

**The Official By-Laws
Theta Deuteron Charge
Theta Delta Chi**

Revised by Byungdoo Yi

January 25, 1993

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Chapter 1

ARTICLE ONE: MEMBERSHIP

1.1 Pre-initiation

All pledges must receive a 90% vote of the active membership of the Charge to undergo pre-initiation activities. There shall be no mental or physical abuse inflicted on the candidate for admission which, in the opinion of the Executive Committee, would be detrimental to the mental or physical health of the candidate.

1.1.1 Voting Procedures

There shall be a mandatory vote of the active membership of the Charge to be held during a closed session by the housemeeting before Christmas Dinner.

1.2 Initiation Fees

Each candidate for initiation shall be required to pay the initiation fee prior to the time of his initiation.

Chapter 2

ARTICLE TWO: MEETINGS

2.1 Charge Year

The Charge year shall commence with Work and/or Rush Week. At the last meeting of the school year, the Charge shall set by majority vote the date and hour at which the year shall begin. Fines and/or work penalties for unexcused absences from Work and/or Rush Week shall also be determined at this meeting. The House Manager will be responsible for fines during Work Week and the Rush Chairman will be responsible for fines during Rush Week.

A Brother or Pledge may be excused in the following manner: He shall submit a formal written request to the President; within (3) days of this request, the President shall post a letter advising the Brother or Pledge of his decision; the Brother or Pledge shall be considered excused only after receipt of this notification. Work previous to Work Week shall be taken into consideration by the President.

2.2 Scheduling Meetings

Regular Charge Meetings shall be held weekly on a school night to be set by a vote of the Charge. Special meetings may be called at any time.

2.3 Cancellations

The President has the power to cancel housemeeting at his discretion.

2.4 Order of Business

The following shall be the order of business of a regular Charge meeting:

- Invocation
- Preamble
- Roll Call
- Reading of Minutes, previous meeting
- Essay
- Reading from the Constitution and By-Laws
- Quiz
- House Rules Report
- Reports of Committees
- Reports of Officers
- Old Business
- New Business

- Appointments
- Good of the Charge
- Reading of the Minutes
- Benediction

2.5 Participation

Only active members shall vote at Charge meetings. Only active members shall be allowed to bring up motions and sentiments at Charge meetings.

2.6 Absences - Excuses

The Charge shall determine the fine of any Brother absent unexcused from a regular Charge meeting at the first regular Charge meeting. Any excuse must be approved by the President; an unexcused absence must be approved by the Charge.

An unexcused absence from Election or Initiation meetings shall incur a fine to be determined on a meeting at least two weeks prior to the said Election or Initiation meeting.

2.7 Quorum

Three-quarters of the active membership shall constitute a quorum. Brothers who are permanently excused shall not be counted as active.

2.8 Charge Business

The business of the Charge shall be conducted under New or Old Business. The passage of a motion shall require a majority of the active members present, voting and not abstaining.

All motions passed by the charge shall be inscribed along with the date in a special book maintained by the recording secretary. Each motion will automatically expire five (5) years from the end of the school year in which it was passed, unless renewed by the charge. At the second housemeeting of the fall term the recording secretary will read aloud a list of all valid motions and indicate their respective expiration dates. He will also distribute copies to all active members of the charge. The charge may rescind or renew a motion at any time with a simple majority vote.

2.9 Good of the Charge

Those items not suitable for incorporation in the Minutes may be brought up under Good of the Charge. Announcements, delineation of officer policy, and sentiments to aid in establishment of policy may be so considered.

A sentiment is the form of legislation appropriate under Good of the Charge. The passage of a sentiment shall require a majority vote of the active members present, voting, and not abstaining. A sentiment shall become null and void one year after the date of its passage.

2.10 Rules of Order

No disputant shall occupy the floor for more than five minutes.

It shall not be necessary to second any motions of the Charge.

All points of order not herein provided for, shall be decided by Robert's Rules of Order, a copy of which shall be in the possession of the presiding officer at every meeting.

Chapter 3

ARTICLE THREE: OFFICERS

3.1 Complete List

The following is a complete listing of the officers of the Charge: President, Senior Executive, Junior Executive, Treasurer, Pledge Trainer, Sergeant at Arms Chairman, Social Chairman, House Manager, Steward, two (2) Assistant Stewards, Scholarship Chairman, two (2) Assistant Treasurers, Sergeant-at-Arms, Community Service Chairman, two (2) Assistant House Managers, Bar Manager, Athletic Chairman, Herald, Corresponding Secretary, Recording Secretary, Librarian, Historian and two (2) IFC Representatives. The presiding officer at any Charge function shall be determined from the above order.

3.2 Duties

The duties of the officers shall be as provided in the Fraternity Constitution, The Fraternity By-Laws, the Charge By-Laws, and the list of duties in the officers' manuals. The recording secretary shall be responsible for maintaining an updated copy of the bylaws. Said copy (including all amendments) shall be distributed before the fourth (4th) week of the Fall term to all active brothers of the charge.

3.3 Manuals

The following officers shall each maintain an officer's manual: President, Senior Executive, Junior Executive, Treasurer, Pledge Trainer, Social Chairman, House Manager, Steward, Rush Chairman, Sergeant-at-Arms, Bar Manager, Athletic Chairman, Corresponding Secretary, and Librarian.

The Officer's Manual, which shall be the property of the Charge, shall include: a complete enumeration of the duties of the officers, a general information section to assist the officer, and a section including important problems, difficulties and suggestions.

3.4 Submission of Manuals

The officer's Manuals shall be submitted to the Charge, and specifically to the Executive Committee for suggested addenda, at least two (2) weeks prior to the election of the new officers.

A fine to be determined by the Charge shall be assessed for a late manual or a manual considered inadequate by the Executive Committee.

3.5 Remuneration

There shall be no remuneration for services rendered as an officer of this Charge, with the exception of Summer House Manager and Summer Treasurer, each of whose summer rent shall be set at one-half the rate charged to other brothers.

Chapter 4

ARTICLE FOUR: ELECTION AND APPOINTMENT OF OFFICERS

4.1 Election Date

All charge officers, with the exception of the Senior Executive, Junior Executive, Scholarship Chairman, Rush Chairman, and the Community Service Chairman, shall be elected the Saturday preceding the last week of school before Spring Vacation, unless a motion to the contrary is brought up and passed a minimum of two weeks prior to said Saturday. The Senior Executive, Junior Executive, Scholarship Chairman and Community Service Chairman shall be appointed by the President-elect before the meeting immediately following the election meeting.

4.2 Community Service Chairman

The President shall annually appoint a Community Service Chairman with the following responsibilities:

- Locate community service projects in which the Brotherhood can participate.
- Organize at least one community service project per term.
- Act as Blood Drive Chairman whenever MITR has a Blood Drive.
- Tell the IFC of the projects we have accomplished.
- Have the authority to appoint assistants.

4.3 Nominations Committee

The Nominations Committee shall be composed of the following: President, Senior Executive, Junior Executive, and a Sophomore and a Freshman, both appointed by the President. The Nominations Committee shall nominate at least two Brothers for each elected office and shall post these nominations at least five (5) days before elections. These nominations are in no way binding upon the Charge.

4.4 Voting

Voting in all elections shall be by secret ballot and the numerical results of each ballot shall be announced by the Recording Secretary. The order of elections shall be determined by the list of officers in Article Three, Section One.

4.5 Balloting (President)

The first ballot for the election of President shall be used to determine the nominees for the office and shall be cast without discussion. All other nominations shall be from the floor or subsequent ballots. Balloting and discussion shall proceed after the candidates have left the room, eliminating the person with the fewest votes, if that person exists, until there are only two remaining candidates. The election of President shall require an seventy (70) per cent vote of the active membership of the Charge.

4.6 Approval Voting for President

An Approval voting system shall be used to elect the president. Any voter may vote for as many of the candidates on the ballot as he wishes in a secret ballot. The first candidate who receives the most votes over 70% of the brothers in the house, wins.

4.7 Presidential Nominee Notification

During House elections each presidential candidate is to be informed of his vote total if that total falls below the level of that candidate's choosing. This level is to be chosen by the candidate upon acceptance of the nomination for President. No constraints are to be placed on the numerical value of this vote minimum and its value shall be unknown to the Brotherhood unless the candidate chooses to reveal it. This motion shall be removed from the by-laws if the approval voting system is repealed.

4.8 Other Offices

The procedures of all other elections shall be as above [in Balloting President section], except these elections shall require a majority vote of the active membership, and that all nominations shall be from the floor.

4.9 Dual Social Chairmen

The Social Chairman will be elected for a term of one semester. The Fall Social Chairman will be elected at the regular Spring House elections and will serve from the beginning of Rush Week in the Fall to the beginning of Work Week in January. The Spring term Social Chairman will be elected at a time during the first term to be picked by the President and will serve from the ensuing Work Week to until the beginning of Rush Week in the Fall. There will be a separate budget for each social chairman.

4.10 Rush Chairman Election

The election for Rush Chairman will be held during the spring term at the first house meeting after new brothers are initiated.

4.11 Convention Delegates

The three convention delegates shall be elected at a time to be determined by the Executive Committee. The delegates shall be elected in the following order: Senior Delegate, Junior Delegate, and Alternative Delegate.

4.12 Historian

Append to the list of elected officers (By-Laws section 3.1) the position of Historian. His duties will be the following: A) collection and organization of House memorabilia (i.e. pictures, slides, etc.); and B) construction of an informal scrapbook on a yearly basis.

Chapter 5

ARTICLE FIVE: STANDING COMMITTEES

5.1 The Executive Committee

5.1.1 Membership

The Executive Committee shall be composed of the following officers: President, Senior Executive, Junior Executive, Treasurer, Pledge Trainer, Social Chairman, House Manager, Steward, Rush Chairman, and Sergeant-at-Arms.

5.1.2 Functions

The Functions of the Executive Committee are as follows:

1. To present pending business to the Charge, with pertinent information.
2. To make decisions, subject to House approval which are appropriate to a committee.
3. To provide a sounding board for the problems of the individual officers.
4. To formulate long range policies pertinent to the Charge.
5. To stimulate and encourage superior officer performance.
6. To enforce the legislation of the Fraternity and of the Charge according to Article Nine, section Four.
7. To select at the beginning of the year and whenever necessary, those Brothers to be employed by the House. All Brothers regardless of experience are eligible.

5.1.3 Meetings

The Executive Committee shall convene at least once before each regularly scheduled Charge meeting. The Executive Committee may meet in open or closed session at any time. Any Brother or Pledge may attend an open session.

5.1.4 Free Discussion

The presiding officer shall in general allow free discussion among the officers of the committee. The right to free discussion for any other Brother shall be at his discretion.

5.1.5 Report to the Charge

The Senior Executive or his designate shall report to the Charge in any comprehensive manner all proceedings of the committee, except those of private nature.

5.2 The House Improvements Committee

5.2.1 Membership

The House Improvements Committee shall be composed of the following: Senior Executive, who shall act as chairman, the House Manager, and one member of each of the Sophomore and Freshman classes. The latter two to be appointed by the Senior Executive and the House Manager within the next week immediately following elections.

5.2.2 Functions

The function of the House Improvements Committee shall be the following:

1. To formulate before the end of the school year a plan for physical improvements to be carried out during the next school year, and to carry out such plans as may have been instituted by the previous committee. Plans shall include specific and detailed suggestion for: Work Week projects, Saturday Work Projects, and Special projects. It shall also include a priority rating and estimate of costs for all major projects.
2. To be responsible for allocating funds for all major improvements.
3. To be responsible for purchase of materials for major improvements, all such purchasing to be done, if possible, at the beginning of the school year to realize greatest economy.

5.2.3 Suggestions

The committee shall be open for suggestions from the Charge or from the individual Brothers with regard to proposed improvements.

5.2.4 Meetings

The committee shall convene monthly, or more frequently at the discretion of the committee Chairman.

5.2.5 Report to the Charge

The committee Chairman or his designate shall report to the Charge in a comprehensive manner all proceedings of the House Improvements Committee.

Chapter 6

ARTICLE SIX: FINES AND REVENUES

6.1 Motions

All appropriations, assessments, and fines not herein provided for must be voted in form of a motion.

6.2 Budget

The Treasurer shall submit a budget in writing for the coming Charge year to the active brotherhood at or before the fifth regular Charge meeting following the end of Rush.

The budget shall require a two-thirds vote of the Executive Committee before it may be submitted to the active membership for approval. This vote will take place at any meeting of the Executive Committee prior to the submission of the budget to the active membership for approval.

The budget shall require a two thirds vote of the active membership for approval. This vote will take place during the Charge meeting immediately following the Charge meeting in which the budget was presented.

Amendments to the budget must be presented in writing to the active membership at any regular Charge meeting following the Charge meeting in which the budget was presented.

Amendments to the budget will require a two thirds vote of the active membership for passage. This vote will take place during the Charge meeting immediately following the Charge meeting in which the amendment was presented.

Additionally, any amendment to the budget will require a two thirds vote of the Executive Committee for passage. This vote will take place at any Executive Committee meeting prior to the submission of the amendment to the active membership for approval.

The budget shall enumerate all anticipated expenses and provide for income to cover these expenses. It shall also enumerate all fixed charges to Brothers and Pledges as a body and as individuals.

6.3 Housebills

Housebills will come out in September, November, February, April, and June.

One-half of the amount of the housebill pertaining to the period not covered by any previous bill, shall be due two weeks after the billing date, and the remainder shall be due one month later than the billing date.

Interest, for the coming Charge year, shall be assessed on past due amounts at a rate to be determined by the Executive Committee after elections, to go into effect at the beginning of the coming Charge year.

This interest shall be added to any previously due amount on the day after the amount is due. Whenever a Brother's past due balance is above a standard amount determined by the Executive Committee at its first meeting of the school year, his sign-up, guest, and any other privileges or benefits so designated by the Executive Committee shall be revoked and may be re-extended by a two-thirds vote of the committee.

Individual exceptions to the provisions of this section may be made by a two-thirds vote of the Executive Committee upon any contingencies it sees fit.

The Charge shall pay interest at the rate of one percent per annum above the annual rate received by the Charge on its checking account. This interest will be compounded at the end of the second and fourth week after the billing date for each housebill.

All Brothers and pledges will be asked to sign a legal document in the form of a house contract agreeing to pay the Theta Deuteron charge of Theta Delta Chi all moneys owed. The House Corporation of Theta Deuteron reserves the right to obstruct the graduation of a Brother or pledge who is in debt to Theta Delta Chi.

All Brothers and pledges shall sign identical house contracts. In extraordinary circumstances, a Brother or a pledge may amend his house contract with the approval of two thirds of the Brotherhood.

6.4 Bad Debts

Point One: At the first House Meeting of the school year, a Brother with debts must be prepared to explain the reasons for his debts and state when the debts will be paid. This is to be done verbally in front of the Brotherhood and in writing for the Executive Committee.

Point Two: Once the explanation and discussion have taken place, a two-thirds vote of the active Brotherhood in favor of the indebted Brother will be required to allow that Brother to remain in the house.

The Treasurer will review the balances of all Brothers and pledges and will present his findings to the Executive Committee during the first Executive Committee meeting in November. The Executive Committee may ask a Brother or a pledge for a formal explanation of his debts, as in point #1, and then call for a vote of the Brotherhood, as in point #2, during any House Meeting of that term.

At the first House Meeting of the second term, the Executive Committee may choose to ask all Brothers with debts for a formal explanation of the debts, as in point #1, and then call for a vote of the Brotherhood, as in point #2, during any House Meeting of that term.

At the first House Meeting of the second term, the Executive Committee may choose to ask all Brothers with debts for a formal explanation of the debts, as in point #1, and then call for a vote of the Brotherhood, as in point #2.

All Brothers and pledges will be asked to provide the treasurer with their social security numbers. The Treasurer will hold the numbers in confidence.

6.5 Rush Expenses

All rushing expenditures of the Charge must be approved by the Rush Chairman. Rushing expenses are to be distributed as follows:

1. The expense of the Rushee shall be borne by the Charge.
2. All transportation expenses of members are to be borne by the Charge.
3. Rush Chairman's expenses shall be borne by the Charge.
4. Other expenses are to be borne by the individual member.

The Rush Chairman may assess a fine to be determined by the Charge, on any member, whose behavior, at the Rush Chairman's discretion, is unbecoming of a Brother during Rush Week.

6.6 Petty Cash

The following officers shall maintain a petty cash fund: Treasurer, House Manager, and Steward.

6.7 Excused Members

Active members of the Charge whose course requires their absence from the Institute during the school year shall be excused from payment of Charge dues and assessments during their absences.

6.8 Initiation Fee

The Initiation fee shall include the cost of the official badge, a life subscription to the "Shield" and Catalogue, and the fees to the Grand Lodge and to the Undergraduate Loan and Expansion Fund.

Chapter 7

ARTICLE SEVEN: HOUSE RULES

7.1 Conduct

Brothers and Pledges will be expected to conduct themselves in a manner compatible with good taste so as to reflect favorably upon themselves, the Institute, and the Fraternity.

7.2 Physical Plant

Brothers and Pledges shall treat the physical plant of the House with due respect. A Brother and/or Pledge shall be held personally responsible for any damage he may cause to the Charge house or its furnishings.

7.3 Kitchen - Dining Room

A Brother or Pledge using the dining facilities must leave the kitchen and dining room in a neat and sanitary condition.

All requests and suggestions to the cook shall be made through the Steward.

7.4 Quiet Hours

After seven (7) p.m. and until eight (8) a.m. the next morning, Sunday through Friday, due consideration must be given to those who wish to study. Loud conversation, music, and other such activities may be carried on in the television room, living room, or basement, provided they do not disturb study conditions. This rule shall not be in effect on nights when an official House Function, as defined by the Executive Committee, is in progress.

7.5 Fine Assessment

A Brother or Pledge may be assessed a fine of 25 cents for infraction of house rules. This fine may be assessed only by the House Manager, Steward, or the Scholarship Chairman for violations of Sections 2, 3, or 4 of this Article, respectively, or by the President for violation of any house rule.

Chapter 8

ARTICLE EIGHT: PLEDGE AND FRESHMAN RULES

8.1 Work Division

Daily work in the House shall be divided equally among all Brothers and Pledges, with the exact manner of division to be decided upon by the House Manager or his designate, and then to be approved by the Charge.

8.2 Charge Meeting Attendance

Pledges are allowed in all Charge Meetings except when a closed meeting is called by the Executive Committee.

Chapter 9

ARTICLE NINE: GENERAL

9.1 Ratification

Ratification of these By-Laws shall require a three-quarters vote of the active membership of the Charge.

9.2 Amendments

Amendments to these By-Laws shall require a two thirds vote of active Brothers. All proposed amendments must be presented in writing and must be tabled for one week before being brought to a vote.

9.3 Suspension

Any part of these By-Laws may be suspended for one meeting by a unanimous vote of the active members present. The order of business may be suspended by a two thirds vote of the active members present.

9.4 Order of Authority

In case of legislative conflict, the order of authority is the Fraternity Constitution, the Fraternity By-Laws, the Charge By-Laws, motions, and sentiments. Any executive policy and/or decision is subordinate to such legislation.

9.5 Maintenance

The recording secretary shall be responsible for maintaining an updated copy of the bylaws. Said copy (including all amendments) shall be distributed before the fourth (4th) week of the fall term to all active brothers of the charge.