The Mu Chapter of Theta Xi Fraternity at

Iowa State University

Chapter By-laws

Last revised Spring 2022 By Mu 1434

All references in this set of by-laws are to the National Constitution and National ByLaws of Theta Xi Fraternity.

The Mu Chapter of Theta Xi Fraternity abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Theta Xi agrees to annually complete President’s and Treasurer’s Training.

Theta Xi does not discriminate on the basis of genetic information, Pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

The Purpose of Theta Xi

is to provide a college home environment for its active members in

which fellowship and alumni guidance lead to wholesome mental,

moral, physical, and spiritual growth. To that end Theta Xi actively

supports and augments college and community efforts to make

individual members more mature and chapter groups more useful units

of society.

Article I - Membership

 1.1 Classification of Members

 1.1.1 Membership in this Fraternity is open to all registered male students at Iowa State University and shall be limited to chapter and alumni members who have been initiated in accordance with the Ritual (Constitution 4.1.1).

 1.1.2 A Chapter member shall be: an initiated male undergraduate or graduate student in good

standing in attendance at a school where a colony or Chapter is located, who is initiated into or affiliated with that Chapter or colony, and who has not become an alumni member (Constitution 4.1.2).

 1.1.2.1 All members initiated after May of 2016 will be required to live in the chapter house for 4 full semesters or half of the time they have remaining at Iowa State University starting at their semester as an associate member. If a member moves out before the live-in requirement, that member shall be charged the current in-house living fee until the live-in requirement is fulfilled

1.1.2.1.1 Any and all members who are serving on the executive board are required to live in-house for their term in office. Exceptions will not be made for Sr. Steward, Jr. Steward, Secretary, and Scholarship chair if they are living out at the time of election (Vote in December, with chapter approval of executive members living out). Elected members will then be required to sign a contract and live in-house for that following Fall and Spring. The President, Vice President, and Treasurer do not have exceptions and are required to live in-house for their full term of office.

1.1.2.1.2 Exceptions shall be made for section 1.1.2.1 in the following cases:

1. The active member gets a semester internship and leaves for one semester. The active member must then return the following semester to continue his contract.
2. The active member graduates or is removed from the university and is no longer a student.
3. The active member leaves the university for either military purposes or new academic pursuits.
4. The active member leaves the university for personal issues including death of a family member, family or personal mental sicknesses, or any other issue considered acceptable by a majority decision of the chapter president, vice president, and treasurer.
5. The active member is removed from the chapter due to academic purposes.
6. The active member is removed from the chapter due to disciplinary actions.
7. The active member is deactivated by either the chapter's consent or the member's consent.

1.1.2.1.3 Any member regardless of their initiation date shall receive an additional ten house points for the first two extra semesters they live in and an additional fifteen house points for any more semesters they live in house. (after one semester you would get ten extra house points, after two you will get 20, and so on)

 1.1.3 Chapter Members Shall Be Classified As:

1.1.3.1 Associate Members - An associate member of Theta Xi is a prospective member who has received the Associate Member Ceremony (By-law 30.1.1)

 1.1.3.2 Junior Active Members - A junior active member is any member that has

received their initiation ceremony, is currently a student at the school where the Chapter or colony is located, but has not earned their voting rights.

 1.1.3.3 Active Members - An active member is any member that has gained their voting privileges and is currently a student at the school where the colony or Chapter is located.

 1.1.3.4 An alumni member is an initiated member who is not a chapter member

 (Constitution 4.1.3).

 1.1.3.3.1 A member shall be transferred to alumni status upon ceasing attendance at his Chapter’s school (By-law 29.3.2).

 1.1.3.3.2 The Chapter may initiate men to alumni membership who are not students and who have never been a member of Theta Xi or any other similar college fraternity (Constitution 4.2.6).

 1.1.4 Requirements of Chapter Membership (By-law 29.3.3).

1.1.4.1 Until transferred to alumni status, a member remains a chapter member, subject to suspension or other penalties for failure to meet the obligations and requirements of Chapter membership (By-law 29.3.3).

 1.1.5 The Chapter may not have a category of inactive members (By-law 29.3.1).

 1.2 Eligibility for Associate Membership

 1.2.1 No man may be initiated who fails to comply with scholarship rules published by his school, the local Interfraternity Council, the initiating chapter or Theta Xi National Fraternity, or is in violation of the Constitution and By-laws or Theta Xi National Fraternity (Constitution 4.2.3).

 1.2.2 A prospective member must obtain a minimum of a 2.30 cumulative GPA to be considered for an associate, but must reach a 2.50 to become initiated. Once initiated an active must retain a minimum GPA of 2.50 to remain in good standing.

 1.2.3 The associate member shall have actively participated in Chapter events.

 1.3 Termination of Associate Membership

 1.3.1 The chapter may disassociate any associate member at any time prior to initiation by a majority vote of the Chapter (By-law 30.2.1).

 1.4 Associate Program

 1.4.1 Each new associate member or each new member (either prior or subsequent to initiation) shall receive instruction, on an equal basis with chapter members, in the public areas of history, ideals, principles, government, policies and responsibilities of membership (By- law 30.1.2).

1.4.2 An Associate Member Evaluation Committee consisting of the Executive Council shall conduct a preliminary evaluation of each associate member approximately 30 days into the associate period for the purpose of discussing with the associate any problems he might be having as well as the associate’s academic performance.

 1.4.3 The Associate Member Evaluation Committee, along with the associate’s big brother, shall also meet one week after their meeting with the Associate Member to discuss any concerns the Committee has with the Associate Member with the big brother of that Associate Member. The Committee shall also determine the effectiveness the big brother has with his responsibilities with the Associate Member.

 1.5 Initiation

 1.5.1 A candidate may be initiated only by the chapter members or by an initiation committee acting with the consent of National President (Constitution 4.2.2).

 1.5.2 The initiation of candidates shall take place at a regular chapter meeting or at a special Chapter meeting called for the purpose (By-law 29.1.2).

 1.5.3 Upon initiation, each member shall receive a number consisting of the name of the Chapter and the number following that assigned to the next previous initiate (By-law

 29.1.3).

 1.6 Required Vote for Initiation

 1.6.1 Men may be initiated into Chapter or alumni membership of Theta Xi only by the following votes:

 1.6.1.1 Unanimous vote of the Chapter members present at a regular Chapter meeting.

1.6.1.2 Unanimous vote of members of a colony’s colonizing committee and those initiated member of the colony.

1.6.1.3 Less than unanimous vote of the chapter members present at a regular chapter meeting if the Grand Lodge has approved By-laws of that chapter, or

amendments thereto, authorizing initiation by less than unanimous vote, which approval may be by the Grand Lodge when it deems appropriate (Constitution 4.2.1)

 1.6.1.4 No Associate Member shall be considered for initiation that is not in good financial standing with the Chapter.

 1.6.2 The Chapter may either disassociate or vote on the associate member, who failed to receive the necessary vote for initiation, at a future Chapter meeting.

 1.7 Violations in Initiation

 1.7.1 The records of any person initiated in violation of the preceding section(s) shall be rejected by National Headquarters or if such violation is discovered after his initiation records were accepted then he shall be deemed suspended upon discovery of the violation effective on the date of his initiation, which suspension may be appealed in the same manner as a suspension by a Chapter (Constitution 4.2.4).

 1.8 Hazing

 1.8.1 No member of the chapter shall haze any person prior to, during, or following the person’s initiation (By-law 30.3.1).

1.8.2 Hazing is defined as, “Any action taken or situation created, intentionally whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are nor consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution” (By-law 30.3.2).

 1.8.3 It shall be the duty of each member to report any incident which he may reasonably believe constituted hazing immediately to the chapter advisor or a national officer (By- law 30.4.1).

1.8.4 No member or associate member shall be subject to any form of discipline, harassment, or retaliation by any person for reporting hazing (By-law 30.4.2).

 1.9 Affiliation of Transfers

 1.9.1 The chapter must obtain the approval of the Grand Lodge to affiliate a member from another chapter (By-law 29.2.2).

 1.9.2 An affiliated member shall be a member of the chapter to which he affiliates and shall receive the last initiation number of that chapter, to which shall be affixed the Greek letters or name of the chapter from which he transferred (By-law 29.2.3).

 1.9.3 No entrance or initiation fee shall be required by the chapter from the member who affiliates (By-law 29.2.4).

 1.10 Membership in Other Fraternities

 1.10.1 No person shall be initiated to membership in this Fraternity who is a member of any other similar college fraternity or of any outlaw fraternity (Constitution 4.8.1).

1.10.2 No member of this Fraternity may become a regular member of any other similar college fraternity (Constitution 4.8.2).

 1.11 Finance

 1.11.1 Housing Contracts and Obligations

 1.11.1.1 All members must sign a housing contact before residing in the Chapter house. The Chapter body will accept the contract by a majority vote no less than one semester prior to its use by the Chapter body.

 1.11.1.2 Members shall abide by the terms set forth in their housing contract. Failure to

 do so will result in disciplinary actions by the Executive Committee or the Mu

 Association Board.

 1.11.1.2.1 - Any delinquent contractual obligations by a member as set on their house bill will be subject to enforcement of any delinquencies as defined by the signed contract that determines their house bill.

 1.11.1.3 Members will be fined, according the amount set forth in the House Contract, for terminating their housing contract or withdrawing their membership from the

 Chapter.

 1.11.1.4 Members are responsible for house duties set forth by the Housing Manager.

All Members living in-house are required to assist with daily duties as assigned by the Housing Manager. Any member who does not complete their duties will be subject to a Dirty Job. If the original house duty and the dirty job are not completed within 48 hours of the time the dirty job was assigned, a fine will be levied in the amount of $10. Fines will be added to a member’s house bill and paid to the treasurer no later than the following chapter meeting. Once the fine has been paid, the original house duty will be posted on the job board, and active members have the opportunity to perform the duty for the levied $10. If the fine is not paid, the executive board will make a vote on a proper punishment for the non-completion of house duties. Any member found by the executive board to have left an excessive mess in a common area will be given a dirty job. If the original task is not completed within twenty-four hours and the dirty job within forty-eight hours, the member will be assessed a $10 fine

 1.11.2 Chapter finances are held at an approved institution or office. Double signatures are required on all checks. Amounts over $500 require the signature of an adviser. All funds are deposited within two weeks of receipt.

 1.11.3 Dues are determined by national and local leadership not to exceed $1,000/semester.

 1.11.2 Chapter Expenditures

 1.11.2.1 Members shall make no expenditures on behalf of the Chapter without prior approval from the Chapter Treasurer.

 1.11.2.2 Members who make expenditures on behalf of the Chapter without prior approval shall assume responsibility for all expenses incurred.

 1.11.2.3 No Chapter moneys shall be used to purchase alcoholic beverages or other items that do not directly benefit the Chapter.

 1.11.3 Chapter Budget

 1.11.3.1 Prior to the last Chapter meeting of the spring semester, the budget shall be voted on for the upcoming year. The budget shall become effective upon a

 majority vote of the entire voting membership.

 1.11.3.2 The approved Chapter budget shall be subject to modification by the Finance

 Committee with final discretion by the Executive Board and/or Mu Association.

 1.12 Damage to Chapter Property

 1.12.1 Failure to pre-approve physical alterations to the Chapter house with the House Maintenance Committee shall result in the responsible parties bearing all expenses incurred for returning the property to its original state.

Article II

Officers

 2.1 Officer Duties

2.1.1 The officers of the Chapter shall be: a President, a Vice President, a Treasurer, a Senior Steward, a Junior Steward, a Secretary, and a Scholarship Chairman.

2.1.2 These officers shall perform the duties prescribed by these by-laws, by the parliamentary authority adopted by Theta Xi Nationals, by the Chapter “Officer Handbook,” and by the Ritual.

2.1.3 These officers shall also initiate and complete other duties, provided the duties are relevant to the object of the office, and that they do not conflict with the orders of the Chapter or any action taken by the Chapter.

2.1.4 It shall be the duty for each retiring officer to instruct his successor in all the duties of the office (By-law 27.3.7)

 2.1.5 It shall be the duty of the President to serve as senior chapter officer and carry out the

multiple responsibilities involved in the leadership of the chapter. These include goalsetting and evaluation, organizational planning, policy development and implementation, and cooperating with other campus leaders to assure the healthy development of the chapter and of the Greek system.

 2.1.6 It shall be the duty of the Vice-President to act for the President to lead and direct support

functions important to the welfare and effectiveness of the chapter in the absence of, or at the discretion of the President. This includes problem solving, reviewing committee operations, directing committee chairmen, and advising the President on various operations of the chapter.

* **The Vice President shall also be the Risk Management Officer of Theta XI and his duties are as followed:**
	+ ***(a) help minimize potential risks for club activities,***
	+ ***(b) recommend risk management policies or procedures,***
	+ ***(c) to submit documentation to ISU’s Risk Management Office and***
	+ ***(d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).***

2.1.7 It shall be the duty of the Treasurer to act as the business & finance officer for the chapter. The Treasurer supervises income and expenditures that include financial reporting, planning and budgeting, and oversees and maintains interest-bearing accounts. He also provides assistance to chapter officers, chapter advisor, and alumni association as requested.

 2.1.8 It shall be the duty of Senior Steward to serve as Recruitment Chairman. He shall provide

direction, supervision, instruction and support and oversight of the chapter’s recruitment program. This includes meeting and corresponding with prospective members and their parents as necessary, maintaining an awareness of demands and expectations of the market for greater concentration of the chapter’s recruitment efforts, development and maintenance of all recruitment publications, development and improvement of current recruitment programs, and provision of timely updates to the chapter membership.

2.1.9 It shall be the duty of the Junior Steward to serve as House Manager. He shall plan, coordinate and oversee projects and activities that ensure the chapter house and grounds are maintained in good condition and in an attractive manner. He shall maintain chapter facilities and ensure the chapter properties are in satisfactory working condition. This also entails reporting major problems to the president and/or vice president and scheduling necessary “work parties” for the chapter membership to ensure the facilities are cleaned and attractive.

2.1.10 It shall be the duty of the Secretary to conduct the chapter’s written (and electronic) communications with Fraternity Headquarters, alumni, campus administration and the campus community. This includes encouraging Alumni involvement with each other and the chapter, providing appropriate and timely correspondence to alumni, undergraduates, friends and other supporters of the chapter, and supporting the goals and purposes of the chapter and Fraternity.

2.1.11 It shall be the duty of the Scholarship Chairman to serve as the chapter’s academic officer with primary responsibility for understanding and seeing that the chapter complies with the chapter’s, Fraternity’s, and institution’s academic standards. This includes reviewing and making recommendations to the president for academic programs and budgets and overseeing scholarship programs and related budgets for the chapter, study resources, and scholarship awards.

 2.2 Election of Officers

 2.2.1 A candidate for chapter office must be a properly initiated member (By-law 27.3.4)

 2.2.1.1 See section 1.1.2.2.1 for housing requirements for officers

 2.2.2 Executive Council will be elected at the last chapter meeting before Thanksgiving. Nominations will be made at the chapter preceding the election date.

 2.2.3 Officers are elected through a secret ballot process by a majority vote of eligible membership. If a majority vote is not achieved, the ballot will be limited to the two candidates with the highest number of votes. A re-vote will be administered to achieve a majority.

 2.3 Time and Announcement of Election

 2.3.1 All officers will be elected for two semester terms running from December thru December

2.3.1.1 Secretary and Junior Steward will be elected once per semester for terms running the length of that semester. Treasurer will be elected in either April or May instead of December in accordance with section 2.2 and in accordance with term length set by 2.3.1

 2.3.2 Committee Chair positions will serve for a one semester term.

2.3.3 The President, in a regular Chapter meeting, shall announce the date of the election one month prior to the election.

 2.4 Number of Offices Held

 2.4.1 No member shall hold more than one office at a time.

 2.5 Installation of Officers

2.5.1 The installation of chapter officers shall take place at the last regular meeting of the Fall semester, with the exception that an officer filling a vacant chapter office shall be installed at the meeting at which election is held (By-law 27.3.6).

 2.6 Removal of Officers

2.6.1 Any officer failing to perform his duty may be removed from office by a three-fourths vote of all chapter members with voting rights (By-law 27.3.9).

* ***Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An officer can be impeached by a simple majority vote of due-paying members.***
	+ ***For Examples offenses could be such as:***
		- ***Stealing from the house***
		- ***Damaging property with intent***
		- ***Physical altercations with other due-paying members***

 2.7 Office and Position Vacancies

2.7.1 A vacancy in any chapter office shall be filled by a special election governed by the same rules, which govern regular elections, and officers so elected shall hold office until the time of the next regular election (By-law 27.3.8).

 2.7.2 The Vice President, with ratification by the executive board, will fill all non-executive positions with the approval of the Chapter.

 2.8 Officer GPA

 2.8.1 Officers must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election, the semester of election, and semesters during the term of office. For undergraduate students, the minimum GPA is 2.75. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

 2.8.2 Officers must be in good standing with the university and enrolled at least half-time (six or more credit hours,) unless the undergraduate student requires fewer credits to graduate in the spring and fall semesters.

 2.8.3 Undergraduate members will be ineligible to hold office if they fail to maintain the requirements as prescribed in Sections 2.8.1, 2.8.2.

 2.9 Officer Alcohol Powers

 2.9.1 Every Officer has the power to issue any monetary punishment deemed necessary for any infraction to the risk management policy, Theta Xi Code of Conduct, Chapter and National By-laws, Iowa State, National, or State Government laws. They must be approved by the Treasurer and President.

 2.9.2 Executive Board as a body may impose any non-monetary punishment deemed necessary.

 2.9.3 Judicial Board is to check these powers.

Article III

Advisers

 3.1 Advisers

3.1.1 Responsibilities of Advisers includes: knowledge of university and national organization policies, financial oversight, attend executive board meetings on a weekly basis, counsel chapter members and officers.

 3.1.2 Chapter advisers will be appointed by the chapter and alumni on an annual basis.

3.1.3 Chapter advisers will be appointed by the chapter and alumni on an annual basis each November.

* ***The Adviser of this organization shall serve an indefinite term length at their leisure.***
* **Impeachment Process for Advisors**
	+ ***Impeachment or removal of an Advisor may be considered if an advisor fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The Advisor being impeached should be notified at least 2 weeks before the general impeachment hearing. The Advisor will have 5 minutes to speak in front of the general membership, then a secret ballot will be held. An Advisor can be impeached by a simple majority vote of due-paying members.***

Article IV

Committees

 4.1 Committees

 4.1.1 House Maintenance Committee

 4.1.1.1 The committee membership shall consist of the House Manager, President, Vice President, Treasurer, and Mu association. The Housing manager will serve as chairman.

 4.1.1.2 The purpose of the committee is to investigate all possible improvements and additions to the house and its furnishings.

 4.1.1.3 The chairman shall have authority to spend money allocated in his budget as set by the Finance Committee with the approval of the House Maintenance

 Committee

 4.1.1.4 Any expenditure in excess of that allocated in his budget by the Finance Committee shall require pre-approval from the Finance Committee.

 4.1.1.5 All improvements to the public parts of the house, hallways, study room,

 sleeping dormitory, and copy room must be pre-approved by the House

 Maintenance Committee

 4.1.2 Finance Committee

 4.1.2.1 The committee shall consist of the Treasurer who shall serve as the chairmen, Mu Association Treasurer, The President, and the Chapter Advisor.

 4.1.2.2 The purpose of the committee shall be to write the Chapter budget and monitor the Chapter’s financial activity.

 4.1.2.3 This Committee shall remove any member who lives in house if prior semester bill has not been paid.

 4.1.2.4 This Committee shall prepare a housing contract for the Chapter’s approval prior to the end of each semester.

 4.1.3 Scholarship Committee

 4.1.3.1 The chapter shall have a Scholarship Committee, composed of the chapter Scholarship Chairman; the chapter President; the chapter Advisor or an alumnus member appointed by him; and one or more other chapter members (By-law

 27.5.5).

 4.1.3.2 The Scholarship Chairman shall serve as chairman of the Scholarship

 Committee.

 4.1.3.3 These committees before each semester will come up with a scholarship plan and present to the chapter.

 4.1.3.4 The Scholarship Committee has the right to change the Scholarship Program as they deem necessary.

 4.1.4 Judicial Review Board

 4.1.4.1 Composition of Judicial Board

 4.1.4.1.1 The standing Judicial Review Board shall consist of one member from the eldest activation class.

 4.1.4.1.2 The members of the Judicial Review Board shall be a maximum of one person per activation class.

 4.1.4.1.3 The low Mu of Judicial Board shall be the chair of the meetings.

 4.1.4.1.4 The Vice President shall select Judicial Review Board in each semester and they will serve for one academic semester.

 4.1.4.1.5 The Treasurer shall be a non-voting member of the Judicial Board,

except in the case of a tied vote in which he will have the deciding vote. He shall keep correct records of the proceedings.

 4.1.4.2 The Judicial Board shall have the power to hear any case brought by any party in the house.

 4.1.4.3 Judicial Board rulings may be overturned by a two-thirds vote of the Chapter.

 4.1.4.4 The Treasurer has the right to call a Judicial Review Board meeting at any time he deems necessary.

 4.1.4.5 If a standing judicial board member cannot be present for a meeting they are to choose a replacement.

 4.1.4.5.1 Substitute members may not be from the Executive Council, but need not fulfill other standard judicial board requirements.

 4.1.5 Community Service Committee

 4.1.5.1 This committee shall initiate and execute all annual community service projects and any other community relation’s events deemed appropriate by the Chapter.

 4.1.6 Parent’s Association Committee

 4.1.6.1 This committee shall execute and conduct all parent weekends or other activities focused directly on parents. The committee will have a minimum of one meeting per semester with the Parent’s Association Executive Board to discuss and plan events.

 4.1.6 Alumni Relations Committee

 4.1.6.1 The committee shall consist of the Secretary who shall serve as chairman, the Vice President, and one or more other Chapter members.

 4.1.6.2 This committee shall conduct all alumni correspondence and compile the alumni directory.

 4.1.7 6294 Committee

 4.1.7.1 This committee shall conduct all business pertaining to the 6294 Formal Alumni

 Event.

 4.1.7.2 The Committee Chairman shall be elected by the Chapter body during the first Chapter meeting during the fall term.

 4.1.8 Risk Management Committee

 4.1.8.1 This committee shall be responsible for the education and enforcement of chapter, Interfraternity Council, and National Risk Management guidelines.

 4.1.8.2 Members found in violation of social probation (4.1.10.4) shall be fined $25 for that members first offense. Each violation after the first offense shall increase by $25 per offense. Social probation is lifted upon successful completion of the consequences set by President, Scholarship Chair, and Risk Management

 4.1.9 Recruitment Committee

 4.1.9.1 The committee shall consist of the Recruitment Chairman, key alumni, the Chapter Advisor, the President, and three or more other chapter members.

 4.1.9.2 This committee shall at the first of each academic semester set the dates of all rush events with the approval of the Executive Board. The committee shall also initiate additional rush events during the semester as it deems necessary and as approved by the Executive Council. The Rush Committee shall oversee all such events.

 4.1.10 Social Committee

 4.1.10.1 This committee shall conduct all business relating to social functions not under the oversight of any other Chapter committee but shall work with the Treasurer regarding financial expenditures for such business.

 4.1.10.2 The chairmen of this committee shall attend all Iowa State University Interfraternity Council alcohol policy meetings.

 4.1.10.3 Any member can be put on social probation by violating guidelines set by the President, Scholarship Chair, and Risk Management Chair

 4.1.10.4 Members under social probation shall be prohibited from participating in consuming alcohol or participating in events where alcohol is present.

 4.1.11 Intramural Committee

 4.1.11.1 This committee shall oversee all business relating to intramural events.

 4.1.12 Member Education Committee

 4.1.12.1 This committee shall set and conduct meetings with associate members and

 educate associate members in accordance to the Alpha 9 Program as well as the

 Mu 26 Education Program.

 4.1.12.2 The Member Education Committee shall also oversee the continuing Quest for

 Theta Xi of all members.

 4.1.13 Homecoming / Greek Week Committee

 4.1.13.1 This committee shall conduct all business relating to Homecoming or Greek

 Week.

 4.2 Establishing Committees

 4.2.1 Other committees, standing or special, shall be established by the President and/or VicePresident to carry out the needs of the Chapter as they arise.

 4.2.2 The Vice President shall appoint a chairman for each special committee that is established.

4.2.2.1 - The Vice president may not serve as a committee chairman unless approved by a 2/3rd majority vote by Chapter members.

 4.3 Appointment of Committee Membership

 4.3.1 The Vice President shall appoint additional members to these standing and special committees.

 4.4 Removal of Committee Membership

 4.4.1 The President and Vice President shall remove appointed members from Chapter committees, as they deem necessary.

 4.5 Discharging Committees

 4.5.1 The President and/or Vice-President shall terminate special committees, as he deems necessary.

 4.6 Committee Supervision

 4.6.1 The Vice President shall have general supervision over all Chapter committees.

4.7 Definition of a required social event: A required social event is any event that requires planning from one of the main committees and costs more than $25 per member to attend, where the payment is not being made by the fraternity, but rather the members.

 4.7.1 The committee must announce the date, location, and estimated cost at least one month prior to the event or no members who do not attend will be charged any amount for the event.

 4.7.2 For a member to be excused from the full payment of the event they must have one of the following excuses and provide at least two weeks notice to the committee planning the event, if possible:

1. Family events:
	1. Wedding
	2. Funeral (2 week notice not required)
	3. Sick family member (2 week notice not required)
	4. Family vacation, requires proof
2. Work:
	1. Planned trip, documentation required
	2. Have a shift lasting 8+ hours, documentation required

 4.7.3 For any other excuse a 2 weeks notice is still required however the member will still be charged 25% of the lowest possible cost of the event.

 4.7.3.1 The excuse of “I cannot find a date” or “I do not want to go” or any variation of those phrases will result in a charge of 50% of the lowest cost possible for the event.

4.7.3.2 Lowest possible cost means the lowest cost charged to any member who did attend the event, deducting any charges that were added for damages or deposits.

4.7.4 Philanthropies are a separate entity and do not fall under this bylaw.

4.7.5 If you feel that you have an extenuating circumstance you may bring it up in chapter and a meeting with the executive or judicial board will be set up where they will then decide as a group if your extenuating circumstance is valid and if they agree that is was by a 51% majority vote then you will not be charged anything for the event. The member who feels they have the extenuating circumstance may choose which board they want to have the meeting with.

 4.7.5.1 This must be brought up in chapter within one month following the date of the event.

Article V

House Guidelines

 5.1 The President shall determine the house occupancy amount with consent of the Finance

 Committee.

 5.2 Room Preference

 5.2.1 Before the next Academic term, the Junior Steward shall distribute a Room Preference

sheet whereby each member shall pick, in order, the rooms they wish to live in for the next semester. Each member shall pick a roommate for the next semester unless otherwise directed by the Junior Steward.

 5.2.2 A point system will be used and is as follows :

Mu Number - number of members in house with highest Mu getting 1 point and lowest Mu getting highest number of points (highest point amount will be the number living in the house)

Executive office and committee chair - Executive officers will receive 10 points and committee chairs will receive 5 points.

GPA - Lowest GPA getting 1 point and highest getting the same as number of members in chapter.

On campus involvement- 5 points are awarded for being an executive officer in an

organization other than Theta Xi. 3 points will be given for being a member in an outside organization. Membership must be verified by organizations’ advisor.

 5.2.3 The Junior Steward shall compile each member’s points and create the room selection preference list. The in-house members may then select their desired rooms in the specified order. (Removal of rights- see section 6.3.3)

 5.2.4 The Chapter President is required to live in President’s room during his tenure as president.

 5.3 Alcohol

5.3.1 No alcohol that has an alcohol by volume content of 15% or higher shall be allowed on chapter property or be consumed on chapter property

5.3.2    No alcohol that has an alcohol by volume content of 15% or higher shall be allowed or consumed during chapter events unless provided for by a 3rd party vendor

5.3.3 Alcohol is only to be consumed on chapter property from Friday after your last class until Sunday night at 5PM.

5.3.3.1 Special exceptions can be made by the President or Vice President that would allow for a weeknight(s) where alcohol could be consumed for occasions such as sporting events, house events, etc.

5.3.4 Alcohol is only to be consumed in the basement or behind the privacy door. There is to be no drinking in the foyer, conference room, or living room

5.3.5 No alcohol is to be visible on the front lawn. Use koozies or cups to conceal any brands.

5.3.6 If any chapter property is damaged or destroyed the person who damaged or destroyed it will be held financially responsible to pay for the entire bill to fix or replace whatever was damaged.  Members or Associate will be responsible for all damage caused by their Guests.

5.3.7 You are responsible to clean up any messes you make or are made by your guests.

5.3.8 If majority of the executive board determines that there are too many people in the house they have the right to ask any non-member to leave the house.

5.3.9 If a member feels that another member is making too much noise after 11 PM on a weekday they may submit a noise complaint in the groupme and if the person/people creating the noise does not quiet down to an acceptable level they will be automatically sent to J-board for a disciplinary hearing.

5.3.10 Executive board or judicial board will decide punishment for breaking 5.3.1 through 5.3.9. There will be a maximum fine of $100 that can be added to any money owed for damages down by the member breaking these bylaws.

 5.4 Illicit Substances and Drugs

 5.4.1 Should a member be proven to have been using illicit substances in the house or on house property, he shall be fined $100 and be placed on two week social suspension from all social fraternity functions including events at out of house member’s place of residence. On the second offense the member shall be brought before the chapter at the next ritual meeting for a suspension vote.

Article VI

Chapter and Non-Chapter Meetings

 6.1 Frequency of Meetings

 6.1.1 The Chapter shall meet every Monday during the regular academic year. There will be no meetings held on finals week.

 6.1.2 The President will decide if the meeting will be a closed Ritual Meeting or an open All House Meeting each week. (At least two meeting per month will be ritual, as per accreditation process)

 6.1.3 The President must give 24-hour notice of mandatory special meetings that he may call.

 6.2 Quorum

 6.2.1 Two-thirds of all the members of the Chapter shall constitute a quorum sufficient for the transaction of all business except as otherwise provided (By-law 28.3.4)

 6.3 Absences from Meetings

 6.3.1 An excused absence shall be any absence due to tests, regular or special class, insufficient notification of the meeting, or any other reason deemed appropriate by the President. The President or Vice President must excuse the absence prior to the Chapter meeting.

 6.3.2 A non-excused absence shall be an absence not excused by the President or Vice President or a failure to arrive at a Chapter Meeting before reports from Council.

 6.3.3 For all Chapter meetings and special events held at the standard time and place of Chapter Meetings, one unexcused absence is allowed for every member. Upon the second unexcused absence, the member in question is subject to a Dirty Job or a $10 fine. Upon the third unexcused absence, in-house members lose all room selection preferences while out-of-house members are subject to a $25 fine. Any subsequent unexcused absence results in a $25 fine.

 6.4 Motions

 6.4.1 Prior notification for motions changing the composition of these By-laws or house policies must be given during executive board meeting 24 hours prior to chapter meeting.

 6.4.1.1 All motions that are to modify the By-laws or Constitution of the Chapter must be properly written in order to be inserted word for word into the appropriate document. The motion, if accepted, must be inserted into the appropriate documents as they were when voted on.

 6.4.2 All motions adopted by the Chapter that do not jeopardize the secrets shall be compiled by the Vice President in a notebook and kept on file in both the Chapter Room and updated in the By-laws or Constitution.

 6.5 Non Chapter Meetings

 6.5.1 No voting on motions can take place during non-Chapter meetings.

 6.6 Chapter Meetings

 6.6.1 The Order of Exercise for a regular meeting of a Chapter shall be as prescribed in the

 Ritual (By-law 28.2.1)

 6.6.2 An unexcused absence from a Chapter meeting shall result in the loss of voting rights in the subsequent Chapter meeting.

 6.6.3 Voting rights shall be set by the Chapter.

Article VII Risk Management Policy

 7.1 The Risk Management Policy of the house shall be determined in the House Policies.

 7.2 They shall be in compliance with National, Insurance, and Interfraternity Council Risk

 Management Policies.

Article VIII

Amendment of Chapter By-laws and House Policies

 8.1 Notification of Amendment

8.1.1 These By-laws can be amended at any regular meeting of the Chapter by a two-thirds majority vote of the voting members, provided that notification has been given to the Executive Board or Chapter at the previous regular meeting and provided that the amendment, in its final wording, has been posted at least a week in advance of the Chapter meeting at which the amendment will be introduced. A constitution may be amended with a 2/3 vote of due-paying members

 8.2 Introduction of Amendment

8.2.1 Amendments to these Chapter By-laws must be introduced and governed as By-laws amendments.

 8.3 Posting Amendments

8.3.1 Amendments to these By-laws and House Policies shall be made visible to the Chapter no later than one week after their adoption. The amended constitution also will be submitted within 10 days to Student Engagement for approval.

8.3.2 House Policies and By-laws shall be made publicly viewable immediately and kept regularly updated. These shall be posted on the most appropriate bulletin board, and be made available on the house network, so that members can be informed on their rights and responsibilities described within these documents.

 8.4 Periodic Revision

 8.4.1 The Vice-President shall be in charge of periodically reviewing the Bylaws and, if necessary, suggesting revisions at least once per semester.

Article IX

Finances

9.1 All monies belonging to this organization shall be deposited and disbursed through an **OMEGA FI** bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.