

Article I: Name, Purpose, Mission, & Vision

Section 1 – Name

We shall be known as the Indiana Gamma Chapter of Phi Delta Theta.

Section 2 – Purpose

The men of the Indiana Gamma Chapter of Phi Delta Theta believe that fundamental policies and regulations are necessary for the successful conduct of a chapter, as well as for the strengthening of the fraternity.

Section 3 – Mission of Phi Delta Theta

Phi Delta Theta was organized with three principal objectives: The cultivation of friendship among its members, the acquisition individually of a high degree of mental culture, and the attainment personally of a high standard of morality.

Section 4 – Vision Statement

We, the men of Indiana Gamma, strive to enhance the Butler community by developing our members as:

- (i) Gentlemen: To hold ourselves to the highest standards of honor, moral integrity, and honesty while maintaining a strong ethical code.
- (ii) Leaders: To lead by example at all times and in all settings; to set the standard of excellence in our fields as well as in the community.
- (iii) Philanthropists: To establish a positive and concrete pattern of community works and philanthropic efforts in a selfless manner within the Butler community and Greater Indianapolis Area.
- (iv) Scholars: To strive for the highest standards in academic achievement, integrity, and growth, while maintaining the pinnacle of honor.
- (v) Brothers: To develop a strong and lasting sense of unity and support among members and alumni. To extend these values to men who exhibit the qualities of the organization, and to ensure growth through both friendship and education.

Article II: Meetings

Section 1 – Chapter Meetings

A: Regular Meetings:

Regular meetings of the chapter shall be held on a continuous basis during the scholastic year at a regular date, time, and location as determined by the Executive

Committee and agreed upon by a majority vote of a quorum of the chapter members. At least one regular meeting a month shall be designated as a formal meeting, where members must wear at least business casual attire and the Bond of Phi Delta Theta shall be read. The Secretary will notify all members if a scheduled meeting is changed.

B: Special Meetings:

Other required meetings, such as recruitment week, induction, and initiation, may be conducted outside the regular date, time, and location of regular chapter meetings. All chapter members must be notified at least twenty-four hours in advance as to the purpose and time of the special meeting by the Secretary.

C: Meeting Rules:

All meetings of the chapter shall be conducted in accordance with the the Code of Phi Delta Theta. All electronic devices are to only be used for chapter business and must otherwise be turned off or silenced during chapter meetings.

D: Meeting Restrictions:

No meetings may be held during the weeks in which finals are administered or more than one week removed from breaks and vacations in the academic year. Members may meet or hold events, but attendance will not be mandatory and no votes may be taken.

Section 2 – Chapter Advancement Program:

Chapter Advancement Program (CAP) meetings are designed to educate and progress the holistic development of the fraternity. The current Brotherhood Chair will be responsible for the organization and execution of all semester CAP events. They shall be held at a minimum of four times per semester, and each member is required to attend at least three CAP events per semester.

Section 3 – Attendance

Attendance is required at all regular and special meetings. If a member cannot attend a meeting, he must contact the Secretary with a valid excuse. The secretary will determine if excuses are valid. If an excuse is not submitted or accepted, then it will count as an unexcused absence.

Section 4 – Quorum

The chapter may not decide on official votes without the presence of a quorum. A quorum shall be defined as at least two-thirds of the chapter members with voting privileges. Members suspended for academic, social, or financial delinquency reasons are ineligible to vote. If a member arrives late or leaves early, the number of voting

members present may change. Quorum will change depending on the number of current members present when a motion is brought to vote; however, the number of eligible members to vote must remain above the two thirds minimum required to conduct business.

Article III: Membership

Section 1 – Definition of Membership

A: Member:

A member shall be defined as a man who has been initiated and possesses the full rights of membership and participation within the Indiana Gamma chapter.

B: Phikeia:

A Phikeia shall be defined as a man who has accepted a bid to the chapter but has not yet been initiated.

C: Alumni

An alumni shall be defined as a man who has previously been a member of the chapter and has been granted alumni status by Phi Delta Theta.

Section 2 – Requirements for Membership

A: General Requirements:

Persons may only be eligible for membership in the chapter if they are:

- (i) Undergraduate male student
- (ii) Attending Butler University
- (iii) In good standing with Butler University

B: Conduct Requirements

Members must conduct themselves in accordance with governmental authorities, university regulations, and the Code and Bond of Phi Delta Theta (Article VI, Constitution of Phi Delta Theta). Members who act in manners considered unbecoming of a Phi Delta Theta will undergo conduct proceedings (Article VII).

C: Academic Requirements:

Members of must sustain a cumulative GPA of at least 2.75, as well as a GPA greater than or equal to 2.75 every semester. Current academic records of every

member shall be visible to the President, Vice President, and Scholarship Chair. Failure to maintain this requirement will result in the following measures:

- (i) One semester under a 2.75 GPA: Academic Advisement (Article VII, Section 2C).
- (ii) Two semesters under a 2.75 GPA: Social Probation (Article VII, Section 2B) and the Membership Review process is initiated.

D: Financial Requirements:

Members must adhere to all financial expectations in these bylaws (Article IV, Section 1).

E: Attendance Requirements:

All members must attend all events and meetings deemed mandatory by the Executive Committee. The Executive Committee will decide if an event is considered mandatory with a simple majority vote. Members may be excused from mandatory events if the Secretary is notified at least one hour in advance and the reason for absence is determined excusable. Legitimate excuses for absence include reasons of academics, professional obligations, health, financial distress, or family affairs.

Section 3 – Resignation of Membership

A: Resignation Process:

All members seeking to resign from membership in the chapter must meet with the Executive Committee and give notification of their withdrawal at least two weeks in advance. A payment of 35% of dues must be given if resignation status is granted before full dues are paid.

B: Temporary Suspension of Membership:

Members or pledges requesting a temporary suspension from the rights of membership must meet with the Executive Committee at least two weeks prior to departure. The granting of a temporary suspension shall be determined by the Executive Committee. Valid reasons include study abroad or rotations required for graduation.

C: Alumni Status:

Alumni status may be granted by the chapter for reasons of financial distress or professional responsibilities required for graduation.

Section 4 – Recruitment and Bid Process

A: Bid Regulations

All bids for candidacy of membership to the chapter shall adhere to the rules and regulations as stipulated by the Interfraternity Council at Butler University and The Code of the Phi Delta Theta Fraternity. The Indiana Gamma Chapter of Phi Delta Theta Fraternity will not discriminate on the basis of race, age, disability, national origin, sexual orientation, residence, or any other legally protected category.

B: Extension of Bids

A bid shall be extended to potential new members when a three-fourths (75%) vote of the quorum present of the organization approves of its extension. During formal recruitment, a slate is created with a list of potential new members that the chapter wishes to extend bids to. A three-fourths (75%) vote of the quorum present is required to add someone to the slate. At the conclusion of Rush Week, the slate is approved with a three-fourths (75%) vote of quorum present. Furthermore, each potential new member must have a minimum cumulative grade point average (GPA) of 2.50, be enrolled as a full-time student according to university policy, demonstrate high moral character, actively participate in at least one other university organization, hold no membership in other similar social college fraternities, exhibit leadership qualities and achieve the minimum attendance requirement during recruitment week as defined by the Recruitment Chair. Separate or additional restrictions for a formal recruitment week may be voted on and approved by the chapter. Any person who accepts a bid shall be considered a Phikeia.

C: Revocation of Bids

A person may be de-pledged or held back from membership at any time by a two-thirds vote (66.7%) of the quorum present. A Phikeia who has failed to meet the necessary requirements for initiation within one year from his date of pledging will be automatically de-pledged and shall not be eligible for repledging until another full semester has elapsed at which time he must again undergo the membership vote of the chapter. If the Judicial Committee recommends de-pledging, the Warden must then notify the Executive Committee, which review the matter. A simple majority vote by the Executive Committee will result in a de-pledging vote being taken at the next weekly chapter meeting. Members may also initiate a de-pledging vote during any chapter before initiation. If any objections to the initiation of a Phikeia exist, a vote to initiate the new member must be taken at a meeting preceding initiation. The vote to initiate a Phikeia will require an approval from a majority of the active, voting chapter. In the event of a Phikeia deciding to de-pledge on his own accord before initiation, no vote will be necessary by the chapter.

for re-pledging after another full semester. This is subject to change at the discretion of the executive committee.

D: Completion of Phikeia Process:

Effective after chapter installment, no person shall be initiated unless having undergone the required Phikeia education process. Phikeia must log an average of ten study hours per week during the education process. Phikeia from the formal recruitment season must also organize a community service event and an etiquette dinner with a sorority Rush Class. Phikeia must complete the necessary training and received a score of at least 80% on each of the Phikeia tests. Phikeia are allowed a total of three retakes of the Phikeia tests. Failing to achieve an 80% or above on all required tests in the required timeframes will result in a meeting with the Executive Board. All financial obligations to the chapter must be paid in full before a Phikeia is eligible for initiation.

Section 5 –Housing

A: Chapter House:

The chapter house, also known as The Castle, is located at 705 W. Hampton Drive, Indianapolis, Indiana. The President, Assistant House Manager, and House Manager of Phi Delta Theta will be required to live in the chapter house for the semesters they remain in office. The House Manager will ensure that alcohol is not being consumed by performing room checks with the help of the House Director or an Executive Committee officer.

B: Housing Requirement:

All members spend at least one academic year living in the chapter house. After a member is officially initiated, this live-in requirement may be fulfilled at any time. Special exemptions such as medical conditions, financial circumstances, commuter status, or Resident Advisor status, may make a member exempt from living in the chapter house. This exemption will be determined by the Executive Committee. Failure to fulfill this requirement will result in a membership review.

C: Exceptions to Housing Requirement:

The guarantee for a member to live in the chapter house shall be waived for the following conditions:

- (i) Financial Delinquency
- (ii) Social Probation from failure to meet Academic Requirements
- (iii) Accrual of maximum attendance violations to initiate a Membership Review
- (iv) Temporary suspension of membership for longer than a semester

D: Chapter House Event Cleanup Policy

Events held in the chapter house are permitted but must be approved by the House Manager. The position holder responsible for the event is responsible for cleaning and restoring the house afterward. If the house is not cleaned and approved by the House Manager within 24 hours of the event's start time, the responsible position holder will incur a Level 3 fine. An additional Level 3 fine will be imposed for each 24-hour period in which the house remains uncleaned beyond the initial 24 hours.

Article IV: Finance

Section 1 – General Financial Expectations

A: Expenses:

All expenses are paid to the Treasurer. Members are required to pay the following expenses if given notice by the Treasurer. If members fail to fulfill their financial expectations to the chapter, they shall be considered financially delinquent and incur weekly Level 2 Fines (Section 2B).

- (iv) Chapter Expenses (Section 2A)
- (v) Fines (Section 3)

B: Expectations of Members:

Chapter members must pay expenses to the chapter within a week notice unless a specific timeline is given and announced by the Treasurer to the chapter or an individual member for a specific expense.

C: Duties of the Treasurer:

The Treasurer shall be the officer responsible for informing members of incurring expenses. For chapter expenses (Section 2), he shall notify members immediately and promptly communicate their financial obligations to the chapter, including the required timeline for payment. For fines, the Treasurer shall be notified of any fines levied against members by the secretary (cite). After receiving the notice for a fine, the Treasurer must inform the fined member within seven (7) days of him receiving the notice or the fine is considered null.

Section 2 – Chapter Expenses

A: General Chapter Expenses:

Specific costs of membership include but are not limited to:

- (i) Chapter Dues
- (ii) Insurance fees
- (iii) Initiation fees
- (iv) Colonization fees set by Phi Delta Theta General Headquarters

B: Optional Expenses:

Other expenses not covered by chapter dues may include items such as apparel for campus events. These are not required purchases for members, but financial expectations ensue once a member agrees to purchase.

Section 3 – Fines

A: Structure of Fines:

Fines may be levied upon any member of the chapter, and he shall be expected to fulfill his financial obligations accordingly (Section 1). The accrual of fines shall be tracked and recorded by the Secretary.

B: Tiers of Fines:

There shall be four tiers of fines as defined below. Each fine has an initial payment with a multiplier for each additional fine incurred by a member in the same tier. Below, a formula is given for each tier to visualize this system, with prose description after:

- (i) Level 1: $\$10 + \$5(n - 1)$
The initial fine is \$10, with an additional \$5 for each subsequent fine.
- (ii) Level 2: $\$25 + \$10(n - 1)$
The initial fine is \$25, with an additional \$10 for each subsequent fine.
- (iii) Level 3: $\$50 + \$10(n - 1)$
The initial fine is \$50, with an additional \$10 for each subsequent fine.
- (iv) Level 4: $\$100$
The stated fine is \$100, with no multiplier.

C: Membership Review from Accrued Fines:

Members can be subject to a membership review (Article VII, Section 5A) by accruing a maximum number of fines. The Secretary shall notify the Judicial Committee upon the achievement of this maximum amount. The maximum amount for each tier of fine is as follows:

- (i) Level 1: Five (5)

- (ii) Level 2: Four (4)
- (iii) Level 3: Three (3)
- (iv) Level 4: Two (2)

D: Levying of Fines:

The Secretary shall track the number of fines for each member. Fines may automatically be levied due to various conduct violations (Article VII, Section 3F). Any officer responsible for levying fines shall notify the Secretary immediately upon any violation.

Section 4 – Member Purchases

All members who request reimbursement for the purchase of merchandise for the chapter and/or chapter functions will be required to provide receipts. The Finance Committee will review all reimbursements for approval. Chapter capital may not be used to purchase alcohol or tobacco products. Any non-budgeted expenditure(s) in excess of \$150 must be approved by a quorum present of members, the Executive Committee, the Finance Committee, or the Indiana Gamma Housing Corporation.

Section 5 – Chapter Budget

The chapter's fiscal year shall be from May 1 to the following May 1. A chapter budget shall be prepared by the treasurer by May 1 for the following fiscal year. The budget shall be approved by a majority vote of the executive committee.

Section 5 – Phikeia Dues Protection Plan

In the event of a Phikeia leaving the chapter, he is entitled to recover any dues already incurred.

Article V: Chapter Officers and Elections

Section 1 – Chapter Officers and Terms of Office

A: Terms of Office:

Officers shall hold their positions for the entirety of the fiscal year, with the official transfer of authority occurring on a date selected by the Executive Committee within one week of the fiscal year change.

B: List of Chapter Officers:

The offices of the fraternity shall be those of the President, Vice President, Treasurer, Secretary, Phikeia Educator, Scholarship Chairman, Recruitment Chairman, Alumni

Secretary, Awards Chair, Brotherhood Chair, Bylaws Chair, Chaplain, Chorister, Community Service Chair, Fundraising Chair, Historian, House Manager, Parents Club Coordinator, Philanthropy Chair, Public Relations Chair, Risk Management Chair, Social Chair, Warden, Chief Technology Officer, Assistant House Manager, Assistant Treasurer, Librarian, Foundation Representative, Assistant Recruitment Chair, and Marketing Chair. All elected officers are required to provide officer reports to the General Office as stated in Section 126 of The Code.

Section 2 – Creation or Removal of Offices

Officer positions may be added or removed by a vote of two-thirds of a quorum of active members of the chapter. The following offices cannot be removed by a vote of the chapter (GHQ Code Section 113):

- (i) President
- (ii) Vice President
- (iii) Alumni Secretary
- (iv) Secretary
- (v) Treasurer
- (vi) Warden
- (vii) Phikeia Educator
- (viii) Recruitment Chairman
- (ix) Historian
- (x) Chaplain
- (xi) Chorister
- (xii) Librarian
- (xiii) Awards Chairman
- (xiv) Scholarship Chairman
- (xv) Philanthropy Chairman
- (xvi) Community Service Chairman
- (xvii) Risk Management Chairman

Section 3 – Eligibility of Officers

A: General Eligibility:

Officers from each chapter shall be elected from the active members thereof. Disqualifications for electoral eligibility are as follows:

- (i) Academic Probation
- (ii) Financial delinquency

B: Cession of Current Term:

Current officers failing to meet eligibility standards (Article 3, Section 2) shall not be eligible for continuance in office (Section 6).

Section 4 – Duties of Officers

A: President

The President is the chief executive officer of the chapter, responsible for providing overall leadership and direction for the chapter. Specific roles and duties are as follows:

- (i) He shall preside at all chapter meetings (chapter meetings) and enforce the laws and rules of Phi Delta Theta Fraternity.
- (ii) He shall be charged with the custody of *The Bond*, Constitution, General Statutes, rituals, and bylaws, and shall deliver them to his successor.
- (iii) He is responsible for all external affairs of the chapter, and he shall be the primary contact of the chapter for campus authorities and other organizations.
- (iv) The President must sign every check written by the chapter.

B: Vice President

The Vice President is the chief officer of internal affairs of the chapter, responsible for managing and coordinating internal operations and activities. Specific roles and duties are as follows:

- (i) He shall serve as Chairman of the Executive Committee, leading meetings and coordinating agendas.
- (ii) He shall serve as the supervisory authority for all officers, excluding the President, overseeing leadership teams, managing each position, and coordinating their activities.
- (iii) In a temporary absence of the President, he shall assume full responsibilities of the President.
- (iv) He shall serve as a permanent member of the Judicial Committee.
- (v) He will be responsible for the preparation of all special reports as assigned by the President.
- (vi) In a temporary absence of the Treasurer or Assistant Treasurer, the Vice President shall have the ability to cosign the checks with the President.

C: Treasurer

The Treasurer is the Chief Financial Officer of the chapter, responsible for the management of all chapter finances. Specific roles and duties are as follows:

- (i) The treasurer shall collect all monies due the General Fraternity and the chapter, giving receipts therefore, and shall disburse the same according to

- generally accepted accounting procedures. He shall make all payments to the General Fraternity and shall keep proper account books.
- (ii) He shall render a statement of the financial condition of the chapter monthly, to the province president, to the Chapter Advisory Board chairman, and to his own chapter.
 - (iii) He shall inform all members, including Phikeia, of their financial obligations to the chapter and to the General Headquarters.
 - (iv) He shall complete an audit of each officer at least once a semester.
 - (v) The Treasurer shall submit to the General Fraternity all Phikeia dues within ten days after Phikeia Induction and submit all initiation dues within ten (10) days after initiation.

D: Secretary

The Secretary is responsible for ensuring accurate documentation, maintenance, and distribution of official records, minutes, and correspondence, fostering effective communication, and preserving the historical records of the chapter's activities and decisions. Specific roles and duties are as follows:

- (i) He shall prepare a permanent record of the proceedings of every meeting and shall record each roll call therein, one to be placed in the President's file and one copy to be maintained by the chapter.
- (ii) He shall notify all members of upcoming meetings at least two weeks in advance, with the exception of emergency meetings (emergency meetings). A record of truancies and attendance must be reported to the Judicial Review Committee upon request.
- (iii) He shall make meeting records available to every member of the chapter no more than three (3) days after adjournment.
- (iv) He shall conduct the official correspondence of the chapter, preserve all official communications, and write newsletters for The Scroll as deemed necessary.
- (v) He is responsible for maintaining a list of eligible officer candidates and voting members.
- (vi) He is responsible for tracking attendance for mandatory events. He is also tasked with imposing fines resulting from absences and must promptly report all fines to the Treasurer.
- (vii) The Secretary is also responsible for the tallying of housing points, commencing at the commencement of each new academic year and concluding at the deadline determined by the executive committee.

E: Phikeia Educator:

The Phikeia educator is responsible for the supervision of Phikeia group activities, including their meetings and learning program. Specific roles and duties are as follows:

- (i) He shall maintain a written program based upon the Phikeia Educators

- Manual and lead Phikeia by example towards initiation. He shall uphold the laws and rules of the Fraternity regarding Phikeia education.
- (ii) A complete personal and biographical record, pertaining to each Phikeia, and prepared on such standard form as may be prescribed by the General Council, shall be forwarded to General Headquarters within ten (10) days after induction.
 - (iii) He shall give weekly reports to the Chapter on the progress of the Phikeia class in the areas of scholarship, conduct, attitude, performance of duties, and Phikeia tests.
 - (iv) He shall, with a majority vote from the Executive Committee, have the power to suspend any member from any Phikeia activity.

F: Scholarship Chair:

The Scholarship Chair shall oversee the academic wellbeing of the chapter and foster growth in the individual GPA of its members and Phikeia. Specific roles and duties are as follows:

- (i) He shall maintain a record containing the GPA of each member and Phikeia of the chapter.
- (ii) He has the power to assign academic probation to any member below the minimum GPA requirement of the chapter.
- (iii) He shall report those he deems in danger of falling below the minimum GPA to the Vice President.
- (iv) He shall inform members of resources available to aid their academic studies.
- (v) He shall also gather information on possible academic scholarships from the chapter.
- (vi) He shall establish and monitor quiet hours within the chapter house and shall report any significant infractions to the Judicial Review Committee.

G: Recruitment Chairman:

The Recruitment Chair is responsible for coordinating recruitment events and ensuring active participation from all members by educating members on effective recruitment strategies. Specific roles and duties are as follows:

- (i) He shall chair the recruitment committee.
- (ii) He shall facilitate all recruitment week activities.
- (iii) He shall be notified before any bid is extended to a potential new member.

H: Alumni Secretary:

The Alumni Secretary is responsible for maintaining close and cordial relations between the chapter and its alumni by correspondence, and supervision of chapter publications. Specific roles and duties are as follows:

- (i) He shall keep a record of the alumni members of the chapter and shall transmit copies of all changes in date to the General Headquarters of the Fraternity.
- (ii) He is responsible for the performance of the Alumni Induction Ceremony prior to the graduation of seniors from the chapter.
- (iii) He shall regularly inform alumni of important dates, events, and accomplishments of the chapter.

I: Awards Chairman:

The Awards Chairman is responsible for to make the chapter aware of individual and chapter-wide awards granted by the General Fraternity, university, community, and chapter. Specific roles and duties are as follows:

- (i) He shall be responsible for coordinating and forwarding any awards reports.
- (ii) He shall recognize the efforts and contributions of individual brothers through a chapter awards program.

J: Brotherhood Chairman:

The Brotherhood Chair is responsible for cultivating a sense of brotherhood within the chapter, fostering an environment that promotes unity, camaraderie, and mutual support among its members. Specific roles and duties are as follows:

- (i) He shall organize any events closed to non-members, including retreats.
- (ii) He shall oversee the Chapter Advancement Program (cite).

K: Bylaws Chairman:

The Bylaws Chairman is responsible for the regular review and maintenance of organizational bylaws, providing guidance on interpretation, ensuring compliance with external regulations, and facilitating bylaws discussions during meetings. Specific roles and duties are as follows:

- (i) He shall propose amendments to the bylaws (Article VIII, Section 3) when deemed necessary.
- (ii) He shall communicate the current version of the bylaws to every member, Phikeia, and other relevant stakeholders.
- (iii) He shall clearly communicate membership requirements and conduct requirements to every member in written and oral form every semester
- (iv) He shall serve as a permanent member of the Judicial Review Committee.

L: Chaplain:

The chaplain is responsible for conducting the chapter's religious and creed exercises and encouraging the holistic wellness of members of the chapter. Specific roles and

duties are as follows:

- (i) He shall connect the chapter with campus resources regarding mental health, including counseling center resources, crisis management hotlines, and supplemental educational programming. The chair is expected to be confidential about all private discussions with members.
- (ii) He shall ensure the chapter remains inclusive in all aspects of activities and programming.
- (iii) He shall oversee educational opportunities for chapter members regarding matters of holistic health, including physical, mental, and spiritual wellbeing.

M: Chorister:

The Chorister is responsible for overseeing the performance of Phi Delta Theta repertoire at sanctioned events. He shall schedule and compose select pieces and arrangements for social serenades and special events.

N: Community Service Chairman:

The Community Service Chairman is responsible for providing the chapter with community service opportunities. Specific roles and duties are as follows:

- (i) He shall provide members with an adequate number of community service opportunities so members can fulfill the chapter community service requirement (cite).
- (ii) He shall maintain a record of community service attendance for the chapter.

O: Fundraising Chairman:

The Fundraising Chairman is responsible for the raising of capital for chapter projects and initiatives.

P: Historian:

The Historian is responsible for curating a comprehensive annual history of the chapter, documenting and presenting key highlights and milestones achieved during his tenure. Specific roles and duties are as follows:

- (i) He shall write a complete history of the local chapter for his term of office. At some meeting within the first four weeks of the year, he shall read the previous year's history and upon membership approval, shall transcribe it into a durable book.
- (ii) A complete personal and biographical record pertaining to each Phikeia shall be forwarded to General Headquarters within ten days of issuance and/or acceptance of each such invitation.
- (iii) He shall manage the fraternity composite picture.

Q: House Manager:

The House Manager is responsible for the upmost care and management of the chapter house, and he will act as a liaison between the chapter and the House Corporation. Specific roles and duties are as follows:

- (i) He shall coordinate house cleanings, kitchen meals, and...
- (ii) He is responsible for levying fines associated with damages to Phi Delta Theta property or infractions against housing policies agreed upon by the chapter.
- (iii) He is responsible for enforcement of the chapter housing policy, including quiet hours and alcohol compliance.
- (iv) He shall coordinate the planning of maintenance visits and special events at the chapter house.
- (v) He must be present and sober for all registered events held at the chapter house, or temporarily appoint the Assistant House Manager to oversee events in his place.

R: Campus Engagement Chairman:

The Campus Engagement Chairman is responsible for organizing and providing the chapter with various involvement opportunities across campus. Specific roles and duties are as follows:

- (i) He shall compose and maintain a list of all campus activities that members of which members are currently involved and ensure members are fulfilling the campus involvement requirement (CITE).
- (ii) He shall continuously inform members of ongoing and upcoming campus events, These may include intramural sports, large events for student organizations, or opportunities for Butler Cultural Requirements (BCRs).
- (iii) He shall coordinate with representatives from on-campus organizations
- (iv) He shall assist the Philanthropy chair in organizing participation in philanthropy events for both Phi Delta Theta and other Greek organizations.

S: Parents' Club Coordinator:

The Parents Club Coordinator is responsible for managing a contact list of the families of current members, while inviting those interested to chapter events. Specific roles and duties are as follows:

- (i) He shall coordinate and host two events during the year, one Mom's Day and one Dad's Day.

T: Philanthropy Chairman:

The Philanthropy Chairman is responsible for planning, organizing, and overseeing philanthropic initiatives and events within the chapter. This includes coordinating efforts to support charitable causes, collaborating with external organizations, and fostering a sense of social responsibility among chapter members. Specific roles and duties are as follows:

- (i) He shall plan several philanthropy events for the chapter throughout the year, including one philanthropy week.
- (ii) He is the primary liaison between the chapter and external philanthropic organizations. He shall be in constant communication with Phi Delta Theta national philanthropic initiatives and organizations, such as Live Like Lou and Iron Phi.
- (iii) He is responsible for the encouragement of individual philanthropic efforts of members in the chapter.
- (iv) He shall be the primary liaison between the chapter and other philanthropic efforts of fraternities and sororities on campus. He will be responsible for coordinating joint philanthropic events with other houses and encouraging active engagement of members in other houses' events.

U: Public Relations Chairman:

The Public Relation Chairman is responsible for managing media relations and overseeing all social media accounts affiliated with the chapter, ensuring effective communication and representation in these channels. Specific roles and duties are as follows:

- (i) He shall manage all social media accounts associated with the chapter and regularly distribute content from the chapter.
- (ii) He shall be the primary contact of the chapter for any media inquiries or press releases.

V: Risk Management Chairman:

The Risk Management Chairman is responsible for ensuring the chapter understands and follows risk management policies of the General Fraternity, the house corporation, and Butler University. Specific roles and duties are as follows:

- (i) He shall coordinate sober duty teams (cite) for all social events which require them.
- (ii) He is responsible for registering social events with Butler University and managing any invite lists associated with them.
- (iii) He shall remain sober for every social event unless a temporary replacement is chosen and approved by the Executive Committee for a single event.
- (iv) He shall manage and lead the Risk Management Committee.
- (v) He has the authority to remove or discipline any member from any social event anytime at his discretion. Any action must be promptly reported to the

Judicial Review Committee.

W: Social Chairman:

The Social Chairman is irresponsible for coordinating all social events for the chapter. Specific roles and duties are as follows:

- (i) He is responsible for any and all reservations, returning, and upkeep of equipment for social events.
- (ii) He shall be the primary contact for other fraternities and sororities in planning joint events.
- (iii) The Social Chair must be present and sober at all social events unless a temporary replacement is chosen and approved by the Executive Committee for a single event.
- (iv) He shall manage and lead the Social Committee.
- (v) He shall be a permanent member of the Risk Management Committee.

X: Warden:

The Warden is responsible for ritualistic and judicial compliance of the chapter. Specific roles and duties are as follows:

- (i) He shall serve all official notices, attend to the keeping of the chapter rooms, ensure that all required ritual paraphernalia is in proper order, be responsible for the care of all chapter room equipment, and maintain order in all chapter meetings.
- (ii) He shall oversee and assist with all ritual activity of the chapter, and he shall ensure *The Bond* is read and ritual ceremonies reviewed during a regular chapter meeting once each month.
- (iii) He shall serve as a permanent member of the Judicial Review Committee and lead its proceedings and meetings.
- (iv) The Warden can initiate judicial reviews of conduct unbecoming of a Phi Delta Theta member (Article VII, Section 4).

Y: Chief Technology Officer:

The Chief Technology Officer is responsible for managing all technological assets and resources owned and used by the chapter. Specific roles and duties are as follows:

- (i) He shall manage all online channels used by the chapter for internal communication.
- (ii) He shall review general functionality and materials posted on the external online channels of the chapter.
- (iii) He is responsible for the setup and staging of information to the chapter during meetings. This includes creating presentations, managing slideshows, and creating data drives.

Z: Assistant House Manager:

The Assistant House Manager is responsible for assisting the House Manager in caring for and managing the chapter house. Specific roles and duties are as follows:

- (i) He shall assist the House Manager as a point of contact between the chapter house and food vendors, maintenance staff, and the House Corporation.
- (ii) He shall participate in frequent meetings with the food vendor and shall coordinate communicating messages from the food service to the chapter.

AA: Assistant Treasurer:

The Assistant Treasurer is responsible for aiding the Treasurer in maintaining the finances of the chapter. Specific roles and duties are as follows:

- (i) He shall cosign any checks written by the chapter along with the President.
- (ii) He shall serve as a member of the Finance Committee.
- (iii) He shall shadow the Treasurer throughout his term to accrue financial literacy of chapter functions.
- (iv) He shall not be a member who is in his last year of membership in the chapter.

AB: Librarian:

The Librarian is responsible for collecting and managing fraternity literature. Specific roles and duties are as follows:

- (i) He shall develop and maintain a chapter library. It shall contain *The History of Phi Delta Theta*, *Catalogue of Phi Delta Theta*, *The Manual of Phi Delta Theta*, copies of *The Scroll*, *The Palladium*, and such other Fraternity publications and literature that it may be possible to obtain.

AC: Foundation Representative:

The Foundation Representative is responsible for being a liaison between the Phi Delta Theta Foundation of the United States and the chapter. He may be elected by the chapter, or the President may appoint him to the role. Specific roles and duties are as follows:

- (i) He shall be responsible for making the chapter members aware of the Foundation's support programs, including the availability of financial grants, as determined from year to year.
- (ii) He shall help coordinate scholarship award nominations.

AD: Marketing Chairman:

The Marketing Chair is responsible for designing distributing marketing material deemed necessary by the chapter. Specific roles and duties are as follows:

- (i) He shall be the primary designer of philanthropy, recruitment, formal, and other significant apparel.
- (ii) He shall be responsible for the design and creation of all banners required for the chapter.

AE: Assistant Recruitment Chairman:

The Assistant Recruitment Chairman is responsible for assisting the recruitment chair by coordinating recruitment events and ensuring active participation from all members by educating members on effective recruitment strategies. Specific roles and duties are as follows:

- (i) He shall manage the collection and malmanagement of information regarding potential new members.
- (ii) He shall ensure the potential new members are able to meet more active brothers and will encourage active recruiting from all members.
- (iii) He shall assist the recruitment chair in all recruitment events and in all committee activities.

AF: Assistant Social Chairman:

The Assistant Social Chairman is responsible for aiding the Social Chairman with the planning and scheduling for all social events. He will serve as a member of the social committee. Specific roles and duties are as follows:

- (i) He shall assist the Social Chairman with the setup and cleanup of social events.
- (ii) He shall assist the Social Chairman in all social events and in all committee activities.

Section 5 – Elections

A: Requirements for Elections:

Elections for officer positions shall be conducted over two chapter meetings and divided between positions on the Executive Committee and non-executive positions. The dates of these chapter meetings shall be chosen by the Executive Committee, and they must take place in the spring semester. Special elections may be held any time of year (Section 6). Quorum (Article II, Section 4) must be met for an election to be held.

B: Nominations:

Prior to each election date, prospective officer candidates are nominated for the

positions being voted on and placed on the slate for each position. Nomination procedures entail a nomination from someone other than the candidate, followed by a second. The maximum number of nominations per person are two for executive and non-executive positions each.

C: Election Procedures:

The proceedings of an election are as follows:

- (i) Candidates are granted one minute to speak to the chapter. They are then escorted from the chapter room by the Vice President.
- (ii) A five-minute discussion period among the members ensues. Extensions may be granted for further discussion by a two-thirds vote.
- (iii) The candidates are escorted back into the meeting for a subsequent five-minute questioning session. Extensions may be granted for further discussion by a two-thirds vote.
- (iv) Repeat this process for each position up for election.
- (v) Once discussions have ceased for each position, the chapter shall vote on a slate for each individual position, with no confidence as an option for each slate. A candidate requires a majority vote to secure his election. If no candidate receives a majority, a runoff election will ensue between the two candidates receiving the most votes. The election procedure (i – iv) is then repeated.
- (vi) If an election results in vote of no confidence or neither candidate in a runoff election is able to secure a majority, the position shall be reopened for election at the following meeting.

Subsection 4: Post-Election Procedures

All newly elected officers assume their roles at the transfer of authority date (Section 1A). Within one week of an election, the Secretary prepares and sends an updated officer list to General Headquarters.

Section 6 – Resignation and Impeachment

If unable to fulfill their duties, officers may resign from office. Officers are also subject to impeachment by a two-thirds chapter vote or unanimous Executive Committee decision, and impeached members are barred from rerunning for the same office. If an officer on the Executive Committee is being voted for removal by the executive committee, his vote is considered void. Special elections must be conducted to fill vacancies at the subsequent chapter meeting.

Section 7 – Voting

Elections and votes on significant matters, such as officer elections and membership issues, are conducted electronically at the discretion of the Executive Committee. Other votes follow normal voting procedures unless specified otherwise. All voting procedures are facilitated by the Secretary.

Article VI: Committees

Section 1 – Structure of Committees

The Chapter shall use committees to oversee the management of its multifaceted operations. Each official committee shall have designated officers that must sit on it, and some may have openings for any member to join. Each committee shall have a presiding chairman, and he reserves the right to add or remove any of the unrequired members from his committee.

Section 2 – List of Committees

The committees of the chapter shall be the following:

- (i) Executive Committee
- (ii) Judicial Committee
- (iii) Finance Committee
- (iv) Recruitment Committee
- (v) Social and Risk Management Committee

Section 3 – Creation and Removal of Committees

Official committees may be added or removed by a vote of the chapter. Unofficial committees not subject to official committee structures (Article VI Section 1) may be created and used by any officer or member to assist in chapter initiatives. The following official committees cannot be removed at any time:

- (i) Executive Committee
- (ii) Judicial Committee
- (iii) Finance Committee
- (iv) Recruitment Committee
- (v) Risk Management Committee

Section 4 – Duties of Committees

A. Executive Committee

The Executive Committee shall oversee all fraternity operations and prepare agendas for all chapter meetings. Official decisions within the committee are determined by a simple majority, unless otherwise specified in these bylaws, where a unanimous vote

may be required for specific reasons. Chaired by the Vice President, who also leads in planning the committee's agenda, it comprises the following eleven officers:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Phikeia Educator
- (vi) House Manager
- (vii) Social Chairman
- (viii) Bylaws Chairman
- (ix) Recruitment Chairman
- (x) Philanthropy Chairman
- (xi) Risk Management Chairman

B: Judicial Committee

The Judicial Committee shall oversee all conduct hearings and review all disciplinary issues in the chapter. It is responsible for conducting the Judicial Review process (Article VII, Section 4), as well as directing any official chapter investigation or inquiry. The Warden shall chair the committee and provide the official decisions of the committee to the wider chapter. The stated members of the committee may decide through a vote to temporarily add one Executive Committee member and one additional chapter member to the committee as voting members for a specific duration of time or for a specific decision. The President may, at any time, join an investigation, inquiry, or hearing as a non-voting observing member. A simple majority is required for any official decision. The stated members of the committee shall be:

- (i) Warden
- (ii) Vice President
- (iii) Bylaws Chair
- (iv) *one Executive Committee member – if appointed*
- (v) *one additional chapter member – if appointed*
- (vi) *President – optional; non-voting*

C: Finance Committee

The Finance Committee, under the leadership of the Treasurer, collaborates in the effective management of the chapter's financial assets. The Treasurer shall preside over the committee, providing regular progress reports to the Executive Committee. The Finance Committee assumes responsibility for fundraising initiatives and event budgeting. Its composition includes the Treasurer, Fundraising Chair, and a minimum of three additional members.

D: Recruitment Committee

The Recruitment Committee, led by the Recruitment Chair, plays a pivotal role in identifying and cultivating potential new members for the chapter. Committee members, known as rush captains, shall oversee the recruitment process, and each member in the chapter is assigned to report to a Recruitment Committee member, ensuring effective communication and status updates regarding potential new members. It shall consist of:

- (i) Recruitment Chairman
- (ii) Assistant Recruitment Chairman
- (iii) *any additional chapter members appointed by the Recruitment Chairman*

E: Risk Management Committee

Emphasizing safety and adherence to Phi Delta Theta's Risk Management Policies, the Risk Management Committee shall actively engage in educating the chapter on risk management issues across all operational facets, ensuring the overall welfare and accountability of the chapter and its members. It shall consist of:

- (i) Risk Management Chairman
- (ii) Social Chairman
- (iii) Assistant Social Chairman
- (iv) Phikeia Educator
- (v) House Manager
- (vi) President

Article VII: Conduct

Section 1 – Authority for Discipline

The disciplinary punishments explicitly stated in these bylaws or Chapter Policies (Article VIII, Section 5A) have the authority to be upheld and implemented according to the provisions set forth within the bylaws.

Section 2 – Disciplinary Measures

A: Fines:

Fines may be levied against any member by any officer given the stated authority to do so (Section 3) or by the discretion of the Judicial Committee. Fines will be tracked and levied by the Secretary (Article IV, Section 3D)

B: Social Probation:

Social Probation bars members from attending any public chapter events, including but not limited to social and philanthropy events. Violation of social probation results in a Judicial Review and a Level 4 fine.

C: Academic Advisement:

Academic Advisement shall be imposed for a semester to members failing to meet academic requirements for membership. Members on academic advisement shall be required to maintain and submit a log of hours studied, along with reflections on study habits every week to the Scholarship Chair and President. The member must meet with the Scholarship Chair and President at least three times in the advisement semester, and additional requirements may be determined by the Scholarship Chair and President.

D: Membership Review:

The membership review process may be initiated (Section 5).

Section 3 – Specific Reasons for Discipline

A: Violations of Phi Delta Theta Policies

Infractions of policies and standards set forth by The Bond, The Code, and chapter bylaws shall prompt a judicial review.

B: Violations of Butler University Policy

Infractions of guidelines in the Butler University Student Handbook shall prompt a Judicial Review. The President and Judicial Committee are responsible for communicating violations to the proper campus authorities.

C: Violations of U.S. Government Law

Infractions of local, state, and federal law shall prompt a Judicial Review. The President and Judicial Committee are responsible for communicating violations to the proper campus authorities.

D: Sexual Misconduct

In the event of allegations or instances of sexual misconduct, the chapter is committed to ensuring a thorough and fair process. Such cases will prompt an immediate judicial review and investigation. The Judicial Committee, in coordination with appropriate external resources, will conduct a comprehensive and confidential inquiry to determine the veracity of the allegations and assess any violations of chapter policies or external laws. This process is undertaken with utmost sensitivity, prioritizing the well-being and rights of all parties involved.

E: Infractions Resulting in Automatic Fines:

Level 1:

- (i) Attendance violation: Determined by Secretary
- (ii) Missed House Clean: Determined by House Manager

Level 2:

- (i) Missed Sober Duty Shift: Determined by Risk Management Chairman
- (ii) Overdue Financial Expense; accrues weekly: Determined by Treasurer

Level 3:

- (i) Possession of alcohol in the chapter house: Determined by House Manager
- (ii) Attendance violation during Recruitment Week: Determined by Secretary
- (iii) Violation of Judicial Review ruling: Determined by Judicial Committee.

Level 4:

- (i) Active drinking of alcohol in the chapter house: Determined by House Manager
- (ii) Violation of social probation: Determined by Judicial Committee
- (iii) Violence: Determined by Judicial Committee
- (iv) Initiation attendance violation: Determined by Secretary
- (v) Intoxication on a sober duty shift: Determined by Risk Management Chairman

Section 4 – Judicial Review

The Judicial Committee (Article 6, Section 4B) has the authority to investigate and address any claims of membership or conduct infractions by a member through the judicial review process. During a judicial review, the committee holds the power to assign stated forms of discipline (Section 2) to any member, including all levels of fines. All judicial review proceedings and findings are treated with utmost confidentiality. All Judicial Review rulings have authority and shall be followed by any member implicated in a ruling.

Section 5 – Membership Review

A: Cause for Membership Review

An active member of the chapter may be disciplined by the chapter in a Membership Review for any one or more of the following causes:

- (i) Financial delinquency (Article IV, Section 1).
- (ii) Academic Probation (Article III, Section 3).
- (iii) Accrual of maximum allowable fines (Article IV, Section 3C).
- (iv) Violation of *The Bond*, Constitution or General Statutes of the Fraternity.

- (v) Conduct unworthy of a member of Phi Delta Theta.

B: Initiation of Membership Review

A membership review may be initiated in two ways:

- (i) The Judicial Review Committee may decide an active member should be considered for a Membership Review. An official request for Membership Review will be sent to the executive committee of the chapter from the Judicial Review Committee.
- (ii) Any single member of the chapter may initiate the procedure for Membership Review by request made either verbally or in writing to the Executive Committee.

C: Executive Committee Approval of Membership Review

Upon receipt of a Membership Review request, the Executive Committee must decide whether the request will be brought in front of the chapter. If it determines if the actions of the member sought to be disciplined are of just cause to warrant a Membership Review (Section 5A), it has the power to propose two (2) forms of discipline:

- (i) Expulsion from membership.
- (ii) Suspension from membership for a stated period not to exceed twelve (12) months.

A vote will be taken among committee members with a majority required to send the Membership Review to the chapter. Unless decided otherwise, the Executive Committee will designate the Judicial Review Committee to present the proposal to the chapter.

D: Notice Requirements for Membership Review

If the Executive Committee decides a Membership Review will be brought to the chapter, the accused member shall be given notice in writing by the warden of the alleged cause for his discipline and of the time and place at which a meeting of the chapter will be held to consider the matter. The notice in writing to the accused member shall be delivered no later than seven (7) days prior to the meeting.

The members of the chapter shall likewise be given notice by the warden no later than seven (7) days prior to the meeting of the chapter by posting the notice in such a place where notices to members of the chapter are customarily posted.

E: Membership Review Proceedings

A Membership Review can only be held if a majority of the active members who are entitled to vote are present. The proceedings of a Membership Review will be as follows:

- (i) The Warden will read the Executive Committee proposal to the chapter. If the Warden is the accused member, the Vice President will assume this duty.
- (ii) The party who initiated the Membership Review request (Section B) may elaborate on their accusation. If the initiating party is the Judicial Review Committee, investigatory evidence may be read.
- (iii) The accused member may speak in defense.
- (iv) The Warden will take the accused member away from earshot of the chapter meeting. The chapter will have time to discuss among itself. The chapter can decide to ask the accused member additional questions. If decided, the Warden will retrieve the accused member and questions may ensue. After the questioning period ends, the Warden will take the accused member away from earshot of the chapter. This process may continue as many times as the chapter sees fit. If the Warden is the accused member, the Vice President will assume his duties.
- (v) A vote will be taken among chapter members to pass the Executive Committee Proposal for Membership Review. A two-thirds (2/3) vote of members present is required to pass the proposal. The party who initiated the proposal and the accused member may vote, but the accused member must remain outside of the chapter room.
- (vi) If the vote passes, the now expelled or suspended member's rights of membership are waived and he will not return to the chapter meeting. If the vote fails, the accused member will return to the chapter meeting.

F: Reporting Disciplinary Actions

The President shall promptly report any action of discipline in writing to General Headquarters.

Section 6 – Sober Duty Rules

A: Definition and Authority:

The Risk Manager has the right to assign any member to sober duty during any official social event. Members on sober duty, regardless of age, must enter and remain sober for the entirety of the event. Sobriety is defined as having consumed zero alcoholic beverages or other intoxicating substances prior to or during the event.

B: Expectations of the Risk Manager:

It is the Risk Manager's responsibility to inform all brothers on sober duty of their expectations least one week in advance.

C: Exceptions:

Members who live out of the chapter house and do not attend any social events requiring sober duty cannot be selected for sober duty.

Article VIII: Authority and Governance

Section 1 – Authority of Bylaws

These bylaws serve as the foundational governing document for the Indiana Gamma Chapter of Phi Delta Theta and hold authority over all internal operations, policies, and decisions within the chapter.

Section 2 – Relationship to External Authorities

The bylaws of the Indiana Gamma chapter are subservient to and shall not contravene the laws and regulations outlined by:

- (i) Indiana State Law: These bylaws shall operate within the boundaries and compliance of the laws set forth by the state of Indiana.
- (ii) University Code of Conduct and Law: In accordance with the policies of Butler University, these bylaws shall align with and adhere to the rules and regulations set by the university.
- (iii) Phi Delta Theta General Code: While governing the internal affairs of the chapter, these bylaws shall not conflict with the overarching regulations and principles established by our fraternity's general code.

In the event any provision within these bylaws is found to contradict or violate the laws, regulations, or policies established by the external authorities cited above, a resolution process shall be immediately initiated.

Section 3 – Amendments and Revisions

A: Bylaw Amendment Process

The chapter reserves the right to amend or remove any of its bylaws. The process to amend or remove bylaws shall be as follows:

- (i) A written motion to amend a bylaw will be presented by the Bylaws Chairman to the chapter at a chapter meeting. The motion must include listed references of all bylaws to be removed or amended.
- (ii) A reading of the proposed amendment, with any changes made since the previous reading, is required at two successive chapter meetings.
- (iii) A vote will be taken during the chapter meeting of the last reading, and it shall require a two-thirds majority vote from the chapter for passage. The vote cannot take place at a chapter meeting in which an initiation ceremony is held.

B: Reintroduction of Failed Amendments

An amendment that fails to pass a vote may be reintroduced for consideration and a new Bylaw Amendment Process can ensue. However, an amendment may not be brought up for consideration more than twice within a single academic year.

C: Implementation

Amended bylaws shall immediately be incorporated into the existing bylaws and take effect immediately, unless otherwise specified within the amendment.

Section 4 – Distribution of Bylaws

Each member and PhiKappa shall have access to the current version of these bylaws. One copy shall be posted in the chapter house and other copies kept on file.

Section 5 – Chapter Policies

A: Definition of Chapter Policies

A policy within the chapter shall constitute an established regulation ratified through a chapter vote, delineating expectations or procedures governing events or proceedings. These policies shall function as extensions of the bylaws, providing supplementary guidance and specificity.

B: Procedural Guidelines

Chapter Policies shall adhere to the procedural guidelines and processes established for chapter bylaws.