

# **Delta Sigma Phi**

## **Beta Alpha Undergraduate Chapter Bylaws**

Last Date of Revision: April 1, 2014

### **Preamble**

Delta Sigma Phi Fraternity in convention assembled declares and affirms the following principles:

That the belief in God is essential to our welfare.

That loyalty to the constituted authority of our nations and their subdivisions is a cardinal virtue of our Brotherhood, the pledged faith of which shall never be broken and that our Brotherhood, receiving the blessings of liberty, education, and fraternity, shall ever support, foster, and defend our universities, colleges, and school systems, founded under the dispensation of our governments and constituting the bulwarks of democracy for us, for our posterity, and for all men.

That the sanctity of the home and the sacredness of the family bond, the hearthstone of our enlightened civilization, and the chivalry of man toward woman, shall be maintained and protected by us, not only for ourselves and our posterity, but also for the good of all mankind.

That a symmetrical culture, a fraternal communion among the colleges of this country, and a brotherhood of men, whose ideals and beliefs are those of modern civilization, are essential to the welfare of our college men.

In furtherance of these aims, this Fraternity has recognized certain standards of attainment and gentlemanly conduct, expressed in the ideals symbolically represented by the three Greek letters, Delta, Sigma, and Phi; and it shall be the constant endeavor of the Brothers who may be called to preside over and govern the Fraternity, or its component chapters, to further the precepts of the Fraternity by every reasonable means within their power, and they, and each Brother of the Fraternity shall exemplify those principles, by conduct as well as enforcement in order that the Fraternity may grow and prosper with honor to itself and that the world may ever be convinced of the sincerity of our purpose.

## **Preface**

The purpose of the Beta Alpha Chapter of Delta Sigma Phi is to seek out good men and produce great men. An environment that promotes leadership and growth while fostering brotherhood and friendship will be upheld. Beta Alpha Chapter will support the fraternity's message of courage, action, and excellence in everything we do, and strive to create better men for a better tomorrow.

Membership shall be based on the basis of personal merit and interest and not on the basis of race, color, creed, religion, sexual orientation, or national origin. The chapter's aims and functions will be consistent with University policies and local, state, and federal laws.

The Beta Alpha Chapter operates under the authority of the Delta Sigma Phi National Fraternity. The policies and operations of this chapter shall comply with the National Constitution and Bylaws. The bylaws adopted by the Beta Alpha Chapter of Delta Sigma Phi shall serve only to supplement the bylaws, constitution, and fraternity manual of the national fraternity.

## **Article I. Membership and Scholarship**

### **Section I.01 Membership Status**

- (a)** Active membership status shall be conferred to any initiated undergraduate man enrolled at the institution.
- (b)** Alumni membership status shall be conferred to any initiated man who is no longer enrolled at institution.
- (c)** Suspended membership status shall be conferred to any initiated man having been suspended by the chapter or national organization.
- (d)** Expelled membership status shall be conferred to any initiated man having been removed from the chapter through the expulsion procedures outlined by the national fraternity.
- (e)** If a member meets certain extenuating circumstances, inactive membership can be applied for and reviewed by the standards board.
- (f)** No other membership status shall be conferred to initiate men.
- (g)** Members in good standing are those meeting the academic and service standards defined in these bylaws, as well as those who are not financially delinquent.
- (h)** Members not in good standing will automatically be placed on social probation and will have

no vote in chapter.

### **Section I.02 Membership Requirements**

- (a) Members shall maintain a 2.75 cumulative GPA.
- (b) Members shall hold membership within at least one (1) other organization on campus.
- (c) Each member shall be responsible for the completion of 20 service hours each semester.
- (d) Members shall refer at least two (2) additional men to the Vice President of Recruitment for potential membership selection each semester.
- (e) Members shall pay dues, in full, within the first two (2) weeks of the academic semester, unless an installment plan for payments is established and approved by the chapter Treasurer.
- (f) Members shall be in good academic and conduct standing with Iowa State University.
- (g) Members shall meet the attendance requirements described in the Chapter Attendance Policy.
- (h) Failure to maintain these membership requirements will result in a referral to the Standards Board and subsequent sanctioning, and the member will no longer be in good standing.

### **Section I.03 Recruitment and New Members**

- (a) The Beta Alpha Chapter will utilize a dynamic recruitment model, and will actively participate in all formal recruitment opportunities provided by the campus or Interfraternity Council.
- (b) Potential new member bids will be offered to candidates who receive a passing score on the Values Based Selection Process.
- (c) The chapter Values Based Selection Process shall be assessed each semester by the Vice President of Recruitment and the recruitment committee. Once approved by the Vice President of Recruitment and the recruitment committee, the values and standards outline shall be presented to the chapter for approval.
- (d) Each member of the chapter shall provide the names of at least two (2) eligible potential new members to the Vice President of Recruitment each semester.
- (e) Each member of the chapter shall bring at least one (1) potential new member, each semester, to a chapter hosted recruitment event.

(f) The chapter shall provide bi-annual recruitment training for active membership, and must obtain a 90% attendance record.

(g) The Vice President of recruitment and recruitment committee shall provide a written semesterly (Fall, Spring, Summer) recruitment plan to the chapter and national headquarters at least six (6) weeks before the start of that semester.

(h) New members having conduct or scholastic concerns shall be referred to the standards board for support and/or sanctioning.

(i) New members not meeting the initiation requirements shall not be initiated, but may be held over into the following semester, but may not be held for longer than one (1) semester following pinning.

(j) The new member education experience and program will adhere to all national fraternity and campus policies, and shall not exceed eight (8) weeks.

(k) New member dues shall not exceed \$500, which is inclusive of national new member fees, dues, and initiation charges.

(l) New members are expected to attend events outlined in the new member education program, and to fulfill the same expectations of initiated members.

#### **Section I.04 Scholarship**

(a) Initiated brothers in good standing must maintain a 2.75 cumulative GPA.

(b) New members in good standing must maintain a 2.5 cumulative GPA.

(c) To hold executive office, members must maintain a 3.0 cumulative GPA.

(d) To hold a chairman position, members must maintain a 2.9 cumulative GPA.

(e) Any (new) member falling below the scholastic good standing standard shall be referred to the standards board for support and sanctioning, and shall be placed on the chapter Academic Program coordinated through the Academic Chairman.

### **Article II. Officers, Elections, and Recall**

#### **Section II.01 Officer Structure**

(a) Executive Board

**(b)** Chairmen

**(c)** Committees

**(d)** Position Descriptions/Expectations

### **Section II.02** Officer Requirements

**(a)** Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

**(b)** Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

**(c)** Candidates not meeting these requirements will be ineligible to hold an office.

### **Section II.03** Elections

**(a)** Chapter elections shall be held once a year, occurring no later than the second chapter of November.

**(b)** The following positions shall be the elected executive chapter offices: President, Vice President, Vice President of Membership, Vice President of Recruitment, Sergeant at Arms, Treasurer, and Secretary.

**(c)** The standards board representatives shall be the only other elected positions within the chapter.

**(d)** All other chapter leadership positions shall be appointed by the executive board.

**(e)** The chapter president shall provide a notice of elections at least two (2) weeks prior to the date of the elections.

**(f)** Interested candidates for election must submit a letter of intent and an application for consideration to the current chapter president at least one week prior to the date of the elections, from which the chapter president will create a slate for voting.

**(g)** Only those members in good standing and meeting the minimum expectations for office may be eligible for election.

**(h)** The candidate receiving the most votes will transition into the position for which they were elected. In the event of a tie vote, a re-vote will take place involving only those two candidates.

**(i)** In the event an elected officer is unable to fulfill the responsibilities of his position and steps down or is removed from office, the chapter shall hold a special election to replace the officer within two (2) weeks of the departure from office.

**(j)** In the event the President is removed from office for any reason, the Vice President will take over as acting president. If the Vice President agrees, he may take over the position of president for the remainder of the term. A special election will be held within two (2) weeks to fill the remaining open position.

#### **Section II.04** Voting

**(a)** All members in good standing will have one (1) vote on any formal business of the chapter.

**(b)** Officer elections shall be conducted by secret ballot, which shall be counted and presented by the chapter president and one other general member selected by random drawing of initiated members not running for office.

**(c)** All other chapter votes shall be conducted following Robert's Rules of Order and Parliamentary Procedure.

#### **Section II.05** Officer Transition

**(a)** Incoming executive officers shall be installed through the formal fraternity ritual during the next-to-last regular meeting of the term in which they were elected.

**(b)** Incoming executive officers shall attend the final two executive board meetings of the semester with the outgoing executive board.

**(c)** Incoming standards board representatives shall attend the final meeting of the standards board with the outgoing representatives.

**(d)** The incoming and outgoing chapter executive boards will hold a transition retreat before the first chapter meeting of the spring semester.

**(e)** The outgoing Sergeant at Arms will deliver a transition presentation to the incoming standards board representatives, including the incoming Sergeant at Arms, before the first

chapter meeting of the spring semester.

### **Section II.06 Officer Recall**

(a) Executive officers may be recalled by the chapter, a majority vote of the ACB, the chapter advisor, or any national officer. If a recall is sought by the undergraduate chapter, the recall process defined in the Fraternity Manual shall be utilized to recall the elected officer.

(b) Officers removed by those not holding membership as an undergraduate chapter member, may be repealed by the fraternity Executive Director or his designee.

(c) Chairmen and committee men may be recalled by the chapter president or vice president following a written statement and vote of the standards board. Additionally the alumni corporation board, chapter advisor, or any national officer may remove any appointed officer.

### **Article III. Meetings and Events**

**Section III.01** Chapter meetings shall be held weekly during academic sessions on a night established by the chapter president.

### **Section III.02 Chapter Presentations**

(a) Semesterly ritual education.

(b) Biannual member education on the Delta Sigma Phi Code of Conduct.

(c) Yearly educational program centered on Courage, Action, and Excellence.

(d) Biannual recruitment training.

(e) Semesterly training on the national risk management program.

**Section III.03** Meetings may be changed or canceled by the chapter president with 24 hour notice to the chapter.

**Section III.04** Quorum must be reached to conduct formal chapter business which shall be two-thirds (66%) of total chapter membership plus one member.

**Section III.05** The use of alcohol, illegal or controlled substances is prohibited during any meeting or event of the chapter. Any member found under the influence of any of these substances during chapter events or meetings shall immediately be brought before the standards board for possible suspension or expulsion.

**Section III.06** Members will wear business casual attire for all formal chapters, and respectable attire, defined as collared shirts and nice pants, for any informal chapter meetings.

**Section III.07** Members are expected to follow Roberts Rules of Order and Parliamentary Procedure and behave accordingly.

**Section III.08** Attendance at chapter meetings and any ritual event is expected of every member of the chapter. The chapter Secretary shall have the sole authority to excuse members from these events if provided the appropriate information.

**Section III.09** The chapter shall utilize a points system for assessing attendance and engagement of the membership. Each member is expected to fulfill all point expectations before the close of the semester. If a member does not meet the point expectations, he shall be brought before the standards board for sanctioning.

**Section III.10** The chapter shall hold a special chapter meeting for officer elections whenever appropriate.

**Section III.11** The chapter shall hold a special chapter meeting for the semesterly voting and adoption of the chapter bylaws.

**Section III.12** The chapter advisor, any chapter ACB officer, or national officer may call a meeting of the chapter with a 24 hour notice.

#### **Article IV. Risk Management**

##### **Section IV.01 Risk Management Officer**

(a) The Sergeant at Arms will be the Risk Management Officer of Beta Alpha Chapter. His duties will include all of the following.

(b) To help minimize potential risks for club activities.

(c) To recommend risk management policies or procedures to Beta Alpha Chapter.

(d) To submit documentation to ISU's Risk Management Office.

(e) To ensure that Iowa State University policies are followed at all of the organization's events.

(f) To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

##### **Section IV.02 Hazing**



**(a)** The Beta Alpha Chapter of Delta Sigma Phi shall adhere to a strict No-Hazing Policy in accordance to national and university policies, as well as all national and state laws. Hazing is defined as any action or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities include any situation which is not consistent with the ideals and purposes of Delta Sigma Phi or the regulations and policies of this institution.

**(b)** Any member participating in or having unreported knowledge of hazing shall be brought immediately to the standards board for a hearing and shall be reported to the chapter ACB, national headquarters, and appropriate campus officials.

**(c)** Any member found to have participated in, or having unreported knowledge of, any hazing activity shall be immediately expelled from the chapter.

#### **Section IV.03 FIPG and Social Events**

**(a)** All chapter events shall adhere to FIPG policy and event guidelines.

**(b)** Any event involving another organization, outside group, or third party vendor shall be reported to the fraternity national headquarters on the Special Events Form, as well as to campus officials via the appropriate reporting procedures.

#### **Section IV.04 Standards Board**

**(a)** The standards board shall serve as the only judicial body of the chapter.

**(b)** Standards board structure, procedures, and responsibilities are defined in the Chapter Standards Board Handbook.

#### **Section IV.05 Risk Management Program**

**(a)** The chapter shall train the membership, both initiated and new members, each semester on the National Risk Management Program and FIPG Risk Management Policies.

### **Article V. Finances**

**Section V.01** Semesterly Membership Dues shall be \$300.

**Section V.02** New Member Dues, inclusive of all fees, shall be \$400.

**Section V.03** All monies belonging to this organization shall be deposited and disbursed through a 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.

**Section V.04** There shall not be a debt or credit card in the name of the chapter.

**Section V.05** No member, other than the chapter treasurer, may fill out a chapter check.

**Section V.06** Any reimbursements provided from chapter funds, must be requested through the Reimbursement Form and shall not be paid without an itemized receipt.

**Section V.07** The chapter shall be responsible for the payment of national membership, programming, and convention dues each semester.

**Section V.08** Chapter membership dues and budget, for the upcoming semester, shall be defined and presented to the chapter at least two (2) weeks prior to the close of the current academic term.

**Section V.09** New member dues shall be defined and presented to the chapter at least two (2) weeks prior to the close of the current academic term, and in combination with new member fees, dues, and initiation costs shall not exceed initiated member dues.

**Section V.10** The chapter shall be responsible for the collection and payment to the national fraternity regarding new member fees, dues, and initiation costs.

**Section V.11** The chapter shall collect and submit new member fees and dues from all new members two (2) weeks prior to pinning.

**Section V.12** The chapter shall collect and submit new member initiation fees two (2) weeks prior to new member initiation.

**Section V.13** Members shall be noted as financially delinquent if not paid in full within the first two (2) weeks of the academic term. If on a payment schedule, developed between the member and chapter treasurer, the member shall be noted as financial delinquent if their account is fourteen (14) days past due.

**Section V.14** Donations, contributions, gifts, and other non-recurring appropriations may not be made from the chapter treasury without majority approval of the chapter.

**Section V.15** The chapter shall remain up to date with all IRS reporting.

## **Article VI. Iowa State University**

**Section VI.01** Delta Sigma Phi - Beta Alpha Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Section VI.02** Delta Sigma Phi - Beta Alpha Chapter agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

**Section VI.03** Iowa State University and Delta Sigma Phi - Beta Alpha Chapter do 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.

**Section VI.04** The Faculty Advisor shall be the direct representative to Iowa State University.

(a) The faculty adviser shall be selected by the Chapter Executive Board.

(b) The term of the faculty adviser shall be yearly with the option of being renewed each year by the executive board.

(c) The duties of the faculty adviser shall include academic and financial oversight, instruction on university policies, and guidance for chapter officers and members.

(d) Removal of a faculty adviser shall be done through the recall process described in the Fraternity Manual.

## **Article VII. Amendments**

**Section VII.01** The chapter standards board shall hold a special meeting before the close of each academic term to review and develop any bylaw amendment proposals.

**Section VII.02** Amendment proposals shall be presented and voted on by the chapter within the first two (2) weeks of each academic term.

**Section VII.03** Any amendment to these bylaws may pass only with a 2/3 vote of the whole chapter.

**Section VII.04** An updated set of these chapter bylaws shall be sent to the national fraternity headquarters, chapter advisor, chapter ACB, and the Iowa State University Student Activities Center each semester, within 10 days of amendment.