective upon seven (7) negative votes against the pledge.
- c. A Pledge Board shall serve as the Judicial section of due process for the punishment and/or expulsion of a pledge.
  - a. The Pledge Board shall take place in the Formal Mothers Room of the Fraternity House.
  - b. The Pledge Board shall be ran by the Vice-President of the Fraternal Organization, whom shall set the date and time for the event.
    - i. The Vice-President shall be joined by the Chaplain, Pledgemaster, and two (2) brothers at large.
    - ii. The two (2) at large members shall be drawn; which includes the names of all active status members with the exclusion of the Executive Committee.

*Section 7.* There shall be no system of appeal for an expelled Pledge.

*Section 8.* The term Neophyte shall serve to define any member who has completed pledgship and is now a candidate for full initiation, pending academic requirements set forth by the Fraternal Organization.

*Section 9.* A Neophyte shall have no right to vote in any matter brought forth by the chapter.

*Section 10.* \*A neophyte must be activated within two years of achieving neophyte status, with a review after the first year, leading to possible expulsion from the fraternity

*Section 11.* Neophyte status being kept by an individual without meeting academic requirements and still enrolled at Ball State University will follow a three (3) Tier Due Process:

- a. Step one (1) of the three (3) Tier Process, the individual will be placed upon Academic Probation.
  - i. Academic Probation shall consist of a set number of study hours to be done weekly, monthly grade reports, and other restrictions applied by the Executive Council and the Scholarship Committee.
  - ii. The Restrictions may be lifted after a mid-term report that shows improvement upon the members' grade point average and overall performance.



- iii. Even with the mid-term report, the member is still under the Tier Process of Academic Probation.
- b. Step two (2) of the three (3) Tier Process, the individual will be placed upon Academic Suspension.
  - i. Academic Probation shall consist of the member being removed from the Fraternal Organization for a semester. This shall include any and all functions put forth by the Fraternal Organization.
  - ii. The suspension cannot be lifted at any time until after the members grade point average or semester average meets the requirements set forth by the Fraternal Organization. The member may return to fraternal functions after a midterm report meeting the academic requirements of the Fraternal Organization.

*Section 12.* Summer classes shall be determined in a two (2) Tier Process.

- a. Summer classes, not fulfilling the requirements set forth by Ball State University as a full summer semester, shall be averaged into the last recorded semester at the said University.
- b. Summer classes, fulfilling the requirements set forth by Ball State University as a full semester, shall be recorded as such with the Fraternal Organization.

*Section 13.* Full membership is defined as a member of the Fraternal Organization, who has been elected to full active membership pursuant to the provisions of the Constitution and By- laws and is initiated according to the tradition of the Fraternal Organization. Such currently or has formerly been entitled to full rights and privileges of the Fraternal Organization.

- a. An active member must meet one of two requirements; The member must have achieved a grade point average of 2.2. or above for the previous semester or still maintains an accumulative grade point average of 2.2. Failure to meet such requirements will place the individual on a one semester Academic Probation, of which the terms will be defined by the Scholarship Committee Chairmen and the Executive Council.
- b. A member is Active if enrolled in Seven (7) or more credit hours at Ball State University.
- c. A member has the option of Active status with one (1) or more credit hours at Ball State University.

*Section 14.* Those members who had formerly held Active status and are engaged in Graduate Study at Ball State University may be activated by the chapter by majority vote after the expressed consent of the graduate member.

*Section 15.* Transferred Active Member shall define those members who have been initiated by another chapter of Delta Gamma Iota, Whom have enrolled in Ball State University and desire active membership, obtained upon majority vote by the undergraduate chapter.

- a. A transferred member of the Fraternity of Delta Gamma Iota shall not be obligated to seek active membership of the Fraternal Organization said herein.
- b. A Transferred member of the Fraternity of Delta Gamma Iota shall be suspended indefinitely from all events hosted by or affiliated with the Fraternal Organization said herein, when seeking membership of another Social Fraternity at Ball State University.

*Section 16.* Honorary members shall define those members who were not undergraduate students at a college or university at the time of their institution. Such members may include faculty, staff, or ordinary members of the community

- a. An Honorary Member shall be determined by an unanimous vote of the chapter without the nominees' knowledge of the said vote herein.
- b. An Honorary Member will be required to enter into and complete a specific education, as well as, to be Activated according to the tradition of the Fraternal Organization.
- c. An Honorary Member shall have all rights of membership with the exemption of voting rights.
- d. An Honorary Member will have no obligation towards any form of dues or expense.

*Section 17.* Golden Key members shall define those members who have granted, given, or shown, an act of kindness to the Fraternal Organization. Such members can be anyone of the Community, Ball State University, or of the Fraternal Organization choice.

- a. A Golden Key Member can be obtained by a two-thirds (2/3) chapter vote and with the expressed consent of the Golden Key Nominee.
- b. Golden Key Members shall not complete any form of educational process.
- c. A Golden Key Member is exempted from all rights and privileges of the Fraternal Organization.

*Section 18.* Academically Inactive Members shall define those members who are not enrolled in Ball State University, without achievement of graduation, and in good standing with the Fraternal Organization.

*Section 19.* An Inactive Member shall define those members who are enrolled in Ball State University and are eligible for active membership. This status can only be granted on a semester by semester basis.

- a. An inactive membership shall be obtained through a three (3) Tier Process:
  - i. Step one (1) of the three (3) Tier Process shall be a formal meeting with the Executive Council. In this meeting the active member must first establish the reason for inactive status and a schedule of classes and work. The Executive Council can grant inactive status with reasonable cause or uphold the active status. The Executive Council may also put restrictions and/or guidelines to the active member to obtain inactive status.
  - ii. Set two (2) of the three (3) Tier Process shall be conducted as a J-Board. This process is to allow an inactive member to retain inactive status for an additional semester. The J-Board shall consist of the Executive Council and two (2) active members from chapter. The inactive member must establish the reason for the retention of inactive status and a schedule of classes and work. The J-Board can grant retention of inactive status with reasonable cause, suspend the member for a semester, or grant active status, The J-Board may also put restrictions and/or guidelines to the inactive member to retain inactive status.
  - iii. Step three (3) of the three (3) Tier Process shall be conducted as a chapter vote. This process is to grant a hearing to an inactive member for the retention of inactive status. The inactive member must establish reason and a schedule of classes and work. The Chapter can only grant the retention of inactive status with reasonable cause and can put restrictions and/or guidelines to retain inactive status, or expel the inactive member from Fraternal Organization. The chapter vote shall be done by secret ballot with a two-thirds (2/3) majority to grant the retention of inactive status.
- b. Once obtaining inactive membership, the inactive member loses the right to vote on all fraternal matters. An inactive member can only appeal other guidelines and restrictions set forth by the Tier Process within one (1) week of the chapter.

*Section 20* These rules affect only those who are active within the last 2 years, and neophytes that are in school, and anyone who is living in the fraternity house.

- a. Brothers Living in the Fraternity House Dues must be below \$80 to be considered for inactivity.
- b. Must attend 2/3 of chapters and rituals combined and stay for the entire time in a semester and will have a weekly job for the cleaning of the house.
- c. Members living in the Fraternity House shall act as an "Active Participant" not an active member.

d. Brothers Living in Muncie

Dues must be below \$80 to be considered for inactivity.

- i. Must attend house cleanup every Sunday if at house on Saturday and attend chapter.

Remaining Dues must be paid by an inactive member in the amount of \$20 per month until their balance is at \$0.

Definition of "Active Participant" - someone who is not a full time student. They will have all the responsibilities of an active brother but will not be able to vote on decisions.

## ARTICLE VII UNDERGRADUATE CHAPTER MEETINGS

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- Section 1.* The Fraternal Organization shall hold a regular meeting each week when the college or university is in session. Upon a two-thirds (2/3) vote a Chapter may omit a regular chapter meeting, as long as no more than two (2) chapter meetings are omitted in a semester.
- Section 2.* The chapter shall have authority to enact By-laws for its government. These By-laws shall contain those provisions necessary for local government and consistent with the constitution and By-laws of the Fraternal Organization. A copy of such undergraduate Chapter By-laws shall be filed with the Executive Committee and Alumni Board.
- Section 3.* All meetings shall be opened, run, and closed using the form prescribed in the traditions of the Fraternal Organization, and shall be attended only by members in good standing.
- Section 4.* This Chapter shall have formal meetings, with use of traditional paraphernalia, at all regularly scheduled weekly meetings and initiations.

- Section 5.* A special meeting may be called by the President or by two-thirds (2/3) vote of the members of the Chapter.
- Section 6.* The President shall have the authority to suspend from the meeting any member for conduct unbecoming of a brother.
- Section 7.* Any member who is absent from Chapter meeting shall present his excuse in writing to the Executive Committee no later than the first meeting of said meeting following absence. Excuses shall be limited to illness, work, or class. Any unexcused absences shall subject the offending member to disciplinary action by the Executive Committee.
- a. Any member who is obligated to attend chapter meetings and has two unexcused absences are subject to a judicial review board.
- Section 8.* Members shall be required to wear formal attire on the first Chapter meeting of the Month or by the request of the Executive Committee.
- Section 9.* Questions regarding the interpretations of the Constitution and By-laws, traditions, or procedures shall be decided by the President of the chapter or right of appeal as follows:
- a. A two-thirds (2/3) vote of the chapter is required to overrule the President's decision, such a vote to be taken by the Vice President.
- b. The decision of the undergraduate chapter may be appealed to the Alumni Board.
- Section 10.* The order of business shall be as follows:
- a. Opening in accordance with the form prescribed by the traditions of the Fraternal Organization.
- b. Prayer
- c. Roll Call
- d. Brother of the Week
- e. Reports of Cabinet and Committees
- f. Readings of Notices and Communications
- g. Old Business
- h. New Business
- i. Open Forum

- j. Formal closing of meeting in accordance with the traditions of the Fraternal Organization.

*Section 11.* All balloting on individuals shall be done by ballot.

*Section 12.* No alcoholic beverages are permitted in the Chapter room.

*Section 13.* No hats are permitted in Chapter meetings.

## ARTICLE VIII JUDICIAL BOARD

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*Section 1.* The President, Vice-President, Chaplain and two members at large shall serve as the Judicial Board of the Fraternal Organization.

*Section 2.* The Judicial Board shall meet when an active or neophyte member of the Fraternal Organization or the President calls for the Judicial Board to meet.

*Section 3.* The purpose of the J-Board is to hear grievances, pass judgments, assess punishments, or to communicate information in a formal manner.

*Section 4.* The Judicial Board shall have original jurisdiction over all members who have been initiated by the Chapter; excerpt as otherwise provided for in the Constitution and By- laws.

*Section 5.* The Chapter shall have appellate jurisdiction over the Judicial Board, by a two-thirds (2/3) vote. The appeal must be made within two weeks of the initial Judicial Board.

- a. If appeal is denied then the member must wait six (6) months, from the first (1<sup>st</sup>) denial, before the appeal can be heard again.

- b. An appeal must be made before seven (7) months from the first (1<sup>st</sup>) denial of appeal.

*Section 6.* The Alumni Board shall have the authority to review and present a written declaration to the Chapter.

*Section 7.* Fines levied by the Fraternal Organization shall not exceed double the amount of a standard month's dues.

*Section 8.* All fines must be paid within two (2) weeks of when assessed or an additional fifty percent (50%) will be added on to the original price, and for each subsequent two (2) week period an additional twenty five percent (25%) of the original fine will be added.

*Section 9.* The Treasurer shall keep a bound record of all fines issued and amounts of inflicted fines for specific violations.

*Section 10.* The following violations of membership obligations subject a member to a Judicial Board.

- a. Offenses against statutory law, misdemeanors, and felonies.
- b. Offenses against common law.
- c. Offenses unbecoming of a brother.
- d. Offenses against the Constitution and By-laws of the Fraternal Organization.
- e. Offenses generally which involve violation of obligation.
- f. Misrepresentation of eligibility for initiation of himself or another member.
- g. Causing to be written, printed, or revealing in any manner whatsoever any of the traditions of the Fraternal Organization.
- h. Two (2) unexcused absences for chapter meetings or mandatory events.

*Section 11.* Each member of the Fraternal Organization accused of any offenses must be proceeded against by written charges, and all members who are so accused shall have notice thereof, and each is entitled to a speedy and impartial Judicial Board.

*Section 12.* The penalties, which an undergraduate chapter may inflict for violation of membership obligation, shall be:

- a. reprimand or censure in open chapter meetings.

- b. Imposition of fine to the maximum of standard month's dues.
- c. Denial of specific privileges.
- d. Suspension for a definite time or indefinite time.
- e. Expulsion from the Fraternal Organization.

*Section 13.* Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including wearing or displaying the Fraternal Organization insignia, attending Chapter functions or events, use of the Fraternal Organization facilities and otherwise identifying himself as a member for the Fraternal Organization. *Any* member expelled shall return any and all property belonging to the Fraternal Organization.

## ARTICLE IV      COMMUNICATION BOARD

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- Section 1.* The President, Vice-President, Chaplain and two members at large shall serve as the Communication Board of the Fraternal Organization.
- Section 2.* The Judicial Board shall meet when an active or neophyte member of the Fraternal Organization or the President calls for the Communication Board to meet.
- Section 3.* The purpose of the C-Board is to hear grievances, pass judgments, assess punishments, or to communicate information in a formal manner.
- Section 4.* The Communication Board shall have original communication over all members who have been initiated by the Chapter; excerpt as otherwise provided for in the Constitution and By- laws.
- Section 5.* The Chapter shall have appellate jurisdiction over the Communication Board, by a two-thirds (2/3) vote. The appeal must be made within two weeks of the initial Communication Board.
- a. If appeal is denied then the member must wait six (6) months, from the first (1<sup>st</sup>) denial, before the appeal can be heard again.



- b. An appeal must be made before seven (7) months from the first (1<sup>st</sup>) denial of appeal.

*Section 6.* The Alumni Board shall have the authority to review and present a written declaration to the Chapter.

*Section 7.* Fines levied by the Fraternal Organization shall not exceed double the amount of a standard month's dues.

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*Section 9.* The Treasurer shall keep a bound record of all fines issued and amounts of inflicted fines for specific violations.

*Section 10.* The following violations of membership obligations subject a member to a Communication Board:

- a. Offenses against the Constitution and By-laws of the Fraternal Organization. Offenses generally which involve violation of obligation.
- b. Misrepresentation of eligibility for initiation of himself or another member.
- c. Causing to be written, printed, or revealing in any manner whatsoever any of the traditions of the Fraternal Organization.
- d. Two (2) unexcused absences for chapter meetings or mandatory events.

*Section 11.* Each member of the Fraternal Organization accused of any offenses must be proceeded against by written charges, and all members who are so accused shall have notice thereof, and each is entitled to a speedy and impartial Communication Board.

*Section 12.* The penalties, which an undergraduate chapter may inflict for violation of membership obligation, shall be:

- a. reprimand or censure in open chapter meetings.
- b. Imposition of fine to the maximum of standard month's dues.
- c. Denial of specific privileges.

## ARTICLE X      HOUSE POLICY

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- Section 1.*      The Fraternal Organization shall elect a House Manager by a majority vote, no later than the third (3) Chapter Meeting in April.
- Section 2.*      The House Manager Duties and obligations are as follows:
- a.      The representative to the Rental Company or Bank.
  - b.      The general up keeper of the Fraternal Organization property. Assigns members duties to perform general upkeep of the property.
  - d.      Shall have the authority to place fines for violations of duties, property damage, and general upkeep. All fines over and standard months dues must be approved by the Executive Board.
  - e.      Shall have the authority to set Conference Committees for projects to the property.
  - f.      Shall have the authority to close the Fraternal Organizations property to anyone outside the membership.

- Section 3.* The Fraternal Organization shall elect a House Mother by a two-thirds (2/3) vote every four (2) years.
- a. The housemother will be available to tend a kind ear, give sound counsel to any member of the Fraternal Organization requiring her advice.
- Section 4.* There will be a designated formal area, which will be known as Mom's room.
- a. There will be no eating or drinking allowed in formal areas.
  - b. Reading the Bible and studying, and general conversations are the only activities allowed in formal areas.
  - c. There will be no smoking allowed in formal areas.
  - d. The only exceptions allowed to these rules are for Judicial Boards, or traditions of the Fraternal Organization.
  - e. Formal areas shall be regarded with the utmost respect and treated according with the traditions of the Fraternal Organization.
- Section 6.* The policy of the Fraternal Organization is not to let groups stay on the property overnight, unless allowed by the House Manager or an Active member of the Fraternal Organization.
- Section 7.* All rules, policy, and fines pertaining to the property shall be produced by the House Manager and approved by the Executive Council.
- Section 8.* The Fraternal Organization requires a two-thirds (2/3) vote for any outside Organization to use the Fraternal Organization property.

## ARTICLE XI      DRUG SEXUAL HARASSMENT AND WEAPON POLICY

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- Section 1.*      An amendment is a proposal that alters existing By-laws of this Fraternal Organization. By-laws, which are not “amendments”, need only a majority of the entire voting membership in standing for passage.
- Section 2.*      Amendments to these By-laws may be proposed at any business meeting of the chapter, but the said amendment must be submitted in writing and shall not be acted upon for at least one week; no amendment shall become law until approved by a two-thirds (2/3) vote of the chapter at which said amendments are acted upon.
- Section 3.*      Approved amendments on bills shall be written in a consistent format. These papers shall be stamped with the appropriate seals and signed by the President and Secretary. A copy of these papers shall be placed in the duplicate chapter By-laws, as well as the Secretary’s files.

## ARTICLE XII ALUMNI CHAPTER

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- Section 1.* There shall be terms of affiliation to the membership of the Alumni Chapter and the Fraternal Organization. Any individual not meeting one (1) of such categories has no legal, social, fraternal, or other defined relationship with this Fraternal Organization.
- Section 2.* Alumni membership status shall be automatically received if one (1) of the three (3) criteria(s) are met:
- a. The individual has held active status for a Ball State University semester at the Fraternal Organization and a graduate for Ball State University.
  - b. The individual was initiated and held active status in the Fraternal Organization and a graduate of Ball State University.
  - c. The individual was initiated and a member of the Founding class of 1998.
- Section 3.* An individual may gain Alumni status through a two (2) tier process:
- a. Step one (1) of the two (2) tier process: the individual must petition the Alumni Board for an application to grant Alumni status.
  - b. Step two (2) of the two (2) tier process: The Alumni Board must approve the application by a four to one vote of granting the individual Alumni Status and all rights, privileges, and obligations that are obtained with the title.

- Section 4.* All individuals that are automatically or through the petition process holding Alumni membership status must have held active membership status at the Fraternal Organization.
- Section 5.* The Board of Trustees shall consist of the President of the chapter and two (2) members of the Alumni Board.
- Section 6.* The Board of Trustees obligations shall consist solely on the requirements mandate by the Incorporation regulations and guidelines and those mandated by the Indiana Secretary of State.
- Section 7.* The Board of Trustees shall hold an annual meeting to meet the criteria said herein.
- Section 8.* The Alumni Board shall consist of a five board Alumnus membership and the President of the chapter. The Alumni Board President shall be the Chairman for the Alumni Board.
- Section 9.* The Alumni Chapter shall at all times be governed by the By-laws and Constitution of the Fraternal Organization. The Alumni Board shall receive their power and purpose through the chapter By-laws and their duties and obligations through the Alumni Chapter By- laws.
- Section 10.* The Alumni Board election shall consist of four (4) tier election process:
- a. Step one (1) of the four (4) Tier Election Process shall be:
    - i. An Alumnus or any active member may nominate an Alumnus to serve on the Alumni Board.
    - ii. The nominee must accept the nomination within one (1) week of the nomination. If the nominee declines or does not verbally confirm to the Secretary of the chapter within six (6) days of the nomination then their name is removed from the list.
    - iii. The nomination process shall take place at the first (1<sup>st</sup>) chapter meeting in March.
  - b. Step two (2) of the four (4) Tier Election Process shall be:
    - i. The chapter shall narrow the nomination list to a minimum of five (5) to a maximum of ten (10) nominees through the process of majority vote.
    - ii. The second (2<sup>nd</sup>) chapter meeting in March shall complete the chapter voting process.
  - c. Step three (3) of the four (4) Tier Election Process shall be:
    - i. The nomination list shall be balloted and sent to each Alumnus for voting.

- ii. The five (5) highest nominees receiving votes shall be placed as the Alumni Board. The chapter President shall break any tie that occurs in the voting process.
- iii. The vote shall be recorded in the second (2<sup>nd</sup>) chapter meeting in April.
- iv. The chapter shall inform the Alumni Board of the results of the vote

within one week of the recorded vote.

- d. Step four (4) of the four (4) Tier Election Process shall be:
  - i. The Alumni Board shall inform the nominees of the results of the vote within one (1) week of the recorded vote.
  - ii. The Alumni Board shall inform the Alumni Chapter of the results and the new Alumni Board members.
  - iii. The third (3<sup>rd</sup>) chapter meeting in April shall complete the entire election process.

*Section 11.* The Alumni Board members shall internally vote on the positions that each member shall hold.

- a. This process shall be done by secret ballot.
- b. The Alumni Board positions shall be determined no later than the third (3<sup>rd</sup>) Sunday in May.

*Section 12.* The Alumni Board shall hold two (2) transitional meetings no later than the first (1<sup>st</sup>) Sunday in August.

*Section 13.* The Alumni Board shall be responsible for keeping an accurate roster Alumni member(s) address, e-mail, phone numbers, years of membership, and positions held in the Fraternal Organization.

*Section 14.* The Alumni Board shall be responsible for setting and planning events, fund-raisers, agendas, and objectives of the Alumni Chapter.

*Section 15.* The Alumni Board shall be responsible for collection and disbursement of Alumni Chapter donation(s), keeping an operational budget and contributions(s) report to the chapter.

- a. The Alumni Board may contribute to the chapter through short-term financial contribution. The contribution shall not exceed the cost of the event and/or the Alumni Board may set goals for the chapter for the success of the event.
- b. The Alumni Board may contribute to the chapter through long-term financial contribution. The Alumni Board may set goals for the chapter for

the success of the event, objectives, or goals of the chapter, or for reaching or exceeding former Alumni Board goals.

- c. The Alumni Board shall not withhold financial contribution(s) to the chapter because of goals not being achieved.
- d. Any member of the Fraternal Organization may review the financial records of the chapter or the Alumni Chapter.

*Section 16.* The Alumni Board shall assist the chapter, upon request through the review and issuance of formal opinion(s) related to subject matter in question.

- a. Regulations and guidelines for writ of judicial review:
  - i. All judicial reviews shall be known as writ of judicial review.
  - ii. The Alumni Board may be asked to give a formal opinion(s) by the chapter by a majority vote, the Executive Committee, and/or the individual(s) that the review is directly related to.
  - iii. The Alumni Board may either grant an opinion or refuse to review the judicial decision. The Alumni Board shall review the judicial decision with a two (2) to five (5) vote of the Alumni Board.
  - iv. Writ of judicial reviews shall be handed down to the chapter President within two (2) weeks from the request.
- b. Regulations and guidelines for writ of constitutional review:
  - i. The Alumni Board shall provide clarification of unclear writing or interpretation of the Constitution and/or By-laws of the Fraternal Organization. This shall be known as writ of constitutional review.
  - ii. The Alumni board may be asked to give a formal opinion by a majority vote by the chapter, Executive Committee, or by five (5) affidavits of the Alumni Chapter members in good standing.
  - iii. All writ on constitutional review(s) shall be handed down to the chapter President.
  - iv. The Alumni Board shall have the authority to review all new amendments to the chapter Constitution and By-laws and give a formal writ of constitutional review.
- c. Regulations and guidelines for writ of educational review:



- i. The Alumni Board may provide formal interpretation of traditions and/or educational guides by the chapter Executive Committee and/or the chapter Educational Team. All formal interpretation(s) shall be known as writ of educational review.
  - ii. The Alumni Board shall have the authority to review all new amendments to the traditions and/or educational guides of the Fraternal Organization.
- d. Regulations and guidelines for writ of general review:
  - i. The Alumni board shall hold consistent Fall, Spring, and yearly reviews on all the Fraternal Organizations operations and objectives.
  - ii. The formal review shall be known as the writ of general (Fall, Spring, Year) review pending on the time frame in which the review is given.
  - iii. The Alumni Board will determine the criteria for each review based on the past success and present demands of the Fraternal Organization. Upon each review, the Alumni Board shall give a formal writ of general (Fall, Spring, Year) review to the chapter President.

*Section 17.* The Alumni Board shall assist the chapter, upon request, through the issuance of a formal resolution(s) related to specific subject matter.

- a. Regulations and guidelines for writ of judicial resolutions:
  - i. All formal judicial resolution(s) shall be known as a writ of judicial resolution and shall be handed down to the chapter President.
  - ii. The chapter through a two-thirds (2/3) vote may send a judicial board decision appeal to the Alumni board for a decisive and standing decision.
  - iii. The chapter through a two-thirds (2/3) vote may send a judicial board to the Alumni Board for the original judicial hearing.
- b. Regulations and guidelines for writ of constitutional resolutions:
  - i. All formal Constitutional and/or By-law resolution(s) shall be known as writ of constitutional resolution and shall be handed down to the chapter President.
  - ii. The chapter upon a two-thirds (2/3) vote may ask the Alumni Board for a standing and decisive decision on an interpretation of a standing By- law(s) and/or Constitutional article(s).

- iii. The chapter upon a two-third (2/3) vote may ask the Alumni Board for a standing and decisive decision on an amendment to the By-law(s) and/or Constitution.
- c. Regulations and guidelines for writ of educational resolutions:
  - i. All formal traditional and/or educational resolution(s) shall be known as writ of educational resolution and shall be handed down to the chapter President.
  - ii. The chapter Executive Committee, the chapter Educational Team, and/or five (5) affidavits from the Alumni Chapter members in good standing and decisive interpretation of standing tradition(s) or education of the Fraternal Organization.
  - iii. The chapter Executive Committee, Educational Team, and/or five (5) affidavits from chapter members in good standing may ask the Alumni Board for a standing and decisive decision on the implementation of an amendment to the tradition(s) and/or educational guide and/or system.

*Section 18.* The Alumni Board shall serve as the original judicial branch of the Alumni Chapter. The Alumni Chapter shall serve as the appellate judicial branch.

*Section 19.* An Alumnus may be placed on the judicial board by a majority vote of the chapter and/or by another Alumnus (i).

- a. Formal charges must be filed with the Alumni Board
- b. The judicial board must be made formally aware of the charges brought against them and by whom the charges were brought.
- c. The judicial board shall be speedy and impartial to ensure a fair and equal process.

*Section 20.* An Alumni Board member may be placed on a judicial board by a majority vote of the chapter, the Alumni Board, and/or the Alumni Chapter.

- a. The Alumni Board members may not vote on the removal of the entire board said herein. The chapter may ballot the Alumni Chapter for a unanimous vote of impeachment.
- b. All voting will be done by secret ballot.
- c. The impeachment of the Alumni Board members in entirety, the nomination and election process would begin at the same time frame as under usual circumstances.

*Section 23.* All amendment(s) of the Alumni Chapter Constitution and By-laws must be approved by the chapter through majority vote for the first three (3) years of the implementation of the Alumni Chapter and the Alumni Board.

*Section 24.* There shall be an interim Alumni Board for the first year of the board said herein, to establish a foundation for future Alumni Boards and Alumni Board members.

- a. The Executive Committee of the chapter shall nominate the five Alumni Board members.
- b. The chapter shall approve the nomination by a two-thirds (2/3) vote.
- c. The interim Alumni Board shall internally vote on offices by secret ballot and inform the chapter within two (2) weeks of being appointed.
- d. The interim Alumni Board shall hold offices until the election process can take effect during the same time frame under usual circumstances.

## ARTICLE XIII    EXPELLED FROM FRATERNAL HOUSE

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*Section 1.* A person who has been expelled from the Delta Gamma Iota officially designated house is designated as someone who is not in good standing with the fraternity and is not allowed to be on, or around the property of said house under any circumstance.

*Section 2.* A pledge of Delta Gamma Iota who is expelled from the fraternity through the two-tier system (ARTICLE VI, Section 6) shall be expelled from the house automatically.

*Section 3.* A brother that has been expelled through the Judicial Board process (ARTICLE VIII) is automatically expelled from the fraternal house.

*Section 4.* A brother from any chapter that has not been expelled through the Judicial Board process (ARTICLE VIII) and is expelled from the house shall be decided by a two thirds (2/3) vote of the active chapter.

*Section 5.* A person who has no affiliation with the fraternity shall be expelled through a two thirds (2/3) vote of the active chapter.

