

Bylaws of the Ontario Gamma Chapter of The  
Phi Delta Theta Fraternity

February 28, 2016

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Bylaws of general application enacted by the Ontario Gamma Chapter based on, and subordinate to, the Constitution and the General Statutes of the Phi Delta Theta Fraternity. Nothing in the following Bylaws shall be constructed or interpreted so as to violate any provisions of the Bond or the Code of our International Fraternity.

## **1 Preamble**

We, the members of the Ontario Gamma Chapter of the Phi Delta Theta Fraternity who have accepted the Bond of the Phi Delta Theta, recognising it as a basis of union, and desiring to derive its benefits, in accordance with the Constitution and General Statutes of the Phi Delta Theta Fraternity, do ordain and establish for the Ontario Gamma Chapter of the Phi Delta Theta Fraternity the following Bylaws. 1. The constitutions, the general statutes, and the bond of phi delta theta will supersede these bylaws at all time when in conflict these will also be referred to in conjunction with the bylaws when necessary. ('11) 2. These bylaws must be read on initiation, reviewed annually and amended when needed. ('11)

## **2 Title I -Name**

1. The name of the Chapter shall be the Ontario Gamma Chapter of the Phi Delta Theta Fraternity. Hereinafter referred to as The Chapter.

## **3 Title II - Objects**

2. Relation to Bond. The objects of The Chapter are to instill in all Members, the high principles and ideals of the Bond of Phi Delta Theta and to attain an organized Brotherhood that will assist all its Members to conduct themselves at all times in accordance with these principles. Specifically, it is the objective of the Chapter to strive to uphold the three principles of Friendship, Sound Learning, and Moral Rectitude and to attain for its Members the objects of Fraternity.
3. Relation to Chapter Bylaws. In order to attain the purposes of the Chapter, these Bylaws, subject to the laws and statutes which may apply in the Province of Ontario and/or the nation of Canada, shall govern the Chapter and its Members.
4. Relation to the Constitution and General Statutes. These Bylaws are subordinate to and supplement the Constitution and General Statutes of the Fraternity which are also known as the Code of the Phi Delta Theta Fraternity.

## 4 Title III - Membership

5. Regular attendance; defined. Regular attendance is to be defined as being enrolled at McMaster University. {12} ('11).
6. Active Members. Every person initiated at the Ontario Gamma Chapter shall be an Active Member of Ontario Gamma so long as he shall pursue an undergraduate course of study at McMaster University, unless he is expelled, suspended or is permitted to resign in accordance with the laws of the Fraternity. If an Active Member receives an undergraduate degree, or completes four full years of undergraduate study, graduate professional study, or any similar advanced course of study, he may elect to remain an Active Member, enjoying all the rights and privileges and obligations thereof, so long as he shall pursue said studies and comply with all the laws of the Fraternity. {147}
7. Alumni Members. Any Member who has graduated, completed four full years or withdrawn from McMaster University shall be considered an Alumnus Member of the Ontario Gamma Chapter. An Alumnus Member shall have the same right as an Active Member to attend meetings and to speak on any motions. However, an Alumnus Member will not be permitted to vote on any questions before the Chapter. 148 ('98)
8. Inactive Members. There is no Inactive Member designation in the Phi Delta Theta Fraternity. A member can be Active, Alumnus, Suspended or Expelled. Any Member who is currently enrolled at McMaster University and has not yet received an undergraduate degree, or completed four full years of undergraduate study and does not wish to remain an Active Member, must appear before the Executive Committee and explain his reasons. The Executive Committee may grant such Members friendly Suspension, where, in the opinion of the Executive Committee, the Member has legitimate reasons for seeking this status. A person Suspended from membership in Phi Delta Theta shall lose all rights, privileges, and immunities of membership in Phi Delta Theta during the period of his Suspension. He may not hold office, vote or attend meetings. No member may be suspended for a period exceeding twelve (12) months. Where, in the opinion of the Executive Committee, the Member is seeking this status for the sole purpose of shirking the responsibilities of a Brother in the Bond, said Member will be recommended for expulsion to the General Council as outlined in Section 36 of these Bylaws. (98)
9. Statement on Sound Learning. Every Active Member is entitled to be excused from Fraternity events if the academic aspects of their education demand more attention. i. In the event that an individuals academic responsibilities prevent him from carrying out his duties as an officer on a habitual basis the individual is liable to be removed from said officer position by a 2/3 majority vote.

- (a) Academic Standards. Every active member shall be required to maintain an average of 5.0 on the McMaster University Academic Rating Scale during both terms of a school year. If a member fails to meet the minimum standard he shall be placed on probationary status for the period of one term by the Warden on advice of the scholarship Chairman.('16) i. A chapter minimum seasonal GPA of 8.0 must be maintained. ('11)
- (b) University Standards. Any Active Member, who for one academic year, attains an average scholastic rating that is below the average scholastic rating required for graduation by the faculty in which said Member is enrolled, shall be deprived ipso facto of the privilege of voting in the Chapter except on the question of Membership, including inducting, depledging, and separation from Membership in the Fraternity, until such time as his rating is above the rating required by his faculty for graduation. {149}

## 5 Title IV - Recruitment

- 10. Rush Period. A Rush period shall be held at least once during the school year in order to provide new Members for the Chapter, the precise timing of the period is to be designated by the Rush Committee and subject to the approval of the Chapter by a vote.
  - (a) Vote on Bid Extension. After the Chapter has satisfied itself of the eligibility and fitness of the proposed Phikeia for Membership into the Chapter, a vote shall be taken to extend a Membership bid. This vote must be taken during the process of a subsequent regular meeting of the Chapter and will be subject to the standard majority rules on quorum. Each and every Member of the Chapter shall be entitled to give a full expression of opinion as to the qualifications and worthiness of the person proposed for Membership.
  - (b) Further Information. The vote may be delayed if a Member requests additional information on a proposed Member. The Warden or Member placed in charge by the Warden will be responsible for collecting this information. The vote may be delayed for a period not exceeding beyond the next regular meeting of the Chapter.
  - (c) Failure. Should a proposed Member fail the required vote, a second vote may be taken at the same or any subsequent meeting after suitable discussion has ensued if any Member requests such a vote. Failure to pass the required vote a second time will deem the proposed Member unsuitable for this Phikeia period (05).
  - (d) Bid Extension. Should a vote on proposed Membership be completed satisfactorily, pursuant to the Bylaws on majority vote within quo-

rum, the Rush Chairman, President, or designate shall extend the bid to the proposed Member.

11. Depledging. Any member may bring forward a motion to de-pledge any Phikeia subject to a 2/3 majority vote. {138}
12. Eligibility for Initiation. Upon completion of the Phikeia program instituted by the Chapter and maintained by the Phikeia Educator, the Chapter must determine each individuals final eligibility for initiation into the Fraternity by the methods and procedures outlined below (05):
  - (a) Final Acceptance for Initiation. Any Active Member may propose final acceptance for initiation and it shall be the duty of all Members to satisfy themselves that the Phikeia has completed his Phikeia training. It shall be the duty of the Phikeia Educator to report the results of the Fraternity examination required by the Code. The Scholarship Chairman shall report on whether the Phikeia meets the scholarship standards of the Chapter. {139} (05)
  - (b) Affiliation. Any Active Member may propose affiliation of any Member of the Phi Delta Theta Fraternity from any other Chapter into the Ontario Gamma Chapter. A vote equal to that required for final acceptance and initiation into the Chapter is required. {151}
  - (c) Final Vote. Final vote for acceptance into the Ontario Gamma Chapter of Phi Delta Theta shall take place during the course of a regular meeting. This vote shall take place only once the previous tenants of section 11 of this Title have been completed. There shall be no votes by proxy. Proper voting procedure shall take place along the following guidelines: 1. There shall be discussion on the question of final acceptance of a Phikeia until the question is called (05). 2. The vote will be taken on the Pledge using the secret ballot box. The President of the chapter shall count the number of black cubes contained within the ballot box, to be verified by the Chapter Advisory Board Chairman. If the Chapter Advisory Board Chairman is not present, the Warden shall assume this responsibility. 3. If one or fewer black cubes have been cast, the candidate will be deemed to have passed the vote and become eligible for Initiation. (97) 4. If two or more black cubes have been cast a further discussion on the merits or demerits of the candidate shall take place. When the question is called, the vote shall be taken a second time along the same guidelines as the first. If two or more black cubes are cast on this second vote, the candidate shall be deemed to have been rejected for Membership into the chapter for this Rush and Initiation Period. (97)
  - (d) Notification. The Warden shall take record of the voting results and be responsible for notifying or appointing other committees, to notify the Phikeia of the outcome of the vote (05).

13. Phikeia Classes Mandatory. Any Phikeia who fails to attend more than 5 Phikeia classes, for any reason, shall not be eligible for initiation into the Ontario Gamma Chapter for this Rush and Initiation Period. A vote will then be taken on whether to keep the phikeia in the program or have him de-pledged. (97) (05)('16)
14. Minimum Scholastic Average to be Inducted. Bids may not be extended to individuals with a Scholastic Average under the Minimum required by the Chapter as defined in Section 10.1 of these Bylaws.
15. Big Brothers. It is the obligation of those Members who volunteer to assist a Phikeia as a Big Brother to do so with proper attention to the responsibilities therein (05). i. The big brother program will be established by the second week of Phikeia classes. ('11)
16. Phikeia Program. The details of the Phikeia Program, as defined by the Phikeia Educator, should include but not be limited to the following (05):
  1. A Sound Big Brother Program;
  2. Comprehensive Education of the Phikeia in Fraternity lore and Chapter history (05);
  3. Inclusion of Phikeia in the Chapters social program; and (05)
  4. An Interview of each Phikeia by the Executive Committee to take place no later than 3/4 of the way through the Phikeia Program (05)
  5. The completion of the all online modules outlined by General Headquarters. ('16)

## 6 Title V - Rights and Obligations of Membership

17. Right of Continued Membership. Every person initiated into the Ontario Gamma Chapter of the Phi Delta Theta Fraternity shall be an Active Member of the Chapter so long as he shall pursue a course of study at McMaster University, unless he is expelled, suspended or permitted to resign in accordance with the laws of the Fraternity and Section 9 of these Bylaws. If an Active Member receives a degree, or completes four (4) full years of study, or enters upon graduate studies, graduate professional study, or any similar advanced course of study, he may elect to remain an Active Member, enjoying all the privileges and obligations thereof, so long as he shall pursue said studies and comply with all the laws of the Fraternity. {147} (05)
18. Rights and Obligations. The rights and obligation of each member of the Ontario Gamma chapter of Phi Delta Theta are as outlined in section 148 of the general statutes. In addition, every member has the right to appeal any decision made by the executive committee. ('11)

19. Financial Obligation. Every Active Member shall be liable for all dues and assessments levied by the Ontario Gamma Chapter. {148}
20. Proposals for Dismissal. It shall be the duty of all Active Members, having knowledge of the Bond, Constitution and General Statutes, and having knowledge of other unworthy conduct, including violation of these Bylaws or other acts of the Chapter, whether the violation be committed by an Active Member or Alumnus, to communicate this information to the President or to any Member of the Executive Committee so that action may be taken in accordance with the laws of the Fraternity.

## **7 Title VI - Financial Obligations of Membership**

21. Financial Costs for Membership. At the second last meeting of each academic year, the Chapter will, by a 2/3majority vote, decide upon the cost of Membership for the next fiscal year.
  - (a) Payment Periods. The cost of Membership, as decided by the Chapter as per Section 21 of these Bylaws, will consist of two (2) payments, as set by the treasurer, covering the following periods: ('11) 1. September to December (Period 1); and 2. January to April (Period 2)
  - (b) Members Academic Period Billing Statements. At the first meeting of each academic term the treasurer will be required to issue a period 1 or period 2 billing statement to each active member which will be due within fifteen (15) days after receipt. ('11)
22. Financial Delinquency. In the event that:
  - a Members period billing statement, for any period, has not been paid, in full, within fifteen (15) days of receipt by the Member; or
  - a Member has an outstanding balance, excluding period billing statements, in excess of forty dollars(\$40.00) which remains unpaid for a period of fifteen (15) days; or
  - a Member has not replenished his guarantee deposit fund within fifteen (15) days of the use of the fund; the Executive Committee shall declare said Member to be financially delinquent. In the event that a Member is declared financially delinquent, under points 1 or 2 above. ('11)
  - (a) Financial Suspension for Financial Delinquency. Upon declaring a Member financially delinquent, the Executive Committee shall immediately place said Member on financial suspension as defined in



Section 33 of these Bylaws. This suspension will remain in force until the full amount owing to the Chapter, including the replenishment of the guarantee deposit fund, is paid to the Chapter.

- (b) Billing while under Financial Suspension. No Member shall be levied any additional costs of Membership, other than his active dues, for the period in which said Members financial suspension began. (98)
  - (c) Withdrawal while under Financial Suspension. If, for whatever reason, a Member withdraws from McMaster University while under financial suspension, said Member will be given thirty (30) days to pay the full amount owing to the Chapter. If this amount is not paid within this time period, the Member will be recommended for expulsion to General Headquarters as outlined in Section 36 of these Bylaws. A Member will not be recommended for expulsion if the only monies owing to the Chapter are the replenishment of a Members guarantee deposit fund.
23. Extenuating Circumstances. In cases of extenuating circumstances and upon approval of the executive committee and simple majority vote of the chapter the treasurer may recommend that a brother not be declared financially delinquent. ('11)
24. Guarantee Deposit Fund. At the last meeting of each academic year, each returning Active Member will be required to deposit with the Treasurer a guarantee deposit fund of fifty dollars (\$50.00). The Treasurer shall be required to keep this fund separate from other Chapter monies.
- (a) Uses of the Guarantee Deposit Fund. A Members guarantee deposit fund will be used to cover a Members outstanding balance under any of the following three (3) circumstances: (98)
    - a Member has been levied a fine, as defined in Sections 28, 29, and 30 of these Bylaws, and has not paid said fine within seven (7) days of being served notice that the fine has been levied;
    - a Members billing statement, for any period, has not been paid, in full, within thirty (30) days of receipt by the Member; and
    - a Member has an outstanding balance, excluding period billing statements, which the Treasurer has been unable to collect within seven (7) days of notifying the Member that said balance is due.
  - (b) Replenishment of the Guarantee Deposit Fund. In the event that a Members guarantee deposit fund has been used to cover a Members outstanding balance, the amount of the fund used shall be replenished by the Member within fourteen (14) days of the use of the fund.
  - (c) Guarantee Deposit Fund Returned. At the last meeting of the academic year a Members guarantee deposit fund shall be returned as follows: (98)

- In the event that a Member is returning as an Active for the following academic year and his guarantee deposit fund has, in the most recent fiscal year, never been used to cover an outstanding balance owed to the Chapter, the Chapter will return to said Member the exact amount deposited in their guarantee deposit fund. If said Members guarantee deposit has been used in the most recent fiscal year, and, or has not been replenished by the last meeting of that academic year, then said Member shall be returned only the amount presently held in his guarantee deposit fund (05).
  - In the event that a Member is concluding his academic career and becoming an Alumnus Member of the Chapter, said Members guarantee deposit fund will be put toward the purchase of one (1) share in the Ontario Gamma Housing Corporation on the members behalf. Said Member will be issued this share in lieu of the return of his fifty dollar (\$50.00) guarantee deposit fund. In the case where said Members guarantee deposit fund has not been replenished, the chapter shall bill that Member for the outstanding monies owed, and have those monies collected before any issuance of his share in the Ontario Gamma Housing Corporation.
25. Indebtedness to the Chapter. If a Member guarantee is in debt to the Chapter, all payments to the Member for services rendered or goods and materials purchased shall be signed back to the chapter.

## 8 Title VII - Discipline and Loss of Membership

26. Fines. The Treasurer shall through the Warden have the right to impose fines not exceeding ten dollars (\$10) for each of the following infractions:
- label
- Late Payment of period billings. Late payment being defined as unpaid within seven (7) days of receipt by the Member, or
  - Members cheques which are returned NSF, not including any service charges levied by the financial institution.
27. Fines. The Warden shall have the right to impose fines not exceeding ten dollars (\$10) for each of the following infractions:
- Violation of the Chapter Dress Code;
  - Improper conduct during meetings; or
  - Any conduct unworthy of a Brother in the Bond

28. Fines. The Vice-President shall through the Warden have the right to impose fines not exceeding ten dollars (\$10) for each of the following infractions:
- Failure of an Officer or Committee Chairman to submit a report as requested or mandated by these Bylaws or the General Statutes; or
  - Failure of an Officer or Committee Chairman to maintain proper records.
29. Appeal of Fines. Once notice has been served that a fine has been levied against a Member, said Member shall have the right to appeal the fine at the next meeting of the Executive Committee which may reduce or remit the fine by 2/3 majority vote of those present.
30. Financial Suspension. If a Member is served a financial suspension under section 22.1 of these Bylaws, said Member shall enjoy no rights of Membership except the right to attend meetings and speak on any motion and shall be deprived ipso facto of the privilege of attending functions of the Chapter other than regular meetings and of the privilege of voting in the Chapter except on the question of Membership, including inducting, depleding, and separation from Membership in the Fraternity (05).
31. Suspension from Attending Social Functions. The Vice-President or the Executive Committee may suspend a Member from attending Social Functions, for a period of one month, for any of the following:
- Financial Delinquency (as defined in section 24 of these Bylaws)
  - Scholastic Delinquency (as defined in section 10.1 of these Bylaws);
  - Members cheques which are returned NSF;
  - Violation of the Chapter Dress Code;
  - Improper conduct during meetings; or
  - Any conduct unworthy of a brother in the Bond.
32. Suspension of Voting Privileges. A Members voting rights, for a period of one month, may be suspended for any of the following infractions:
- Members billings exceeding forty dollars (\$40);
  - Missing more than two (2) consecutive regular Meetings without proper notification to the Warden; or
  - Failing to attend the Founders Day Celebration, any initiation ceremony or any other event deemed mandatory by the Executive Committee without proper notification to the Warden.
33. Expulsion. Subject to the process outlined in the Code, the Executive Committee may recommend a Member for expulsion from the Fraternity to the General Council for the following infractions:

- Financial Delinquency (as defined in section 22 of these Bylaws);
  - Violation of the Bond, Constitution or General Statutes of the Fraternity;
  - Members partaking in my illegal or illicit activities;
  - Members encouraging, conspiring to, partaking in, or party to, activities deemed as hazing according to the Phi Delta Theta statement on hazing, including any conduct deemed to be, or having the potential to be, harmful or debilitating, whether mentally or physically or both, to any Member or potential Member of the Fraternity, including Rushes, Phikeia, or any other Person associating themselves with the Fraternity or McMaster University; or (05) 5. Any conduct unworthy of a brother in the Bond.
34. Prevention from Holding Office. A Member may be prevented from holding office in the Chapter by the Executive Committee or the Officers Review Committee for either financial delinquency (as defined in section 24 of these Bylaws) or scholastic delinquency (as defined in Section 10.1 of these Bylaws).

## 9 Title VIII - Officers

35. Officers. The following officers are established by General Statutes Title XI with duties as provided in that Title and these Bylaws:
- President
  - Vice President
  - Alumni Secretary
  - Secretary
  - Treasurer
  - Warden
  - Phikeia Educator
  - Recruitment Chairman
  - Historian
  - Chaplain
  - Chorister
  - Awards Chairman
  - Scholarship Chairman
  - and Risk Management Chairman
36. Elected Positions. The following elected positions are hereby established with duties as provided in these Bylaws:

- Philanthropy Chairman
- Fundraising Chairman
- Social Chairman
- Rush Chairman
- Scholarship Chairman
- Leadership College Delegates (3)

37. Appointed Positions. The following appointed positions are hereby established with duties as provided in these Bylaws:

- Parliamentarian
- Biennial Convention Delegate.

## 10 Title IX - Duties of Officers

38. Duties of Elected Officers and Positions. Each officer shall maintain a manual or file for his office which shall contain a copy of these Bylaws and which shall be updated before the installation of his successor. All Officers, Executive or non- Executive, shall be required to have prepared a list of goals which they wish to accomplish in their term, to be presented to the Executive Committee. Each officer shall maintain strict control over all property, receipts, and records belonging to the Chapter which are placed in his custody. No Chapter Official shall receive payment for his duties or services. (05)

- (a) The President. The President shall reside over all regular and special meetings as required, be an ex-officio voting Member of all Committees, make appointments to fill appointed positions in the Chapter, fill vacancies in elected office until special elections may be held, enforce The Bond, Constitution, General Statutes, Bylaws and all laws and rules of the Fraternity, communicate directly with General Headquarters as required, and be responsible for the external relations of the Chapter. He will have signing authority for the Chapter, along with the Treasurer, Vice-President, and Chapter Advisory Chairman. He shall be charged with the custody of the Bond, Constitution, General Statutes, Rituals and Bylaws, and shall deliver them to his successor. The President shall hold no other office elected or appointed. {116}
- (b) The Vice-President. The Vice-President shall serve as Acting President, in the absence of the President, chair the Executive Committee, and an ex-officio Member of all Committees. He shall be responsible to both the Chapter and the Executive Committee for supervision of all Chapter Administration, especially the timely submission of all reports required by General Headquarters and in this capacity shall

supervise all other officers in the performance of their duties and will have the authority to require all other officers to make reports to him. He shall report all deficiencies in Chapter administration to the Executive Committee and to the Chapter as may be required. He will be responsible along with the chairmen of Committees, for the proper functioning of all the Committees of the Chapter and for reporting the results of Committee activities. {117}

- (c) The Alumni Secretary. The Alumni Secretary shall maintain records of Alumni Members of the Chapter, shall transmit copies of all changes in data to the General Headquarters of the Fraternity and shall supervise all mailings and newsletters sent to the Alumni. He shall prepare at least two Alumni newsletters and organize at least one Alumni activity each year. He shall maintain contact with and serve as the Chapter's representative to the local Alumni club. He shall also be responsible for organizing the annual Founders Day celebrations. {118}
- (d) The Secretary. The Secretary shall prepare a permanent record of all Chapter meetings and shall record each roll call therein, one copy to be placed in the President's file and one to be maintained by the Chapter, taking care as is such for documents of a legal nature. He shall prepare all correspondence as directed by the Vice-President for the signature of the President. He shall maintain a current list of addresses, e-mail addresses, and telephone numbers of all Active Members. He shall maintain a file of all correspondence, write newsletters for the Scroll, and shall maintain copies of these Bylaws and any other Chapter rules or Statutes. {119} The Secretary shall also be responsible for creating and maintaining the chapter's calendar, as well as notifying the chapter of all meetings and events.
- (e) The Treasurer. The Treasurer shall have the authority to supervise and audit the records, receipts, and funds of all other Chapter Offices. He shall make reports to the Executive Committee as required regarding any financial operations of the Chapter's Officers. He shall abide by good accounting practices and any further instructions issued by the Fraternity's General Headquarters. He shall follow all instructions of the Executive Committee and the Chapter's Auditors. He shall organize his financial records around a fiscal year running from May 1st to April 30 of the following year. He shall be responsible for the maintenance of the financial books and records of the Chapter for the entire period of his office, including the summer months. He shall post a copy of the most recent Treasurer's report in a conspicuous place in the Fraternity House, along with any other pertinent financial notices. He shall be the Chairman of the Financial Committee, and shall be responsible for preparing an annual budget for the following school year, in conjunction with the Finance Committee, to be submitted to the Executive Committee and to the Chapter

before the second last regular meeting of the school year. He shall make a full report of the financial activities of the Chapter and the present state of the Chapter's finances to each Executive and regular meeting, which will include the present bank balance, all assets and liabilities, all disbursements since the previous report, and any other pertinent financial information. He shall make no disbursement of funds unless presented with proper receipt, or facsimiles thereof. Contracts made in his name will be transferred to the name of the incoming Treasurer at the end of his term. He shall be responsible for undertaking a bookkeeping lesson with the Chapter's Auditor at the beginning of his term of office as stipulated in Section 39 of these Bylaws. Along with the President he will have signing authority for the Chapter. He shall also be responsible for ensuring that the Assistant Treasurer performs his functions in an adequate manner and in accordance with these Bylaws. {120} (99)

- (f) The Warden. The Warden shall serve all official notices of the Chapter and the Executive Committee. He shall fulfill his duties outlined in The Code, including his duties concerning Fraternity Ritual. He shall take charge of, and be responsible for, the Chapter Room and initiation paraphernalia. He shall serve as an authority on Ritual and shall be responsible for learning all of the aspects of the Ritual. He shall serve as sergeant-at-arms during regular and special Meetings of the Chapter. He shall be responsible for notifying Members of any change in the meeting time of regular or special Meetings. He shall be responsible for collecting information on Phikeia pursuant to section 11.3 of these Bylaws. He shall be responsible for the appointing of Committees to extend bids to Phikeias and shall take record of any vote for final acceptance for initiation of every Phikeia, and be responsible for notifying them of the outcome. He shall be responsible for enforcing any outstanding suspensions or expulsions, as well as serving notice of any fines, as outlined in Title VI of these Bylaws. {121}
- (g) The Historian & Librarian. The Historian & Librarian shall, under the direction of the Vice-President, prepare annually the Chapter History for the collegiate year that he holds office. At some meeting within the first four weeks of the following year, the history shall be read, and, on approval of the Chapter, transcribed in a durable book. He shall maintain the biographical records required by The General Statutes of the Fraternity. On the night of initiation, the Historian shall forward to the General Headquarters, without delay, the names and bond numbers together with the date of initiation of all new initiates on the standard form prepared for that purpose. He shall maintain the Chapter Library of Fraternity information, records, and memorabilia, taking an inventory of same and recording the location of each item in a file. Such library shall contain

The History of Phi Delta Theta, Catalogue of Phi Delta Theta, The Manual of Phi Delta Theta, copies of The Scroll, a copy of these By-laws, The Code and such other Fraternity publications and literature that it may be possible to obtain. He shall be responsible for organizing displays of photographs at Rush Week Information Night and the annual Founder's Day and other Alumni events. He shall also be responsible for ensuring that a Chapter composite photograph is prepared on an annual basis. {125, 122}

- (h) The Chaplain. The Chaplain shall be responsible for conducting all religious aspects of the Chapter and shall be responsible for upholding the moral rectitude of the Chapter. He shall be responsible for organizing the literary exercises at each regular meeting. He will also be responsible for conducting the Alcohol and Drug Awareness Programs of the Chapter as stipulated in section 98 of these By-laws. The Chaplain will also be responsible for administering the chapters Accolade Program or similar programs developed by the General Headquarters of Phi Delta Theta. {123} (05)
- (i) The Chorister. The Chorister shall be responsible for leading and promoting the Chapter in song. He shall also be responsible for educating the Chapter in any aspects of singing, and shall keep record of Fraternity songs on file, as well as be responsible for introducing new songs to the Chapter. {124}
- (j) The Phikeia Educator. The Phikeia Educator shall be responsible for conducting all aspects of the Chapter Phikeia training program as per section 121.1 of The Code and according to the Phikeia Educators manual issued by the Fraternity's General Headquarters. He shall conduct a review of each pledge's progress and present it to the Chapter at the next regular meeting after the fourth Phikeia class. He shall make recommendations to the Executive Committee concerning any and/or all aspects of Phikeia-Active relationships and shall be responsible for representing the interests of the Phikeia to the Chapter. He shall take steps to ensure that no hazing takes place, as instructed by the Chapter and guidelines issued by the Fraternity's General Headquarters. He shall work closely with the Scholarship Chairman to ensure that the maintain an adequate scholastic standing. He shall be responsible for maintaining an acceptable and written Phikeia program which conforms to all laws of the Fraternity, including the statement on hazing. {121.1} (05)
- (k) The Awards Chairman. The Awards Chairman shall be responsible for the presentation of any awards to Active Members of the Chapter, as well as completing the submissions for any awards to the Fraternity's General Headquarters as set out in the Awards Manual issued by the Fraternity's General Headquarters. {125.1}
- (l) The Philanthropy Chairman. The Philanthropy Chairman shall be responsible for maintaining a Chapter Philanthropy program and for



organizing any service days or other service events or programs that benefit the community. He is also responsible for keeping a record of the Chapter's Philanthropy activities

- (m) The Rush Chairman. The Rush Chairman shall Chair the Rush Committee and be responsible for planning, organizing, and implementing all aspects of the Chapter's Rush Program. He shall provide leadership to the Chapter by instructing the Chapter in rush techniques. He shall work closely with the Social Chairman to effectively organize formal Rush social events as well as allowing for informal rush during other Chapter social events.
- (n) The Fundraising Chairman. The Fundraising Committee Chairman shall be the Chair of the Fundraising Committee. He shall be responsible for organizing any fundraising activities of the Chapter, and for this reason will be required to work closely with the Social Chairman, Philanthropy Chairman, and the Treasurer to coordinate the Chapter's efforts and ensure the Chapter's financial stability.
- (o) The Social Chairman. The Social Committee Chairman shall plan and organize the social program of the Chapter including all parties, all exchanges, and the yearly Chapter Formal. He will be responsible for drafting a social budget for his terms social programs, as well as keeping close contact with the Treasurer to help monitor the costs of social events.
- (p) The Scholarship Chairman. The Scholarship Chairman shall chair the Scholarship Committee and shall be responsible for the implementation of any scholarship programs. He shall be responsible for ensuring that meet the academic requirement of the Constitution and General Statutes for initiation as well as the standards of these By-laws. In the case of academic deficiencies with actives, he shall supply them with any and all assistance the Chapter may have to offer. He shall be responsible for preparing a written scholarship program which includes, but is not limited to, study sessions and a minimum of four (4) quiet study hours per week in the Chapter house. He shall work closely with the Historian / Librarian to provide the Chapter with any necessary academic resources. He shall also be responsible for keeping a written record of each Member's academic standing.
- (q) The Athletic Chairman. The Athletics Chairman will organize any athletic events of the Chapter, including intramural school teams.
- (r) Leadership College Delegate. The Chapter shall elect at least three (3) Delegates to the annual Leadership college. Delegates shall be responsible for representing the Chapter at the college and shall notify the Chapter of any information gained from the College deemed relevant to the Chapter. least one delegate should be a brother from the most recent Phi Kappa class. There is no limit to the number of delegates the Chapter may send; three is a minimum. {108}

39. Duties of Appointed Positions. All Appointed Officers must conform to the Bylaw entitled Duties of Elected Officers, under Title IX of these Bylaws.
- (a) The Parliamentarian. The Parliamentarian shall, when required, provide the President with advice on parliamentary rulings concerning Robert's Rules, The Code, and these Bylaws. He shall chair the Bylaws Committee, being careful that all amendments to the Bylaws conform to the Constitution and General Statutes while not being redundant, and maintaining their stylistic coherence with other Titles and sections herein. He must maintain current copies of the Bylaws at all times and must present the Chapter with copies noting all amendments before the start of each term. The Parliamentarian position may not be held by the same Member who is elected as Secretary. ('16)
  - (b) The Biennial Convention Delegate. The Biennial Convention Delegate shall be the highest ranking officer able to attend the Convention (President, followed by Vice-President, followed by Treasurer). He shall be responsible for representing the Chapter at Convention and shall notify the Chapter of any information gained from the Convention deemed relevant to the Chapter.
40. Assistant Officer Positions. Any elected officer may, with the approval of the chapter, appoint an assistant to assist him in the course of his duties.

## **11 Title X - Eligibility, Vacancy and Terms of Office**

41. Eligibility for Office. Officers shall be elected or appointed from Active Members of the Ontario Gamma Chapter. Members with scholastic delinquencies as stipulated in section 10.1 of these Bylaws or financial delinquencies as stipulated in section 24 of these Bylaws shall not be eligible for election to office. {113.1}
42. Elected Term. All elected officers shall serve one year terms of office commencing at their installment after elections.
43. Appointed Term. All appointed officers shall serve one year terms of office commencing at their installment after their appointment.
44. Biennial Convention Delegate. In the event that the President, Vice-President or treasurer is unable to serve the Chapter as the Biennial Convention Delegate, this position will be filled by election, during the spring election period before the convention. In such an event, this position is

to be filled by a Member who has been an Active Member in the Ontario Gamma Chapter for a minimum of one academic term, and who is returning as an Active Member in the term following the convention.

45. Treasurer. This position shall be filled by an Active Member of the Chapter who has some knowledge of elementary book-keeping. If a Member who wishes to run for this position does not have such knowledge, it will be sufficient for such member to undertake book-keeping lessons from the Chapters Auditor at the beginning of his term of office.
46. Treasurer, Term of office. The term of office for the Treasurer of the Ontario Gamma Chapter will coincide with the fiscal year of the Chapters books. That is, his term of office will run from May 1st to the end of April of the following year. The Treasurer will be elected and installed at the same time as other officers, as stipulated in Section 51 of these Bylaws. The Treasurer elect will, however, serve an apprentice period, under the previous Treasurer until May 1st.
47. Vacancy. By a 2/3 majority vote the Chapter may declare any of its offices vacant. At any point during a term of office, an elected or appointed officer may, upon notification of the Chapter, at any regular meeting of the Chapter, relinquish his responsibility. If the remaining vacancy is an appointed position, another replacement may be made at the next regular meeting of the Chapter. If the vacant position is an elected position, the election is to take place according to the standard election procedure found in Title XI of these Bylaws.

## **12 Title XI - Nominations, Elections, and Installation of Officers**

48. Nomination Period. Nominations for elected positions will be declared open by the President during the regular meeting directly prior to the meeting that the elections are to take place. Nominations will close at the meeting one week after the nomination period was opened and may be opened again during the meeting that the elections are to take place by a simple majority vote of the Chapter.
  - (a) Limitations on Nominations. A Member shall not nominate or second more than one candidate for the same position.
49. Timing of Elections. The President and Vice-President shall be elected at the end of October. All other Officers shall be elected at the end of the academic year.
50. Election Procedures. Elections shall be held for all contested offices during the order of business during the designated meeting as per General Statute

82 under Title VII of the Code. They shall be held according to the following procedure:

- Elections will be held for each office in the order that they appear in these Bylaws. Prior to each election, each candidate will be given the opportunity to speak to the Membership after which the Chapter shall conduct a debate on the qualifications of the candidates during which the candidates may be asked questions.
  - All votes shall be taken by written vote as per section 114.1 of the general statutes, and shall be counted by the President and Chapter Adviser. ('11)
  - A candidate will be declared victorious if he receives a simple majority.
  - Where there are more than two candidates, and in the event that no candidate receives a simple majority, the candidate receiving the fewest votes will be eliminated and another ballot will be taken.
  - Where there is a tie for the candidate with the fewest votes, and elimination of both (or all) would result in the acclamation of the remaining candidate, no candidate will be eliminated and another ballot will be taken.
  - When all elimination procedures have been exhausted and a tie remains, one further ballot will be taken. If a tie should remain at this point, the election will be postponed until the next meeting at which time further ballots will be taken until one candidate receives a majority.
51. Election of Appointed Positions. In any term, the Chapter may, by 2/3 majority vote, change any appointed position to an elected position for the duration of the term or academic year.
52. Installation. Officers shall be installed at the regular meeting next after their election, and they shall hold office until their successors are installed, when each shall surrender to his successor all the books, records, receipts and other property of the Chapter in his possession. By a 2/3 vote of those present, officers may be installed before adjournment of the meeting at which they were elected. {115}

## **13 Title XII - Committees and Chapter Organization**

53. Committees. The following Committees are established by General Statutes Title XI with duties as provided in that Title and these Bylaws. Each of the following Committees shall report to the Executive Committee

through the Vice- President who will be ultimately responsible for their actions. The Chapter Adviser shall be an ex-officio, non-voting member of all Committees: (99)

- Executive Committee: Vice-President (Chairman) , President, Secretary (Non-voting), Treasurer, Warden, Rush Chairman
- Finance Committee: Treasurer (Chairman) President, Fundraising Committee Chairman
- Scholarship Committee: Scholarship Chairman (Chairman) Assistant Scholarship Chairman One Graduate Member (if possible) Two Members-at-large

54. Further Committees. The following Committees are hereby established with duties as provided in these Bylaws. Each of the following Committees shall report to the Executive Committee through the Vice-President who will be ultimately responsible for their actions:

- Rush Committee: Rush Chairman (Chairman) Social Chairman, One Member-at-large
- Bylaw Committee: Parliamentarian (Chairman) Vice-President, One Member-at-large
- Judiciary Committee: Warden (Chairman) Vice President, Chaplain, four (4) Members-at-large
- Philanthropy Committee: Philanthropy Chairman (Chairman) Chaplain
- Social Media Committee: President (Chairman), Historian and Librarian, Secretary, two (2) Members-at-large

55. Organizational Structure. The Chapter shall be organized around its Committees as depicted below:

56. Presidential appointments to Committees. The President may, except in the case of the Executive Committee, appoint up to two additional Members to any Committee as he may deem necessary, approved by a simple majority vote by the chapter. ('11)

57. Additional Members appointed to Committees. The Chairman of any Committee may appoint up to two Members- at-Large to that Committee.  
i. Any additional appointments by the chair to the committee must pass a simple majority vote by the chapter. ('11)

58. Other Committees. By a simple majority vote of those present during a regular meeting the Chapter may establish and fill by election or by appointment any additional Committees which may be deemed necessary. A Committee established in this manner will have a duration not to exceed the end of the school year in which it was established.

## 14 Title XIII - Duties of Committees

59. Duties of Committees. All Committees meet at the call of their Chairman, the President of the Chapter, or the Executive Committee. They shall, if necessary, meet at least once during the first four weeks of each academic term. The Chairman of each of the Committees shall keep a file of the Committees activities, including reports, Committee minutes and any other pertinent documents, and be responsible for reporting these activities to the Vice- President. The executive Committee shall have access to the files of all Committees at all times. ('11)
- (a) Executive Committee. The Executive Committee shall be responsible for preparing regular meeting agendas, and overseeing the general business of the Chapter. Meetings of the Executive Committee shall be open to all Members and Alumni of the Ontario Gamma Chapter, except during the review of a Members conduct. This Committee shall be responsible for:
- Hearing all appeals on fines and suspensions;
  - Conducting hearings on suspensions;
  - Supervising all aspects of Chapter administration through the Vice-President;
  - Overseeing all aspects of Chapter financial operations through the Treasurer;
  - Enforcing the Bond of Phi Delta Theta, The Constitution and General Statues,
  - Recommending disciplinary action under the laws of the Fraternity to the Chapter, Province President or General Council where required;
  - Convening and meeting in joint session with any other Committee when requested by the Chairman of said Committee or the President of the Chapter;
  - Supervising the actions and records of the Treasurer; and
  - Assisting and advising the President.
- (b) Finance Committee. The Finance Committee shall be responsible for assisting the Treasurer in collecting accounts receivable and preparing a Chapter budget at the end of the academic year for the next school term. This Committee shall also submit the budget to the Executive Committee and the Chapter for approval. (99)
- (c) Scholarship Committee. The Scholarship Committee shall supervise any scholarship programs or activities of the Chapter and implement any additional such programs as the Committee sees fit. ('11)
- (d) Rush Committee. The recruitment committee shall organize the events for year round recruiting for the chapter subject to approval

by the executive committee. This Committee should work closely with the Social Committee in their preparations. ('11)

- (e) Bylaws Committee. The Bylaw Committee shall be responsible for reviewing proposed amendments and proposing any other necessary changes to these Bylaws subject to Title XVII of these Bylaws.
- (f) Judiciary Committee. The Judiciary Committee will function as the judicial body of the chapter. It is responsible for dealing with complaints of violations of the Code, Constitutions, and General Statutes of the Fraternity. Its meetings will be convened by the Warden on his receipt of a written complaint by the Vice- President. All proceedings of the Board are to remain secret. The final report of the Committee, generated by the Warden, will be filed with the Chapter Advisory Board Chairman. Copies the report will then be forwarded, with all personal details removed, to the Warden. The courses of action of the committee shall include:
  - Investigate the matter and make a decision without discussion with the accused. The decision of the board should be recorded on a Judicial Board Hearing Summary Form and the accused and chapter advisory board chairman should be sent copies of this form. This action should be taken very seriously but does not need to be considered discipline from the entire chapter.
  - Investigate the matter and decide to hold a hearing. The time, date and place of the hearing should be given to the accused in writing. The person requesting the hearing should also be notified.
    - i. Proper investigation should occur by contacting any brother that might have witnessed the infraction or behaviour in question taking place.
    - ii. The board may then interview both the brother requesting the hearing and the accused brother.
    - iii. These brothers may present evidence. After hearing the evidence, both parties are excused and the board deliberates the issue. A decision is then reached whereby discipline is delivered or the matter is referred back to the chapter. If the board finds the accused innocent, he is notified in writing and the issue is settled.
    - iv. If the board finds the accused guilty, the board may levy a sanction (intramural restrictions, social probation, Philanthropy, etc.). The accused is then informed in writing of the decision and the discipline. The Judicial Board Hearing Summary Form should be filled out and sent to the accused and the chapter advisory board chairman.
    - v. The board may recommend that the entire chapter take action against an individual through a fine, suspension, or expulsion of

the member at the next chapter meeting. The recommendation is made in the form of a motion at a chapter meeting. The process for expulsion and suspension of an active member is outlined in Sections 154 through 157 of The Code of the Phi Delta Theta Fraternity. If a member is being considered for a fine, suspension, or expulsion he must be notified in writing by the warden at least seven days before his sanctions are discussed in front of the chapter. He must be given the opportunity to defend himself in front of the entire chapter. Should the committee determine the issue must be addressed by the entire Brotherhood, a meeting of the chapter shall be held to decide upon such discipline and any vote to discipline the member shall be effective if passed by a two-thirds (2/3) vote of the members present, provided a majority of the active members entitled to vote are present. The President of the Chapter shall promptly report any action of discipline in writing to the General Headquarters. In the event of separation from membership the Separation Report Form should be filed with the General Headquarters.

- vi. In the event a member wishes to appeal the decision of the chapter or the committee, the process for appeals is detailed in Section 157 of The Code of Phi Delta Theta. During the summer the Vice-President will consult with the available committee members in order to make interim decisions that will be finalized upon the meeting of the full committee in September.
- (g) Philanthropys Committee. The Philanthropys Committee shall organize events and fundraising activities for non-profit institutions and charities, Philanthropy projects and other such events which benefit the community. Programs which create goodwill and recognition for the Fraternity within the Community shall be ancillary to programs which directly benefit the Community where no recognition is received.
- (h) Fundraising Committee. The Fundraising Committee shall organize the events for the financial benefit of the Chapter.
- (i) Social Committee. The Social Committee shall organize all Social event of the Chapter. This Committee shall also assist the Alumni Secretary in the organization of Founders Day activities.
- (j) Social Media Committee. The Social Media Committee shall be responsible for the running of all the chapter's social media accounts(Facebook, Instagram, Twitter). This committee is shall be responsilbe for running and maintaining the chapter's website.



## 15 Title XIV - Chapter Meetings and Operation

60. **Regular Meetings.** Regular meetings of the Chapter shall be held on a weekly basis throughout the course of the academic year. **the scheduled time and date of regular chapter meetings may be changed by a majority vote.** The President of the Chapter may postpone any regular meeting to a time not exceeding two weeks from the last regular meeting. **The Warden is responsible for notifying all Members of the new meeting time fixed.** {78}
61. **Executive Meetings.** Meetings of the Executive Committee will be held once weekly prior to regular meetings. The timing of this meeting shall be decided upon by the Executive Committee, but **must be held within the three (3) days prior to the regular meeting.** The President of the Chapter may postpone any Executive meeting to a time not exceeding two weeks from the last Executive meeting. **The Warden is responsible for notifying all Executive Members of the new meeting time fixed.**
62. **Officers Meetings.** A meeting of all elected and appointed officers shall be held prior to the first executive committee each term. ('11)
63. **Founders Day Meeting.** The chapter shall call a special meeting annually in March to celebrate Founders Day. {84}
64. **Special Meetings.** The President of the Chapter shall call special meetings of the Members whenever he or three (3) other Members may deem it advisable. The Warden is responsible for notifying all Members of the meeting as soon as possible after the decision to hold said meeting. {79}
65. **Summer Retreat Meeting.** During the summer break period and after the Fraternitys Annual Leadership Convention, the Chapter will hold a retreat meeting. The objectives of this meeting will be to reflect on the previous years accomplishments and establish goals of the Chapter for the upcoming year and to review the budget for the upcoming academic year.
66. **Quorum.** Quorum shall consist of 51This number is herein deemed sufficient to transact all normal business of the Chapter. In those cases where a decision must be made on an operation outside the normal business of the Chapter, deemed such by either the Bylaws herein and hereafter described and illustrated, or the decision of the Chapter President, the vote shall be decided on the basis of a 2/3 majority of the Members eligible to vote excluding: a) the secret ballot to determine acceptance into the Chapter ;b) any voting restrictions imposed by the code. {81, 148, 154}; and c) amendments to the Bylaws described in Title XVII of these Bylaws.
67. **Voting.** A vote will be registered only when the Member in question is entitled to vote and is present during the voting process.

68. Dress Code. Appropriate dress for the chapter shall be a collared shirt and fraternity pin affixed pursuant to the code. ('11)
69. Absence. Members shall notify the Warden or Secretary, at least twenty four (24) hours in advance, if they are unable to attend a meeting. Any Member not fulfilling this requirement has the responsibility to explain their absence to all Members of the Chapter and answer to all such questions which may arise during subsequent discussion during the next regular meeting of the Chapter.
70. Attendance. Attendance at the following Chapter Events is mandatory for all Active Members unless excused twenty four (24) hours in advance by the Warden:
- All regular and special meetings of the Chapter. b) All initiation ceremonies. c) Founders Day Activities d) All Rush events declared mandatory by the Executive Committee and announced as such during a regular meeting of the Chapter. e) Any special events declared mandatory by a majority vote of the Chapter at a regular meeting.
- (a) Attendance Mandatory. Every Active Member who, without having been excused, misses two (2) consecutive regular meetings or who, in any fall or spring term, is absent without excuse from any three (3) mandatory events shall be considered before the Chapter for suspension pursuant to Title XVI, Section 156 of The Code.

## 16 Title XV - Financial Operation

71. Budget. Having received the requested budgets from the Chapter officers during the Summer Retreat Meeting, the Treasurer will, by the second meeting of the academic year, have finalized the Chapters budget and presented it to the Chapter. If the need arises, the budget may be revised in January by a 2/3 majority vote. The treasurer may make no disbursements that exceed the budget amounts for that expanse category unless authorized to do so by a 2/3 majority vote of the Chapter.
72. Receipts required. As custodian of all Chapter funds, The Treasurer shall make no disbursements unless presented with proper receipts, or facsimiles thereof.
73. Signing Authority. The Treasurer, President, Vice-President and Chapter Advisory Board Chairman shall have signing authority over all Chapter bank accounts. All cheques issued must contain the signature of the Treasurer and one of the others mentioned above.

74. Audits: Officers. The Treasurer shall have the authority to conduct surprise audits of any officer administering a cash float. In such an event, the officer is required to provide the Treasurer with full cooperation on penalty of suspension.
75. Audits: Treasurer. The accounts, receipts and all financial records of the Treasurer shall be open to a surprise audit and scrutiny by the Executive Committee, the Finance Committee, or the Chapter Adviser. In the case of apparent discrepancies, the Executive Committee will, at the expense of the Chapter, retain an auditor to further examine the books. In such an event the Treasurer will provide the auditors with full cooperation on penalty of suspension.
  - (a) Audit Required by General Headquarters. The Treasurer must ensure that the books of the Chapter are subjected annually to an audit, compilation, or review by a chartered accountant, or other qualified accountant who is approved by the Province President and Treasurer of the General Council. Such audit, compilation or review shall be made at the conclusion of the fiscal year. The fiscal year of the Chapter runs from May 1st to the end of April of the following year. Notice of the audit, compilation or review shall be made not later than June 30. A copy of the audit, compilation or review shall be filed with General Headquarters and the Province President not later than September 30. {120}

## **17 Title XVI - Risk Management**

76. Alcohol. The possession, use and/or consumption of any alcoholic beverages by any Chapter Member or guest, while on Chapter premises, during Chapter activities, or in any situation sponsored or endorsed by the Chapter, must be in compliance with the laws and ordinances of the Province of Ontario, the City of Hamilton, the Regional Municipality of Hamilton-Wentworth, and McMaster University. The possession, use and/or consumption of any alcoholic beverages by any Chapter Member or guest, will be in accordance with the Risk Management Policies of Phi Delta Theta.
  - (a) Alcohol in the Chapter House. The use or presence of intoxicating liquors (alcohol) in any form within the Chapter House, or on Chapter premises is strictly prohibited. In the event that any Member of the Chapter or their guest is found either consuming or having in his possession, while on Chapter premises, alcohol in any form, said Members alcohol will/may be confiscated by any Active Member of this Chapter. Any Member(s) found consuming or storing Alcohol on Chapter premises, as well as any Member who is found to be in the presence of said Member(s), will be requested to attend a Judicial

Board Meeting to explain their actions. The above mentioned Member(s) may be subject to any necessary discipline as per Sections 154, 156, and 158 of The Constitution of the Phi Delta Theta Fraternity or Sect 7 of these Bylaws. (97)

77. Unlawful drugs. The possession, use and/or consumption of any unlawful drug in any form is not permitted at any Chapter function or in the Chapter House. Use of any unlawful drug in any form will result in immediate suspension of the Member involved and, subject to the process outlined in the Code, disciplinary action will be taken by the chapter at the first possible opportunity. ('11)
78. Alcohol and Drug Awareness Programs. The Chaplain of the Chapter shall conduct Alcohol and Drug Awareness Programs at the beginning of each academic term and at the first Phikeia meeting of each Phikeia Class.
79. Exclusivity of Attendance. All events must have parameters regarding exclusivity of attendance established by the member or committee in charge of organizing the event and subject to chapter approval. This shall include but not be limited to questions of Alumni, other Greek-letter organization, Phikeia, potential member, significant-other, and general guest attendance.

## 18 Title XVII - Amendments

80. Proposed Amendments. Proposed amendments to these Bylaws, in the form of a motion to amend, must be presented in writing to The Chapter. The amendment must conform to the Bond, principles, and Code of the Phi Delta Theta General Fraternity.
81. Bylaw Committee. Once a Bylaw amendment has been properly proposed the amendment will then be referred to the Bylaws Committee which will study the proposed amendment for legality with other laws of the Fraternity, stylistic coherence with other Bylaws, clarity of presentation, and necessity in order to avoid redundancy with the Code. The Committee will suggest such revisions as they deem necessary. These revisions must not alter the spirit of the proposed amendment unless the Committee feels that slight adjustment is necessary, in which case they will detail the exact changes and their reasons for thinking these changes necessary. The approval of amendments is due to the Chapter at the next regular meeting after the meeting at which it was moved by the proposing Member.
  - (a) Style. The Bylaw Committee shall have the right to final approval of the stylistic form of the amendment as revised. Where the proposing Member feels that the stylistic form suggested by the Bylaw Committee alters the spirit of the proposed amendment, the proposing Member shall prevail.

82. Final Acceptance. Once a proposed amendment had been examined by the Bylaw Committee it must be read aloud at the next regular meeting of the Chapter and ratified through normal voting procedures.
- (a) Timing of Vote. Amendment to these Bylaws, deemed extra-normal-operations, may only be accepted by a 3/4 vote of the Chapter no sooner than two meetings after the meeting at which there appeared the initial motion to amend and only after a reading of the amendment at two successive meetings of the Chapter. The conclusion of the Bylaw Committees annual review of these Bylaws shall be deemed normal operations and exempt from these restrictions.

## **19 Title XVIII - Interpretation**

83. Interpretation. These Bylaws shall be interpreted by the Members in the spirit in which they were written. The final authority on the interpretation shall be the responsibility of the Parliamentarian reporting to the Executive Committee.