

## **Chapter Policies**

Phi Delta Theta – Indiana Gamma

Butler University

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### **Table of Contents (Clickable)**

[Community Service Policy](#)

[Finance Policy](#)

[Phi Delta Theta Budget](#)

[Fundraising Policy](#)

[House Clean Policy](#)

[Foundations Policy](#)

[Lavalier Policy](#)

[Motion to Slate Revision Policy](#)

[Fire Policy](#)

[Housing Points Policy](#)

[Non-Executive Officer Meeting Policy](#)

[Roommate Mediation Policy](#)

[Housing Points Policy](#)

[Chapter Property Policy](#)

## **Community Service Policy**

**Purpose:** Phi Delta Theta is committed to enhancing society through ongoing community service activities and involvement.

**Date of Effectiveness:** January 2013 (Revised April 2014)

### **Service Events and Requirements:**

- The chapter must hold at least four community service events per semester, planned and funded by Phi Delta Theta Indiana Gamma.
- Members must attend at least three events each semester.
- Exceptions include leaves of absence exceeding half a semester and study abroad programs.
- Attending more than two events allows counting the least hour-contributing events towards the additional five hours required.
- Failing to attend two events results in an additional requirement of 2.5 hours for each event missed, up to a total of 10 extra hours per semester.

### **Event Planning:**

- The Community Service Chair must check all event dates with the Secretary to avoid scheduling conflicts.

### **Notification:**

- Community Service and Philanthropy Chairs must propose event ideas to the Community Service Committee and Vice President before the semester begins.
- Planning emails for the first event of the semester should be sent before classes start and must be forwarded to both the Vice President and Secretary.

### **Approval and Attendance:**

- All service hours must be completed at approved locations or events, verified by the Community Service Chair.
- Forms will be provided by the Community Service Committee to record and verify member hours and participation.

### **Guidelines and Enforcement:**

- **Due Dates:** All service hours must be completed by the start of finals week each semester.
- **Committee Oversight:** The Community Service Chair leads the Community Service Committee, with authority to adjust membership as needed, striving to include representatives from multiple grade levels.
- **Case-by-Case Considerations:** The Community Service will review any exceptional circumstances on a case-by-case basis.
- **Fines:** Each attendance violation will result in a Level 2 fine. The Community Service Chair shall communicate any infractions to the Treasurer.

### **Appeals:**

- Issues or conflicts with decisions made by the Community Service Chair can be appealed to the Warden, who will assess the need for a judicial review.

## **Finance Policy**

**Purpose:** To ensure financial solvency and the timely fulfillment of financial obligations by the Indiana Gamma chapter of Phi Delta Theta.

**Date of Effectiveness:** April 2011 (Revised April 2024)

### **Payment of Bills:**

- All funds used for the operation of the PDT Chapter House, such as utilities and repairs, are managed through specific funding request forms.
- These forms, along with all bills, are to be kept on file for a minimum of one year, with photocopies made available to House Corp.
- Monthly bills are paid promptly before the deadline, or as soon as funds become available.
- In cases where deadlines approach unexpectedly, funds may be temporarily drawn from the chapter and reimbursed by the Housing Corp.
- Recurring payments to common payees should be made online whenever possible.

### **Check Handling:**

- All checks must be written by the Treasurer and signed by the President and the Assistant Treasurer.
- In the absence of the President or Assistant Treasurer, the Treasurer or Vice-President may sign checks.

### **Reimbursements:**

- Reimbursements for both committee and individual expenses require a completed Funding/Refund Request Form.
- Each reimbursement must be approved by the relevant committee chair and signed by the President, detailing the total amount requested along with the original receipt.
- Receipts containing expenses for drugs or alcohol are void and ineligible for reimbursement.
- Large purchases need to be pre-approved at least two weeks in advance; unapproved expenses may not be reimbursed.

### **Exceptions to Financial Delinquency:**

- Members who are financially delinquent can make a case for financial difficulty. The delinquent must present the issue to the Treasurer. He must state how he, the delinquent brother, intends to pay. If approved by the Treasurer, the member is expected to follow said agreement. Failure to do so may result in financial delinquency.
- Matters regarding fines must be presented to the Executive Committee. The delinquent must present the issue of payment. With the counsel of Executive Committee members, the Treasurer will decide on the matter. If a check is in the mail, a three business day extension may be given, unless the amount owed is for dues.

### **Miscellaneous:**

- The Treasurer will use The Code, Treasurer Manual, the Bylaws, and his committee to execute his office and will enforce suggestions/rules/policies stated in previous documents.
- Savings are designed to protect Phi Delta Theta when the chapter develops a financial shortage. These savings are only to be utilized in the event of an emergency.

### **Guidelines and Enforcement:**

- The Treasurer is responsible for ensuring compliance and managing the chapter's financial operations effectively.

## **Budget Policy**

**Purpose:** To ensure effective financial management based on expected revenue and expenditures, maintaining financial stability within the chapter.

**Date of Effectiveness:** April 2024

### **Budget Guidelines:**

- The budget is formulated based on the anticipated revenue of the fraternity.
- Budget adjustments will be made in response to either surplus funds or deficits:
- Surpluses from the fall semester are rolled over into the spring semester budget.
- Any remaining spring semester surplus, identified by April 1, may lead to added expenditures or be transferred to savings.
- Budget shortfalls in any specific area may be addressed by reallocation from other areas of the budget.

### **Budget Terms:**

- The fiscal year is divided into two terms:
  - Fall Term: August through December.
  - Spring Term: January through July.

### **Budget Meetings and Reviews:**

- Regular budget meetings are held by the Finance Committee to discuss various financial aspects, including but not limited to:
  - Review of the previous year's budget.
  - Analysis of semester spending.
  - Consideration of the financial state of the chapter, reimbursement processes, and individual financial circumstances of members.
  - Allocation of funds for the upcoming semester.
- The budget must be reviewed and approved by both the chapter financial advisor and the chapter advisor to ensure accuracy and proper management.

### **Documentation and Compliance:**

- The finalized budget, along with any amendments throughout the fiscal year, must be documented thoroughly and made accessible to committee members and chapter leadership for transparency and accountability.

## **Fundraising Policy**

**Purpose:** Equitably distribute the responsibility of fundraising among all chapter members, ensuring active participation and financial support for Phi Delta Theta activities.

**Date of Effectiveness:**

September 2015 (Revised 2024)

### **Policy Overview:**

- Each member of Phi Delta Theta is required to participate in at least one fundraising event during each academic year.
- The event must involve a transaction where a third party makes a payment directly to Phi Delta Theta.
- Participation in this event can count as an activity conducted during the preceding summer.
- The chapter will provide at least five fundraising opportunities annually, with a minimum of two events scheduled each semester.
- All members must complete any training required in addition to attending the mandatory fundraising event.

### **Oversight and Enforcement:**

- The Fundraising Chair is responsible for monitoring attendance and participation in fundraising events. They will maintain records to ensure compliance with this policy.
- Failure to fulfill the fundraising participation requirement will result in a Level 1 fine. Specific details regarding the amount and payment of fines will be managed according to chapter financial policies.

## **House Clean Policy**

**Purpose:** Maintain the cleanliness and orderliness of the chapter house through regular cleaning duties assigned to all resident members.

**Frequency of Cleans:** Cleaning will be conducted once per week.

### **Assignment of Responsibilities:**

- All members residing in the house are required to participate in weekly cleaning duties.
- The House Manager will assign specific cleaning tasks to each member at the beginning of the semester.
- The Executive Committee members are responsible for conveying these assignments and ensuring that members understand their responsibilities.

### **Oversight and Enforcement:**

- The House Manager oversees the entire cleaning process, including the assignment of tasks.
- Members of the Executive Committee are tasked with checking the completion and quality of cleaning tasks performed by regular members.
- The House Manager, along with the Executive Committee, will conduct inspections to ensure all tasks are completed to a satisfactory standard.

### **Fines and Penalties:**

- Failure by a member to complete their assigned cleaning task will result in a Level 1 fine.
- Failure by an Executive Committee member to document or improperly document the results of a house clean will also result in a Level 1 fine.
- The amount and specifics of Level 1 fines will be clearly communicated at the start of the academic year and included in the member handbook.

### **Emergency Cleans:**

- The House Manager has the discretion to call for emergency cleaning sessions in preparation for special events or in response to specific incidents.
- All rules regarding regular weekly cleans apply to emergency cleans, including the assignment of tasks, oversight responsibilities, and penalties for non-compliance.

### **General Provisions:**

- This policy is mandatory for all members living in the chapter house.
- Compliance with the cleaning schedule is essential for maintaining a healthy living environment and ensuring the readiness of the house for chapter activities.

## **Foundations Policy**

**Purpose:** To ensure optimal representation of the Indiana Gamma chapter of Phi Delta Theta at the Kleberg Emerging Leaders Institute Conference, promoting leadership development among both Phikeia and Active Members.

**Date of Effectiveness:** July 2014 (Revised April 2024)

### **Delegate Selection:**

- **Phikeia:** At least two Phikeia or newly initiated members will be selected to attend the conference. The active chapter membership nominates four Phikeia leaders based on the fraternity's three Cardinal Principles, with the final selection made through a majority vote by the Phikeia class.
- **Active Members:** Active members interested in attending must apply to the Foundation Representative. The Executive Committee will anonymously select three applicants based on leadership and fraternity values.
- **Whole Man Scholarship:** Phikeia interested in the Whole Man Scholarship must submit a separate application, which does not guarantee a spot at the conference but will be considered by the Executive Committee.

### **Enforcement and Amendments:**

- The policy will be enforced by the Foundation Representative and the Executive Committee, ensuring transparency and fairness in the selection process.
- Amendments to this policy may be proposed as necessary to adapt to evolving needs and opportunities for member development.

## **Lavaliere Policy**

**Purpose:** To establish a formal and honorable process for lavalier ceremonies within the chapter, ensuring chapter support and recognition for the individuals involved.

**Date of Effectiveness:** April 2024

### **Eligibility:**

- Lavalieres are permitted only for seniors or members whose partners are seniors.

### **Procedure for Lavalier Ceremonies:**

- Individuals wishing to lavalier their partners must present their case to the chapter within a one-minute timeframe, explaining why their partner should be lavaliered.
- After presenting, the individual will leave the room to allow for an unbiased chapter discussion and vote.
- A five-minute discussion period, led by the president, will precede the vote. If there is no need for discussion, the vote will commence immediately.
- A three-fourths majority of the present chapter members is required for the lavalier approval.
- Attendance at the lavalier ceremony is mandatory for all chapter members.

### **Enforcement and Fines:**

- Each attendance violation will result in a Level 2 fine.

## **Motion to Slate Revision Policy**

**Date of Effectiveness:** April 2018 (Revised April 2024)

### **Initiation of Motion:**

- A motion to slate, once stated by a brother and seconded, may continue to be discussed as per the Recruitment Chair's discretion.

**Discussion Guidelines:**

- The Recruitment Chair retains the authority to continue the discussion even after the motion has been seconded.
- Only brothers who have indicated their desire to speak by raising their hands before the motion is seconded will be permitted to contribute to the discussion.

**Conclusion of Discussion:**

- The Recruitment Chair is responsible for concluding the discussion at an appropriate time, ensuring that all pertinent points have been addressed.

**Maintaining Order:**

- Throughout this process, the initial motion to slate and its seconding remain valid and intact.
- This policy ensures structured and orderly discussions, allowing for comprehensive consideration of all viewpoints before moving forward.

**Fire Policy**

**Date of Effectiveness:** November 2019 (Revised April 2024)

**Approval and Supervision Requirements:**

- Anyone intending to light a fire, whether indoors or outdoors, must first obtain approval from the House Manager, President, or Risk Manager.
- The individual who lights the fire is required to supervise the fire continuously from start to finish. Permission to transfer supervisory responsibilities to another person must be obtained from one of the aforementioned officers.

**Training and Competence:**

- Prior to being authorized to light a fire, individuals must demonstrate their understanding of proper fire-starting techniques, which will be taught by the House Manager, President, or Risk Manager.

**Compliance and Safety:**

- All fire lighting and management must comply with state and local laws, as well as fraternity policies regarding safety and conduct.
- The President, Risk Manager, and House Manager will receive specialized training during their transition meetings to ensure they are competent in safe fire management practices.

**Enforcement:**

- Failure to adhere to any aspect of this policy will trigger an automatic judicial review to address the violation and enforce compliance.

## Roommate Mediation Policy

Each fraternity brother who pays for and maintains their own room space within the fraternity house is owed a claim to their living area's rules. This rule only applies to fraternity rooms that have roommates. When guests or non-affiliated person(s) overstay their visit to the point of making a roommate uncomfortable, this precedent will guide all parties to an agreeable roommate compromise:

- If all roommates agree, the roommates together can establish their own set of rules in written form during the room selection process:
  - All roommates will write out a list of guest stay rules and sign the agreement document. Afterwards, they will turn in the document to the Live-In Advisor or the House Manager
  - Both the Live-In Advisor and the Executive Committee have the right to reject the agreement and suggest amendments for resubmission
  - If no roommate rules are established, then it is assumed that no rules are set for the room
  - Roommate Agreements can be amended with agreement of all roommate parties

*Danger Zone:* If no roommate agreement is founded, or is violated, and a mediation is necessary due to roommate conflict, the following rules will be in effect until mediation is finalized:

- Each guest may not stay longer than two night stays in a row. If any of the following night stay rules are violated, the unconformable roommate has the right to address the issue with the Vice President to see if further mediation is necessary.
  - A night stay is defined as when a guest stays past 11:30 PM on a given day
  - A guest may not stay both Friday and Saturday nor Saturday and Sunday nights two weeks in a row
  - If the two night stays are satisfied, the roommate's guest must wait the equivalent of three night stays before staying over for another night stay
  - No more than 10 Night Stays are allowed per month
- The Vice President will be responsible for all roommate mediations
  - If the Vice President is one of the parties seeking mediation, then the Warden or Bylaws Chairman will take his place
  - The Vice President will decide whether to handle the situation individually or bring it forth to the Judicial Committee
- Any violation of roommate mediation guest rules will result in a discussion with the Judicial Committee
- If mediation is unsuccessful, room changes will be allowed during semester breaks



## **Housing Points Policy 2024-2025**

### **PURPOSE**

The purpose of this amendment, herein referred to as the "Housing Points Policy 2024-2025," is to supersede and nullify all provisions, clauses, and regulations outlined in the previous Housing Points Policy of Fall 2023. This amendment is designed to increase participation among the members of Butler's Phi Delta Theta chapter, fostering a more unified, bonded fraternity and enhancing our impact on campus.

### **DATE OF EFFECTIVENESS**

This policy is effective immediately upon ratification.

### **MISSION**

The objective of the amended housing points system is to promote chapter unity and engagement by encouraging consistent participation in fraternity and campus events. This system aims to strengthen the bond among brothers by ensuring active involvement in both Phi Delta Theta and Butler University community activities.

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### **POINTS SYSTEM**

Each "event" listed below, or others as deemed valid by the Secretary, will be assigned a specific point value. The "Roll Call" attendance system or other attendance methods determined by the Secretary will track attendance and housing points. Events hosted by other organizations require members to submit photo proof of attendance via the "Housing Points" Google Form. Points will be awarded in full unless one of the following occurs:

- Slightly Tardy Arrival (Less than 5 minutes late)
- Tardy Arrival (More than 5 minutes late without excuse)

**NOTE:** The Secretary is not responsible for tracking down tardy individuals to award them points. It is the responsibility of the tardy brother to find the Secretary or appointed individual and notify them about their arrival.

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### **POINTS ASSIGNMENT**

The points assigned to each event are as follows:

- Chapter (15)
- Phikeia Educational Meeting (15) (Phikeia only)
- Initiation (50)
- Induction (35)
- Lavalier (10)
- Non-exclusive Recruitment Events (20)
- Phi Delt Community Service Event Attendance (10) (after meeting minimum)
- Other house's philanthropy event (10)
- CAP Events (20)
- Chaplain Events (10)
- Green Dot Certified (35) (one-time, rolls over into next school year)

- Iron Phi Completed (50) (one-time, rolls over into next school year)
  - Exec Board Officer of an on-campus organization (one-time)
    - Slate (President, VP, Treasurer, Secretary) (20)
    - SGA Representative (15) [1]
    - Cabinet/Committee (10)
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## **EXCUSES**

Only two excused absences and one unexcused absence are allowed per semester. Excuses must be submitted more than 24 hours in advance of the event using the designated Google Form. If the excuse is submitted within 24 hours, it will be considered a “late” excuse, which is only permitted once per semester. A “late” excuse counts as one of the three allotted per semester. Exceptions will be determined on a case-by-case basis by the Secretary.

**NOTE:** Excuses are to be submitted via the Google Form under the “excuses” tab on Discord or with the QR code.

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## **IMPLEMENTATION OF THE SYSTEM**

The housing points system will benefit both the chapter as a whole and each brother. The cut-off for points accumulation will be December 1st in the fall semester and by initiation in the spring semester. This will allow time for the points to be totaled and winners to be announced. The executive team will be notified before the winners are announced each semester.

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## **INCENTIVES**

Each semester, the individual with the highest number of housing points will have the first selection from a pool of prizes determined by the Secretary. This process will continue sequentially until every prize is awarded. Points accumulated during the first semester will also count for current sophomores competing to live in the chapter house, and these will form the basis for that class's housing selection process. Current Phikeia will compete for housing points in their Phikeia process during the spring semester under the guidance of the Phikeia Educator.

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## **SPECIAL CONSIDERATIONS**

Points will still be awarded for events missed due to approved absences related to health, work, or athletics. The formula for health-related absences is:  
(Events Attended / Total Available Events) \* Missed Event Points = Point Accommodation.  
Executive members will receive additional points for club involvement based on their position.

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## **HOUSING SELECTION**

Housing points will play a crucial role in determining who will live in the Phi Delta Theta house. Rising juniors who have not previously lived in the house will have first priority. After these spots are filled, the remaining spots will be proportionally divided between rising sophomores and juniors, based on the housing points system. Executive Board members will no longer have

guaranteed housing. Instead, they will participate in the selection process using their housing points, like all other members.

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## **MONITORING AND COMPLIANCE**

The Secretary, with the assistance of the House Manager and Phikeia Educator, will monitor and track the points. Discrepancies and disputes regarding points will be reviewed by the Judicial Committee.

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## **REVISIONS AND AMENDMENTS**

This policy will be reviewed annually to assess its effectiveness and may be amended as necessary by a two-thirds majority vote of the quorum present at a regular chapter meeting.