



OFFICIAL BYLAWS

THETA DEUTERON CHARGE

of THETA DELTA CHI

Revised by Alberto Mena

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Article I: Mission Statement

In order to establish a community based on respect, mutual esteem, and lifelong friendship, the Brothers of the Theta Deuteron Charge of Theta Delta Chi commit to the principles of honesty, scholarship, service, and creative growth.

Article II: Membership

2.1 Pledge Initiation

All potential pledges must receive a 2/3-majority vote from the active membership of the Charge in regards to whether or not an actual bid will be extended to them.

2.2 Initiation Fees

All newly initiated Brothers shall be required to pay their initiation fee during the third quarter House Bill handed out during the Spring semester following their initiation. If pledging during the Spring semester, the initiation fee will be asked for during the fourth quarter House Bill.

2.3 Points System

All Theta Deuteron Brothers will be required to follow the “points system” outlined in Appendix A of this document. It is up to the Executive Board to decide whether or not a Brother goes up for membership review based on their points accumulated. If a membership review is deemed necessary, the process will be carried out by the Judicial Process outlined in Article VII (Judicial Process) or through the Theta Deuteron of Theta Delta Chi House Corporation.

Article III: Meetings

3.1 Charge Year

The Charge year shall commence at 11:59pm on Fall Return Date, which is the night before Fall Work Week begins. The first house meeting of the school year will occur at this time, where room picks for the Fall Semester will occur. Fines and/or work penalties for unexcused absences from Work Week and Rush Week will be determined during this meeting as well.

3.2 House Meeting

Regular Charge house meetings shall be held weekly at 10:00pm on the first school night of the week, which is typically, but not limited to, Monday nights. However, special meetings can be held at any time.

3.3 Cancellations

The President has the power to cancel house meetings at his discretion.

3.4 Order of Business

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

- Invocation
- Roll Call
- Reading of Minutes, previous meeting
- Assigned Essays
- Impromptu Essays
- House Rules
 - Committee Reports
 - Officer Reports
- Old Business
- New Business
- Good of the Charge
- Socialite
- Benediction

3.5 Participation

All Brothers must be present at every Charge house meeting. If a Brother is unable to attend the meeting because of unforeseen circumstances, the absence must be cleared with the President.

3.5.1 Absences

The Charge shall determine the fine of any Brother for an unexcused absence from a house meeting during the first house meeting of the year. The President must approve any excused absence while an unexcused absence must be approved by the Charge with a 2/3-majority vote.

3.5.2 Tardiness

Tardiness will be dealt with in the same procedure as absences from Charge house meetings.

3.5.3 Unruly Behavior

Any Brother may be ejected from a house meeting due to unruly behavior by a 2/3-majority vote of the Brothers present. This ejection will be considered as an unexcused absence.

3.5.4 Excessive Time Outside

At the discretion of the presiding officer or the Herald, a Brother may be marked with an unexcused absence from house meeting due to excessive time spent outside of the meeting room.

3.5.5 Appeals

A Brother charge with an unexcused absence may appeal the decision through the Head of the Judicial Process.

3.6 Quorum

Three-quarters of the active Brotherhood shall constitute quorum. Brothers who are permanently excused shall not be considered as active.

3.7 Charge Business

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

All motions passed by the Charge shall be inscribed along with the date in which it was passed in a special book to be 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 house meeting of the fall semester, the Recording Secretary will read aloud a list of all valid motions and indicate their respective expiration dates. He will distribute a copy of these motions to all the active members of the Charge. The Charge may rescind or renew an existing motion during the Old Business portion of the Charge house meeting.

3.8 Rules of Order

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

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.

Article IV: Officers

4.1 Listing of Officers

The following is a complete list of the officers of the Charge:

- President
- Senior Executive
- Junior Executive
- Treasurer
- Sergeant-at-Arms
- Pledge Trainer
- Recruitment Chairman
- House Managers (two)
- Social Chairmen (two)
- Risk Manager
- Recording Secretary
- Correspondence Secretary
- Herald
- Steward
- Academic Chairman
- Community Service Chairman
- Librarian
- NetGeek
- Historian

The presiding officer at any Charge function shall be determined from the above order.

4.2 Officers Duties

The duties of the officers shall be provided in the Fraternity Constitution, the Fraternity Bylaws, the Charge Bylaws, and the list of duties that may be found in the officer's manual. The Recording Secretary shall be responsible for maintaining an updated copy of the bylaws, which will be distributed (including all amendments) to all active Brothers of the Charge during the house meeting on Fall Return Date.

4.3 Officer's Manuals

All officers named above, except the Recording Secretary, Correspondence Secretary, Herald, Academic Chair, Community Service Chair, Librarian, and Historian, shall receive and maintain an officer's manual.

The Officer's Manuals, which shall be the property of the Charge, shall include (1) a complete enumeration of the duties of the officers, (2) a general information section to assist the officer which will include typical solutions to problems an officer may face while in office, and (3) a section with written essays by previous officers with their experiences and advice from the year they served as that specific officer.

4.3.1 Manual Submissions

Officer's Manuals shall be returned to the Charge on Election Day for new officers. It is the Recording Secretary's responsibility to make sure that each officer writes an essay of their experiences during their time in office.

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

4.4 Renumeration

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

Article V: Election and Appointment of Officers

5.1 Election Date

All Charge officers, with the exception of the Senior Executive, the Junior Executive, the Risk Manager, the Academic Chairman, and the Community Service Chairman, shall be elected the Saturday after the first Charge house meeting of the Spring semester. The exact time for the elections shall be voted upon by the Charge after initial nominations are collected. The aforementioned positions will be appointed by the President-elect before the Charge house meeting immediately following the election meeting.

5.2 Officer Nominations

The Recording Secretary will record nominations for all charge officers at the first house meeting of the Spring semester. Nominations will stay open until closed before the election process begins for a certain Charge officer position.

5.3 Election Process

The election process begins with nominations being collected at the first house meeting of the Spring semester and will officially close before the nominees give their speeches. Every other nominee will leave the room while one gives a speech and then goes through a questions and answer session with the other Brothers.

Once every nominees gives a speech, a secret ballot is handed to the Recording Secretary, who will count the votes and declare the winner before the next officer is voted upon. The order of elections shall be determined by the list of officers in Article Four, Section One.

All Charge officers elected will be formally inducted into their respected roles at the Charge house meeting following the elections.

5.4 House Manager

House Manager elections will occur twice a year, with the other election occurring during the fall return date meeting. One House Manager will be elected during each set of elections and the Brother elected will serve a one-year term from the day they are elected until the following election (either fall-to-fall or spring-to spring).

5.5 Social Chairmen

Social Chairmen elections will occur twice a year, with the other election occurring during the fall return date meeting. Two Social Chairs are elected via a secret ballot by the Charge and their term will last one semester.

5.5 Fall Election Process

For the Fall Semester elections of Social Chair and House Manager, nominations will be collected and then the Election Process will continue as described in Article Five, Section Three.

Article VI: Standing Committees

6.1 The Executive Committee

6.1.1 Membership

The Executive Committee shall be comprised of the following Charge officers:

- President
- Senior Executive
- Junior Executive
- Treasurer
- Sergeant-at-Arms
- Recruitment Chairman
- Pledge Trainer
- House Managers (two)
- Social Chairmen (two)
- Recording Secretary
- Herald
- Steward

6.1.2 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 Charge approval, which are appropriated 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.

6.1.3 Meetings

The Executive Committee shall convene at least twice a month and may meet in either open or closed sessions at any time. During an open session, any Brother or Pledge is allowed to attend.

6.1.4 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.

6.1.5 Report to the Charge

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

6.2 The House Improvements Committee

6.2.1 Membership

The House Improvements Committee shall be comprised of the following Brothers:

- Junior Executive
- House Managers (two)
- One third-year Brother
- One second-year Brother
- One first-year Brother

6.2.2 Functions

The Functions of the House Improvements Committee are as follows:

1. To formulate before the end of the school year, a plan for the physical improvements to be carried out during the next school year and to carry out plans the previous committee may have instituted. Plans shall include specific and detailed suggestions for Work Week projects, special projects, and house cleanups. 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.

6.2.3 Suggestions

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

6.2.4 Meetings

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

6.2.5 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.

Article VII: Judicial Process

The following Article describes in detail the judicial process at the Theta Deuteron Charge of Theta Delta Chi. The process should be used in case a complaint is raised by a Brother towards another Brother. While it is the goal of the Charge to have disputes resolved informally, this process is for extreme circumstances where a resolution cannot be attained without help.

7.1 Head of the Judicial Process

The Senior Executive of the Theta Deuteron Charge of Theta Delta Chi, as appointed by the President, will be in charge of handling the judicial process for any complaint that may arise towards a Brother.

7.1.1 Conflict of Interest

In case that the Senior Executive cannot act in an impartial matter towards a complaint, it is his duty to step down from the position. The order of succession is as follows: President, Junior Executive, Member-At-Large (appointed by the President and Senior Executive).

7.2 Methods of Mediation

After receiving a complaint, the Senior Executive will have three options to mediate the situation: (1) peer mediating, where the Senior Executive is the mediator, (2) house discussion, to be held during the Senior Executive's officer report, (3) judicial hearing in front of other Brothers.

It is the Senior Executive's responsibility to collect as much information about the complaint as possible before deciding a course of action. This includes, but is not limited to, having personal discussions with the complainant, the Brother being accused, and other Brothers. In talking to other Brothers, the Senior Executive can ask for opinions on which method of mediation he should take.

7.2.1 Timeline

The Senior Executive has 48 hours to decide which course of action will be taken based on a Brother's complaint. This timeframe can be lengthened based on approval from the President.

7.3 Peer Mediation

If the Senior Executive decides towards a path of peer mediation, he has 48 hours to meet with both parties to talk about the issue at hand. Both parties must agree to a point of resolution. If this is unattainable, then another method of mediation should be pursued by the Senior Executive, or another Brother should be brought in to mediate.

7.4 Open House Conversation

If the Senior Executive decides towards a path of an open Brother discussion, the Senior Executive must bring up the complaint in front of the Brotherhood during his officer report at the next House Meeting. He will moderate the discussion with the goal of coming to a resolution. If no resolution is attained, then the Senior Executive may choose another method of mediation.

7.5 Judicial Hearing

If the Senior Executive decides towards a path of a judicial hearing, he has 48 hours to set up a hearing. He will inform the Judicial Hearing Members, the complainant, and the accused party of the time and location of the hearing with 24 hours of the proceedings taking place.

7.5.1 Judicial Hearing Members

The Judicial Hearing Members (JHM), will act as the “jury” of the hearing, where they hear the case brought forth and are then in charge of issuing a verdict. The Judicial Hearing Members will consist of three at-large Brothers who will be selected by the Senior Executive under the basis that they are all good-standing Brothers with an unbiased opinion of the complaint.

7.5.2 Order of Hearing

The Senior Executive will serve as the judge of the hearing, acting impartial towards the proceeding. He will allow both sides to make their case, with the complainant going first. After each group presents their case, the JHM are allowed to ask questions towards both the complainant and accused Brother(s). This is to allow that JHM have a full grasp of the case before issuing a verdict.

7.5.3 Verdict and Appeal

After a decision is reached by the JHM, the Senior Executive has 12 hours to notify the accused Brother(s) of the decision. From there, the accused Brother(s) has 48 hours to decide whether or not to appeal the decision.

7.5.3.1 Appeals Board

The Appeals Board shall consist of five members: the President, Junior Executive, Treasurer, Herald, and a Brother-at-large. If one of these Appeals Board members have a conflict of interest with the case, they will be replaced with another Brother-at-large. This board will have 24 hours to decide if an appeals hearing is needed based on the accused Brother(s) argument.

7.5.3.2 Appeals Hearing

If an appeals hearing is needed, it will be scheduled within a week of the appeal request by the accused Brother(s). The order of the hearing will be the same as that outlined for a regular hearing.

7.5.3.3 Verdict

After a verdict is reached by the Appeals Board, the Senior Executive has 12 hours to notify the accused Brother(s) of the decision. A verdict of the Appeals Board cannot be harsher than the one given by the JHM.

7.6 Documentation and Transparency

All Judicial outcomes will be interpreted by the Senior Executive to the Brotherhood at the following Charge house meeting. In order to maintain transparency, the identities of all parties will be revealed unless something was said in confidentiality. The Senior Executive will also keep detailed notes in a “Judiciary Manual” in order to maintain consistency within the system.

Article VIII: Fines and Revenues

8.1 Motions

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

8.2 Budget

The Treasurer shall submit a budget for the coming Charge year to the active Brotherhood on or before Fall Return Date. The budget will then be reviewed by the Brotherhood and shall require a two-thirds vote for approval. It is recommended that the Treasurer share the budget with the Executive Committee before submittal to the active Brotherhood for recommendations and changes, but it is not mandatory.

8.2.1 Budget Amendments

Amendments to the Budget will be presented as motions, but not before there is active discussion by the Brotherhood on the matter. For amendments to be implemented, there needs to be a two-thirds vote for approval of the amendment at hand.

8.2.2 Officer Budgets

All officers of the Charge, with the exception of the Social Chairmen, will be responsible for submitting a preliminary budget for their time in office by the end of the second week of the Spring semester. This ensure that the Treasurer has sufficient time to have a budget prepared and available for the active Brotherhood by Add Date of the Spring semester.

8.3 House Bills

House bills will be split into quarterly payments, which will be due at the discretion of the Treasurer. The typical arrangement is for house bills to be due in the months of September, November, February, and April. All payments will be handled by a third-party contractor.

8.3.1 Use and Occupancy Agreements

All Brothers will be asked to sign a legal document in the form of a housing Use and Occupancy Agreement, which binds them to follow all Charge Rules.

8.3.2 Late Payment Penalties

All Brothers must pay their respective House bills by the date provided by the third-party contractor in charge of payment collection. Any late payments may result in interest accumulated on a Brother's House bill. If bad debt continues to accumulate, it is at the discretion of the Executive Committee to request a Registration Hold or a Diploma Hold on a Brother through the school.

Article IX: House Rules

All Brothers must abide by the following documents in order to be in good standing with the Charge:

- The *Theta Deuteron Brotherhood Code of Honor*
- The Theta Delta Chi Fraternity Constitution
- The Theta Delta Chi Fraternity Bylaws
- The Theta Delta Chi - Theta Deuteron Charge Bylaws
- The Theta Delta Chi - Theta Deuteron Risk Management Policy
- The Massachusetts Institute of Technology Mind and Hand Book
- Use and Occupancy Agreement

If a Brother is found not to abide by these documents, a membership review may occur by either (1) the Executive Committee, (2) the Judicial Process, or (3) the Theta Deuteron House Corporation.

Article X: General

9.1 Ratification

Ratification of these bylaws shall require a three-quarters vote of the Charge.

9.2 Amendments

Amendments to these bylaws shall require a two-thirds vote of the Charge. 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 bylaws 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 Theta Delta Chi Fraternity Constitution, the Theta Delta Chi Fraternity Bylaws, the Theta Delta Chi - Theta Deuteron Bylaws, motions, and sentiments. Any executive policy and/or decision is subordinate to such legislation.

Article XI: Amendments

Amendment A:

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