

Iowa Xi Chapter
of
Phi Kappa Theta Fraternity



Constitution
and
By-Laws

Adopted: January 16, 1950

Revisions:

- October 17, 1955
- March 11, 1961
- March 1, 1965
- May 8, 1967
- September 1, 1968
- May 14, 1976
- January 11, 1981
- October 10, 1982
- September 3, 1984
- April 28, 1985
- October 20, 1986
- May 2, 1988
- January 29, 1989
- January 22, 1990
- January 22, 1992
- October 13, 1997
- February 6, 1999
- August 30, 1999
- March 7, 2001
- October 1, 2002
- January 17, 2005
- March 8, 2006
- August 27, 2007
- April 20, 2010
- January 27, 2013
- January 26, 2014
- October 29, 2014

New revisions for most up to date copy

Preamble

General Statement

Article I - Chapter Organization

- Section 1** Chapter Meetings
- Section 2** Special Meetings
- Section 3** Quorum
- Section 4** Excuse of Absence
- Section 5** Order of Business
- Section 6** Voting

Article II - Chapter Officers

- Section 1** Elected Officers / Terms of Office
- Section 2** Appointed Officers
- Section 3** Nominations
- Section 4** Eligibility
- Section 5** Voter Eligibility
- Section 6** Duties of Officers
- Section 7** Resignations
- Section 8** Removal from Office

Article III - Chapter Finances

- Section 1** Initiation Fee
- Section 2** Pledge Dues
- Section 3** Budget System
- Section 4** Special Assessments
- Section 5** Auditing the Treasurer Account
- Section 6** Depreciation Fee

Article IV - Penalties

- Section 1** Suspension and Expulsion
- Section 2** Nonpayment of Debts to Phi Kappa Theta Fraternity
- Section 3** Trial and Expulsion
- Section 4** Secrecy of Trial
- Section 5** Suspension
- Section 6** National's Policy on Expulsion

Article V - The Chapter

- Section 1** Knowledge of the Constitution and By-Laws
- Section 2** Active Academics
- Section 3** Pledging
- Section 4** Out-Of-House Pledging
- Section 5** Depledging
- Section 6** Eligibility to Petition for Initiation
- Section 7** Balloting
- Section 8** Eligibility of Active Members to Vote
- Section 9** Absentee Ballots
- Section 10** Secrecy

Article VI - The Chapter House

- Section 1** Residence Therein
- Section 2** Supervision of the Chapter House
- Section 3** Rules of Order

Article VII - By-Laws

- Section 1** Waiving the Constitution
- Section 2** House Policies

Preamble

We, the members of the Iowa Xi Chapter of Phi Kappa Theta Fraternity domiciled at Iowa State University of Science and Technology located at Ames, Iowa, believing that where there is no law, there is no liberty, and having as the purpose of our organization the formation of a perfect brotherhood by the accomplishment of the aims and ideals set forth in the ritual and national laws of our fraternity, do hereby ordain and adopt the following articles as the constitution of the Iowa Xi Chapter.

Our Mission

Phi Kappa Theta actively develops men to be effective leaders who passionately serve society, Fraternity and God.

General Statement

Section 1.

Since the primary purposes of attending college are the improvement of our moral and intellectual qualities, the incorporation of these personal traits so necessary to the perpetuation of the most intimate friendship, and the formation of a patriotic citizenship of the highest order, our first duty is to Iowa State University of Science and Technology. Furthermore, Phi Kappa Theta abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Phi Kappa Theta agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Section 2.

Since the objective of Phi Kappa Theta Fraternity is the development of our individual lives of spirituality, character, scholarship, and personality, we proclaim that the aims and procedures of the Iowa Xi Chapter of Phi Kappa Theta Fraternity and Iowa State University of Science and Technology do not conflict in any way, and both institutions are entitled to our highest and purest loyalty.

Section 3.

The national laws of Phi Kappa Theta are the supreme laws of this chapter and no section of this constitution or by-laws shall be construed or administered in conflict with the said national laws.

Section 4.

Robert's Revised Rules of Order shall be the guide for parliamentary procedure of the chapter in all cases except where inconsistent with the by-laws.

Section 5.

Each member of the Iowa Xi Chapter of Phi Kappa Theta Fraternity shall be provided with a copy of this constitution if he so desires and once each year a portion of a regular meeting attended by all members shall be devoted to the reading and study of this constitution and by-laws.

Section 6.

Iowa State University and Phi Kappa Theta 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.

Article I. – Chapter Organization

Section 1. – Chapter Meetings

Chapter Meetings shall be held weekly on a designated night at a certain time agreed upon by all members at the beginning of the semester. If such an agreement cannot be reached, the President will have the right to choose the day and time based on the schedules of all members. Committee meetings shall be held as determined by the chairman of each committee. Active meetings shall be held as determined by the President, Internal Vice President, External Vice President, or Associate Member Director, but any Active Member in good standing may call one under special circumstances.

Section 2. – Special Meetings

Special Meetings may be held at any time at the discretion of the Executive Council or the President.

Section 3. - Quorum

Two-thirds (2/3) of the “voting” members of the chapter [see Art.2, Sect.4] shall constitute a quorum for chapter meetings.

Section 4. – Excuse of Absence

No member shall be absent from or leave a meeting without a written excuse submitted to the Executive Assistant at least two (2) hours prior to the regularly scheduled meeting.

Section 5. – Order of Business

1. Roll call
2. Reading, correcting, and approving of the minutes
3. Report of officers
 - a. President
 - b. Internal Vice President
 - c. External Vice President
 - d. Treasurer
 - e. Executive Assistant
 - f. Recruitment Chairman
 - g. Associate Member Director
 - h. Social Chairman
 - i. House Manager
 - j. Steward
 - k. Alumni Director
 - l. Scholarship Chairman
 - m. Philanthropy Chairman
 - n. Intramural Director
 - o. Chapter Committees (i.e. New Faces, Homecoming, Varieties, Greek Week, VEISHEA, Awards, Standards Board)
 - p. Any other officers requested by the President (i.e. Parking Lot Manager, Technology Chairman)
 - q. Old Business
 - r. New Business
 - s. Elections
 - t. Adjournment
 - u. Round Table

Section 6. – Voting

Any member with three or more unexcused absences from chapter in any semester, shall be placed in ‘not-in-good-standing’ status. Any member in such status shall not be allowed to vote at any chapter meeting. Each member starts the semester in good standing. Any member on academic probation is ineligible to vote. In regards to elected officer positions and financial matters, Associate members and members on academic probation can vote. Otherwise, those respective members have no voting privileges. Voting on motions shall be by the usual sign unless a hand vote or secret ballot is directed by the President, or requested and the request seconded by two members in good standing. There shall be no secret ballot to adjourn and the President shall decide if a secret ballot is warranted. All members in good standing in attendance are required to vote (for, against, or abstain). Changes to the constitution and house by-laws require three-fourths (3/4) of quorum.

Article II. – Chapter Officers

Section 1. – Elected Officers / Terms of Office

- A. President / one year (January – December)
- B. Internal Vice President / one semester
- C. External Vice President / one semester
- D. Treasurer / one year (January – December)
- E. Recruitment Chairmen / one year (January - December)
- F. Associate Member Director / one semester
- G. Social Chairman / one semester
- H. House Manager / one semester
- I. Steward / one semester
- J. Alumni Director / one semester
- K. Scholarship Chair / one semester
- L. Sergeant-At-Arms / appointed
- M. Philanthropy Chairman / one semester
- N. Executive Assistant / one semester

Section 2. – Appointed Officers

The President shall appoint the following officers to be ratified by a simple majority of quorum:

- 1. Standards Board Members
- 2. Chapter Historian
- 3. Sergeant-At-Arms
- 4. Intramural Chairman
- 5. Any others the President, Executive Council, or a majority of quorum deems necessary.

Section 3. – Nominations

Nominations shall be opened by the President at any regularly scheduled chapter meeting and shall stay open for no less than one (1) week, immediately after which elections shall take place. Nomination sign-up sheets will be posted on Main Floor. all nominations must be signed by two (2) Active Members. Constitutional requirements for nominees can be individually waived, if necessary, immediately preceding the election process, by a vote with three-fourths (3/4) of quorum in favor.

Section 4. – Eligibility

To be eligible for elected office, a member must live in the Chapter house and must have a cumulative grade point average of at least 2.25, previous semester GPA of 2.25, and must not be on Temporary Enrollment. If he should move out during the term of his office, he automatically loses his office and all future eligibility as long as he remains living off Chapter property. Any paid officer automatically forfeits the balance due him upon moving off the Chapter property. To be eligible for Chapter President, Internal Vice President, Treasurer, and Associate Member Director, a candidate must have been an Active Member for at least one (1) year prior to taking office. To be eligible for External Vice President and Recruitment Chairman, a candidate must have been an Active Member for at least one (1) semester prior to taking office. It is possible for a chapter office to have dual chairmanship. Additionally, both the President and the House Manager must live in the Chapter House during their respective terms of office.

Section 5. – Duties of Officers

All officers have the following general duties and obligations:

- 1. Submit weekly written progress and expenditure reports to the Executive Assistant.
- 2. To act in a manner in accordance with this Constitution and by-laws, in other words “lead by example”.
- 3. Attend all meetings or “round tables” for his given position, whether elected or appointed. Failure to attend these meetings will result in that officer being fined the same amount that the Chapter is fined.

A. Chapter President

He shall:

1. Be the official Active head of the chapter and the Chief Executive Officer.
2. Preside at all the regular or special meetings of the chapter and exercise general supervision over the meetings and committees of the chapter.
3. Appoint all committees subject to approval by simple majority of quorum and shall be an ex- officio member of every committee.
4. Conduct the meetings of the chapter according to *Robert's Revised Rules of Order*, the national constitution and by-laws, and the local customs and by-laws of the chapter.
5. Be in close contact with the Chapter Advisor.
6. Be directly responsible for the following officers: Internal Vice President, External Vice President, Treasurer, and Recruitment Chairman. These officers will meet with the President as often as he deems necessary.
7. Be informed by other officers of any major transactions concerning their respective offices.
8. Be responsible to the National Board of Trustees and the National Executive Committee for the proper observance of the ritual.
9. In addition to the duties herein specified, he shall have all other duties and powers incumbent upon Chief Executive Officers.
10. See that the chapter acts in compliance with university regulations.
11. Be authorized to countersign checks.
12. Attend the IFC Presidential Round Table.

B. Internal Vice President

He shall:

1. Act for the President in the event of temporary absence or disability of the latter and shall succeed him in the event of permanent disability until a special election shall be held to fill the vacancy thus created. Said special election shall be held no later than three (3) weeks after the permanent vacancy occurs.
2. Be the parliamentarian of the chapter, and shall be completely informed on the National Constitution and By-laws, rituals, Chapter Constitution and By-laws, regulations, and traditions of the Fraternity.
3. Be responsible for providing a copy of this constitution and by-laws to any member who has not yet received one.
4. Be responsible for distributing corrections and amendments to this constitution to all members, as they occur throughout the semester.
5. Correct any violations or attempted violations of the laws or regulations of the chapter. Appeal of his decision shall be first made to the Chapter President, then to the Executive Council and ultimately the Active Body if necessary.
6. Be the official custodian of the Ritual and other official documents concerning the Fraternity Ritual.
7. Be in charge of formal initiation, with the assistance of an activation committee that he appoints.
8. Be in charge of organizing all brotherhood functions throughout his term of office (i.e. Quo Vadis, etc).
9. Be directly responsible for the proper functioning of the following officers: Associate Member Director, House Manager, Parking Lot Manager, Scholarship Chairman, Sergeant at Arms, and Steward. These officers will meet with the Internal Vice President as often as he deems necessary. He shall report to the President the progress of said officers.
10. Be responsible for the preparation of the Chapter House for summer boarders. He shall assign the rooms to prospective Chapter Members as he sees fit. He shall also be responsible for the upkeep of the summer boarding contracts.
11. Be responsible for constructing and maintaining a current house calendar.

C. External Vice President

He shall:

1. Be directly responsible for the proper functioning of the following officers: Alumni Director, Homecoming Chairman, IFC Representative, Intramural Chairman, New Faces Editor, Social Chairman, Greek Week Chairman, and Philanthropy Chairman. These officers will meet with the External Vice President as often as he deems necessary. He shall report to the President the progress of said officers.
2. Be responsible for all Risk Management matters. These duties include:
 - a. help minimize potential risks for official activities
 - b. recommend risk management policies or procedures to Phi Kappa Theta
 - c. submit documentation to ISU's Risk Management Office
 - d. ensure that Iowa State University policies are followed at all events
 - e. ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
 - f. see that the chapter follows all FIPG and IFC regulations
3. Be responsible for all public affairs and relations for the Iowa Xi Chapter (i.e., Parent activities, campus involvement, advertisements, etc).
4. Be responsible for the setup of guest speakers and workshops for Associate Members and Active Members
 - a. Set up lectures/workshops including, but not limited to, diversity, time management, study skills, sexual harassment for the Associate Members every semester.
 - b. Set up lectures/workshops including, but not limited to, substance abuse and hazing for the entire chapter every semester
 - c. Ensure that 1/3 of Active Members, all Executive Council members, the Social Chairman and New Members are educated on a recognized alcohol awareness program every semester.
 - d. Ensure that 1/10 of Active Members are CPR/First Aid Certified every semester.
 - e. Ensure that the Executive Council and Social Chairman are educated on the legal liabilities of alcohol every semester.
 - f. Set up lectures / workshops on self-improvement (time management, alcohol awareness, etc).
5. Attend or report the events of the weekly IFC meetings.

D. Treasurer

He shall:

1. Collect all dues and assessments (both local and national), pay all bills, and keep a permanent record of all receipts and disbursements according to the chapter accounting system for the entire term of office.
2. Prepare in conjunction with, and to the satisfaction of, the Executive Council, the necessary budget by the chapter by-laws and the National Office.
3. Have the power to appoint an Assistant Treasurer, subject to approval by vote of three-fourths (3/4) of Active Body, to help with regularly defined duties.
4. Be paid a sum equal to one half of a regular house bill each semester, as compensation for his duties if, and only if, the total membership living in house is greater than 20 members.
5. Report to the chapter, on a weekly basis, all members who owe money toward their house bill.
6. Prepare contracts to be signed by all people living on Phi Kappa Theta property in order to establish payment timetables. No individual will be allowed to move on to Phi Kappa Theta property prior to signing a contract. The contracts can be renegotiated only by approval of the Executive Council.
7. Set dates for payment plans and assess a surcharge at his own discretion, not to exceed five percent (5%) of the balance.
8. Bring any member with a delinquent balance to Standard's Board.

E. Recruitment Chairman

He shall:

1. Be responsible for organizing the recruitment of prospective members for the Fraternity.
2. Have the authority to issue bid cards to prospective members at his own discretion, as well as have the authority to authorize another Active Member to issue a bid card.
3. Report to the chapter, on a weekly basis, the status of all prospective members (who has been bid, who has accepted, etc.).
4. Be responsible for the proper organizing and functioning of Summer Recruitment and to report any progress to the Chapter President as often as the President deems necessary during the course of the summer.
5. Be required to live on Phi Kappa Theta property throughout the entire summer. The summer house bill / rent will be waived for the Recruitment Chairman for this reason. The Recruitment Chairman may not take more than six (6) credits or work more than twenty (20) hours per week during the summer.
6. Be paid according to the following:
 - A. Base
 - Half of spring house bill if, and only if, the total membership living in house is greater than twenty members.
 - Half of fall house bill if, and only if, the total membership living in house is greater than twenty members.
 - Full summer house bill
 - Reimbursed for cost of gas plus 10% for wear and tear on vehicle
 - B. Travel
 - Checks must be approved by the president
 - Receipts must be kept for reimbursement if paid by the recruitment chairs own funds
 - All trips must be logged
 - C. Bonuses
 - Pledge 15 or more, \$500
 - Pledge 20 or more, additional \$500
 - Pledge 25 or more, additional \$500
 - Activate 10, \$750
 - Activate 15, additional \$750
 - Activate 20, additional \$750
7. Be responsible for maintaining the Recruitment Checkbook.
8. Be responsible for complying with any IFC Recruitment Regulations.

F. Associate Member Director

He shall:

1. Act as the liaison between the Active Body and the Associate Member Class, and vice versa.
2. Explain to the Associate Members what their duties are and what goals they need to accomplish in order to be considered for Initiation.
3. Be responsible for the giving the series of standard talks, readings, and examinations to the Associate Member Class.
4. Report to the Active Body, on a weekly basis, the progress of the Associate Member Class.
5. Supervise the Associate Member meetings and the work of the Associate Members therein.
6. Assign an Active Member to each Associate Member who shall be his "big brother", within the first four (4) weeks of the semester.

G. Social Chairman

He shall:

1. Work and arrange all exchanges and social functions of the chapter. He shall submit all social arrangements to the Internal Vice President to be added to the House Calendar.
2. Be responsible for cleaning and decorating the Chapter House, or the place where the function is to be held. With this he shall have the active cooperation of the Associate Member Class and the entire chapter if need be.
3. Be responsible for arranging transportation, lodging, food and entertainment when necessary. All agreements and or contracts with businesses (i.e. hotels, busses, bands, etc.) must be approved by the Executive Council.
4. Be responsible for understanding and complying with all I.F.C. Event Policies.

H. House Manager

He shall:

1. Be the general custodian of the Chapter House and grounds and be responsible for ensuring that there exists sufficient supply of cleaning supplies and necessary items (i.e. toilet paper, paper towels, etc.).
2. Assign work duties to all members and see that they are carried out.
3. Act as the purchasing agent and arrange for repairs and improvements to the Chapter House and grounds under the supervision of the Executive Council.
4. Have seventy-five (75) dollars purchasing power. Any purchase exceeding this limit must be approved by the President or the Treasurer prior to the purchase.
5. Report any repairs to the physical structure of the Chapter House requiring any outside contractor or over one hundred (100) dollars to the President or the Treasurer of the Alumni Association for their approval. If there is no answer received within twenty-four (24) hours, the House Manager shall proceed with the repairs using good judgment.

I. Steward

He shall:

1. Have the power to levy fines for misuse of kitchen privileges between meals.
2. Be responsible for obtaining the necessary food and equipment for special meals.
3. Set up the waiting schedule on a semester basis and in charge of weekend cleanup schedule.

J. Alumni Director

He shall:

1. Oversee the publishing of the XiClone.
2. Execute telephone and mailing campaigns to all Iowa Xi alumni and Phi Kappa Theta Alumni living in Iowa.
3. Hold an alumni workshop for the undergraduates.
4. Plan/prepare for at least four (4) Alumni Chapter events.
5. Update/cross check alumni mailing lists from the national office and ISU Alumni Association, and send new/revised addresses to them.
6. Forward all alumni mail on a weekly basis.
7. See to the maintenance of all trophies and composites.
8. Strive to increase and maintain alumni relations on a long-term basis.

K. Scholarship Chairman

He shall:

1. Prepare the study hours sign-in sheet.
2. Present an Academic Scholarship every semester in the amount of seventy-five (75) dollars to the Associate Member and Active Member who meet the following requirements.
 - a. An Associate Member may not have been a recipient of the Associate Member Scholarship in the past.
 - b. An Active Member may not have been a recipient of the Active Member Scholarship in the past.
 - c. Has a GPA of at least 3.00.
 - d. An Associate Member must have a GPA greater than any other Associate Member eligible by the above requirements.
 - e. As Active Member must have a GPA greater than any other Active Member eligible by the above requirements.
3. Organize and prepare the 3.00 GPA dinner for those members for achieved a 3.00 GPA or above for the previous semester.
4. Be in charge of administering the Academic Probation Program.
 - a. Administer \$5 bones at his discretion for failure to adhere to the Academic Probation Program

L. Sergeant-At-Arms

He shall:

1. Take roll at all functions and house events during the first-half hour of the said event or function. Anyone arriving after the first half-hour shall be considered late. Three late arrivals will make one absence.
2. Submit a report at the first chapter meeting following a function or house event which shall list all members who were absent from the said function or house event as well as those who arrived late.
3. Have the power to levy the appropriate fine to those with unexcused absences.
4. He will, along with the Executive Council, hear all appeals regarding fines.

M. Philanthropy Chairman

He shall:

1. Organize and setup philanthropy activities (i.e. Jump-A-Thon, volunteer work, etc) each semester. At least one fundraiser and one community service must occur each semester.
2. Coordinate philanthropy activities within the Greek System. All philanthropy activities involving any other fraternity and/or sorority shall fall under his supervision.
3. Keep records of community service done by all members of the chapter.

N. Executive Assistant

He shall:

1. Be responsible for the minutes of chapter, active meetings, and Executive Council
2. Be responsible for the upkeep of the phone list
3. Be responsible for the upkeep of the chapter email list, active email list, and off campus email list
4. Be responsible for chapter dealings with the national fraternity executive office (i.e. Founders Cup, Registration of new initiates)
5. Be directly responsible for the positions and committees of chapter Historian, Chapter Editor, Web Site Committee and Awards Committee. These committees will meet with the Executive Assistant as often as he deems necessary. He shall report the progress of said officers and committees to the president.
6. Update listserv within two(2) weeks of change of membership

The Executive Council

The Executive Council shall consist of the President, Internal Vice President, External Vice President, and Treasurer.

The Executive Council shall:

1. Audit the chapter's finances every semester and assist in the preparation, checking, and verification of the reports mentioned in subsection 6 of this section.
2. Have disciplinary authority over the officers and members of the chapter, and shall enforce penalties for infractions of the laws and rules of the Fraternity and of the chapter.
3. Have the power to discipline and fine members for misconduct and breaches of etiquette.
4. Have general control over the chapter house and properties and shall act for the chapter in the more important and larger matters, which would not naturally come under the jurisdiction of the Chapter President, and shall, in general, be responsible for the condition, welfare, and progress of the chapter.
5. Have authority when it is impossible to obtain quorum.
6. Work in conjunction with the Recruitment Chairman in developing the Recruitment Program.
7. Secure the approval of the Alumni Association in the purchase of property, other than supplies for current operations and maintenance, where the cost is in excess of one thousand (1000) dollars. No such purchase shall be made until approval is given.
8. Act on business referred to said council by majority of the Active Body.
9. Any penalty levied by the Executive Council can be appealed to the Active Body and the decision of the Executive Council reversed by a three-fourths (3/4) vote.
10. All newly elected and prior Executive Council members are required to attend an officer-training seminar to discuss duties and formulate the house calendar, recruitment program, and budget. Members not in attendance are subject to a twenty-five (25) dollar fine.

Standards Board

The Standards Board shall be formed each semester, composed of five (5) persons appointed by the Chapter President. The purpose of the Standards Board is to meet, gather information and act accordingly on behalf of the chapter when necessary. It will also make recommendations to the Executive Council and the Active Body when further information relating to incidents concerning a member (or members) of the chapter when requested. All actions taken by the Standards Board will be reported to the Active Body. Requests are made through the Chapter President by any Active or Associate Member.

Appointee Constraints / Duties:

1. The term of office runs through graduation.
2. The member with the lowest activation number will serve as the Chairman.
3. The member with the second lowest activation will serve as the Secretary and serve as the Chairman when the Chairman is absent.
4. Should a conflict of interest arise with a Standards Board member, the Chapter President will serve in his place.
5. Any Standards Board member may call a meeting of the Standards Board.
6. If a member of the Standards Board is elected to the Executive Council, then he remains a member of Standards Board, but is not allowed to vote on Standards issues while in an Executive Office.
7. The Constitution and by-laws will be updated by the board every semester to incorporate all new motions and amendments and be presented to the Active Body for ratification no later than three (3) weeks into the semester.

Technology Chair

1. Shall be responsible for the upkeep and storage of the house stereo system and the network.

Section 6 – Resignations

Any duly elected or appointed officer of the chapter shall not resign his office without having notified the Chapter President at least ten (10) days prior to such action. If the Chapter President wishes to resign, he must notify the Executive Council at least ten (10) days prior to such action.

Section 7 – Removal from Office

The Chapter President shall, after much thought and deliberation, have the duty to call for new elections in the offices of Internal Vice President, External Vice President, and Executive Assistant if he feels these men are not fulfilling their duties in the best interests of the chapter.

The Internal Vice President shall, after much thought and deliberation, have the duty to call for new elections in the offices of Treasurer, Associate Member Director, House Manager, and Steward if he feels these men are not fulfilling their duties in the best interests of the chapter.

The External Vice President shall, after much thought and deliberation, have the duty to call for new elections in the offices of Recruitment Chairman, Social Chairman, Alumni Director, Philanthropy Chairman, and New Faces Editor if he feels these men are not fulfilling their duties in the best interests of the chapter.

Any appointed officers or committees may be dismissed at any time by the officer appointing them.

Said new elections will take place within three (3) weeks of the call for new elections. The man in office at the time a new election is called for shall serve until the new elections are held. He also has the privilege of running for reelection. Any elected officer may be removed from his office by a three-fourths (3/4) vote of the chapter at a regular chapter meeting. His name shall first be placed before the Executive Council by an Active Member and, after much thought and deliberation on the part of the Executive Council, be brought to the Active Body for consideration of removal. A second to the motion, then discussion, and valid reasoning must take place before the vote is taken.

An officer is automatically removed from office upon suspension or expulsion. Other offenses deserving of consideration for removal from office include, but are not limited to:

1. Any action or behavior that would otherwise be grounds for suspension or expulsion.
2. The inability or unwillingness to perform the expressed duties of office.
3. Any action or behavior undertaken knowingly putting the chapter at risk.
4. Any action or behavior indicative of severe moral turpitude.

Section 8 - Committees and Appointed Officers

The Chapter President shall appoint the standing committees and appointed officers within one (1) week after his election. Announcements shall be made at the meeting following this election. Appointments must be confirmed by a simple majority of the Active body at the meeting following the announcement of their duties in the respective offices.

Article III. – Chapter Finances

Section 1. – Initiation Fee

The initiation fee shall be determined by the General Fraternity. This fee shall include:

1. Certificate of membership.
2. Life subscription to The Temple.
3. Payment of national initiation dues.

Section 2. – Pledge Dues

At the time of their pledging, all Associate Members will pay a pledge fee of seventy-five (75) dollars, which shall go to the National Fraternity.

Section 3. – Budget System

The finances of this chapter shall be operated in accordance with the Phi Kappa Theta Budget. The budget shall be drawn up each semester, from which the regular charges shall be determined. The budget shall determine the charges for all men. Only those persons who have funds allotted to their office shall have purchasing powers. These persons must submit to the Treasurer an account of their expenses each month. 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.

- A. **Committee:** The committee to draw up the budget shall consist of the Treasurer and Executive Council.
- B. **Compilation:** The budget shall be drawn up by the Treasurer for the Iowa Xi Chapter.
At the second regular meeting of each school semester, said budget shall be approved by a majority of the chapter, and if necessary, adjustments are made.
- C. **Takes Effect:** The new budget shall take effect as soon as approved.
- D. **House Bill:** The house bill will be a floating house bill. It will be determined by dividing the treasurer's budget by the number of members living in the house. There will be a minimum house bill of \$1800 per semester and a maximum house bill comparable to the dorm price including room, board, and a fourteen meal plan per week through the university. The dues will not exceed \$3,000.
- E. **Out-of-House-Fees:** Each out-of-house member who wishes to participate in chapter activities shall pay an amount determined by the Executive Council.

Section 4. – Special Assessments

Special assessments shall not be levied on the chapter without a three-fourths (3/4) vote of the chapter.

Section 5. – Auditing of the Treasurer Account

The Executive Council shall audit the account of the Treasurer each semester and report their findings in writing to the chapter at the first meeting thereafter.

Section 6 – Academic Scholarship

For any in-house member that achieves higher than a 3.0 GPA while carrying a full load (12 credit hours), he will receive a discount on his house bill relative to his GPA:

- | | |
|----------------|-------|
| 1. 3.00 – 3.49 | 5.0% |
| 2. 3.50 – 3.59 | 7.0% |
| 3. 3.60 – 3.69 | 7.5% |
| 4. 3.70 – 3.79 | 8.0% |
| 5. 3.80 – 3.89 | 8.5% |
| 6. 3.90 – 3.99 | 9.0% |
| 7. 4.00 | 10.0% |

This discount will only take effect if there are at least 20 in-house members.

Article IV. – Penalties

Section 1. – Suspension and Expulsion

Suspension shall include:

1. Loss of the right to live in, and use of the Chapter House.
2. Expulsion from all social events.
3. Report of suspended member's name and address to the National Office.
4. Suspension shall not excuse the suspended member from payment of his dues.

Expulsion shall include:

1. Severance of all relations between the expelled member and the chapter, and the expelled member shall not be reinstated.
2. The expelled member shall forfeit his life subscription fee to The Temple and Sun. In no case shall any refund be made. Expulsion of a member shall not affect the right of the chapter to collect the full amount of any delinquent account, plus any fines levied.

Section 2. – Nonpayment of Debts to Phi Kappa Theta Fraternity

House bills shall be due in full at the start of Chapter on the third week after the budget has been approved. If Chapter is not held during this week, the house bills will be due at dinner on this Monday. If by the third (3) week after the budget has been approved the bill has not been paid in full, the offending members shall be placed on social probation. If the house bill has still not been paid by the fourth (4) week, the offending member shall be fined 10% of the house bill. If the house bill has still not been paid in full by the sixth (6) week, the offending member will be suspended from the Chapter house until his house bill is paid in full.

In some cases members may work out a payment plan with the Treasurer to pay for his house bill. If the member has shown through the first few weeks of the semester that he is honoring his agreement with the house, and with approval from the Standards Board, then these actions will not be taken against the said member. If a payment plan is set up, the entire house bill must be paid in full by the tenth (10) week of the semester. Social probation and the steps towards deactivation will begin at this time if the entire house bill had not been paid. By this rationale, at least ten (10) percent of the total house bill must be paid each week to ensure that the member is never living off the house's money.

Section 3. – Trial and Expulsion

Any member of the chapter who has been accused of violating the laws of the Fraternity or by-laws of the chapter shall be entitled to an immediate, fair, and impartial trial, which trial shall be conducted in accordance with Article XI, Section 13 of the National Constitution. (Refer to Section 6)

Section 4. – Secrecy of Trial

All expulsions and suspensions shall be by secret ballot and under no circumstances shall a member reveal to anyone who is not a member of the Fraternity the reason for expulsion or suspension of any member. Should a member be guilty of so revealing anything concerning any trial within the chapter, he shall forthwith be brought to trial and if found guilty, be expelled for disloyalty.

Section 5. – Suspension

Members may be suspended for any misdemeanor outlined in the National or this chapter's Constitution or outlined in National's or this chapter's by-laws, by a three-fourths (3/4) vote of the members present at a regular meeting, after due trial. (See National's Constitution Article XI, Section 12.) Suspension shall be lifted only after all dues are paid from the time of the suspension to the time of reinstatement.

Section 6. – National's Policy on Expulsion

“An Active Member may be expelled from the Fraternity for conduct involving moral turpitude, disloyalty to the Fraternity, or conduct unworthy of a member, or found guilty by the chapter of the use or possession of illegal drugs at any fraternity function or on any fraternity property and/or by conviction for the use or possession of illegal drugs, by a three-fourths (3/4)

vote of the Active Chapter. No member shall be expelled without being granted a hearing as provided and after due written notice of the charges made, and he shall have the right of appeal as provided. All such expulsions must be reported to the Executive Director within fifteen (15) days of the formal chapter meeting.”

Section 7. – Academic Probation

For those under 2.5 GPA for one (1) consecutive semester:

- No video games during the week
- Must attend study hours
- Complete 20 hours of study hours a week
 - 15 hours Monday-Friday
 - 5 hours Saturday and Sunday
- Attend SI for at least one class if available each week
- Meet every other week with scholarship chair/scholarship committee member to discuss progress
- Ability to hold position will be under review by Executive Board unless member is on Executive Board then will be reviewed by Standards Board

For those under 2.5 GPA for two (2) consecutive semesters:

- Same as above for one semester
- Must attend all SI available
- Must attend a time management workshop, attend academic coaching, take Psych 131(Academic Learning Skills), attend test preparation workshop, or any combination as determined by the scholarship chair
- Loss of officer position

For under 2.0 GPA for one semester:

- Same as under 2.5 GPA for two (2) consecutive semesters

Article V. – The Chapter

Section 1. – Knowledge of Constitution and By-Laws

Every Active Member shall be required to read a copy of the Constitution and By-Laws of Phi Kappa Theta Fraternity, and shall have a general knowledge of the contents thereof.

Section 2. – Active Academics

An Active member must obtain a semester GPA of at least a 2.5 GPA, carrying at least twelve (12) credit hours at the end of the semester. Those not meeting this requirement for any two (2) consecutive semesters will be required to move out of the chapter house or annex. The member may return and reside in the chapter house or annex upon completion of any semester with at least a 2.5 GPA carrying at least twelve (12) credit hours.

Section 3. – Pledging

The Recruitment Chairman shall have the authority to pledge any man unless objection is made to him by two (2) Active Members, in which case a three-fourths (3/4) majority vote is needed to pledge the man.

Section 4. – Out-Of-House Pledging

This program shall consist of mandatory hours spent each week. The amount of time is determined by the Associate Member Director. It is also to include normal Associate Member duties such as house clean ups, etc. Out-of-house Associate Members shall be required to attend all house events (serenades, functions, closed weekends, chapter meetings, and any other event deemed necessary by the Active body). The cost for out-of-house Associate Members will be determined by the Treasurer and shall include the pledging fee, two (2) dinners per week, and all social fees for that semester. This program is to be used only in cases where prospective members have signed a contract for a dorm or apartment that cannot be canceled.

Section 5. – Depledging

One-third (1/3) of the Active body may drop an Associate Member at any regular meeting subsequent to pledging. If two (2) Active Members move to depledge an Associate Member the final vote by the Active Body must be at least two (2) weeks following the motion. Any Associate Member must be activated within three (3) semesters upon pledging. If not, the Associate Member will be depledged with the option to be repledged and having to repay his pledging fee.

Section 6. – Eligibility to Petition for Initiation

Any Associate Member to be eligible to petition the Active body for initiation must have received the entire series of Associate Member lectures and passed the examinations successfully to the satisfaction of the Associate Member Director, and must meet all other requirements of the Chapter, National Fraternity, and University. All candidates must meet the following requirements:

1. An Associate Member must receive a minimum 2.50 GPA for the semester of associate membership and must have at least twelve (12) credit hours. With less than twelve (12) credit hours, the Associate Member must have twenty-seven (27) quality points.
2. An Associate Member must also complete any other requirements setup by the Associate Member Director and approved by a three-fourths (3/4) vote of the Active body at the beginning of the semester of associate membership.

Section 7. – Balloting

The meeting at which balloting is to take place must be announced a minimum of one (1) week in advance. Prior to balloting, the Secretary will read the petition and the floor will be open for debate until such time as discussion is properly ended. The Sergeant-At-Arms will collect all the ballots. He will then present the ballots to the presiding officer and Secretary, who shall inspect the same. In order for an Associate Member to be initiated, more than eighty (80) percent of the ballots cast must be in favor of initiation. Abstentions shall not count towards the total number of ballots cast.

Section 8. – Eligibility of Active Members to Vote

In order for an Active Member to vote on an Associate Member petitioning for initiation, he must be an undergraduate, enrolled at Iowa State University, and in good standing with the Chapter.

Section 9. – Absentee Ballots

Absentee ballots will be accepted only at the discretion of the President or Internal Vice President. To cast an absentee ballot, the eligible member must read all the petitions in the presence of one of the aforementioned officers before casting his ballots, at which time the above said officer will hold them until the time of balloting at the regular chapter meeting.

Section 10. – Secrecy

A rigid secrecy shall be observed by all members of the Chapter when personal or otherwise private affairs of an individual member or members are known within the fraternity. Such matter shall not, under any conditions, be divulged. Mutual trusts shall be held inviolable. Likewise, a conservative thought must be given to important fraternity affairs before an expression thereof is made public.

Section 11. – Statute of Limitations

All infractions of the Iowa Xi constitution of Phi Kappa Theta are to be brought before the Standards Board in a timely manner as determined by said board to be thirty (30) days from said infraction. This shall be upheld in all local matters and the standards of the national constitution take precedent.

Article VI. – The Chapter House

Section 1. – Residence Therein

It will be required of all members to live in the chapter house until they have completed six (6) full semesters of schoolwork while living in the chapter house. Members who do not meet these requirements may petition the chapter for permission to leave. Said petition must be granted by a three-fourths (3/4) majority of quorum of members in good standing. All persons who have attained the rank of graduating senior and have completed the above requirements must give notice of intent to leave within thirty (30) days prior to such action. They shall then be allowed to move out of the chapter house.

No resignation or out-of-house status, if approved, shall become effective unless all dues, accounts, and charges against such members are first paid in full to date.

Exception due to health problems and/or a death in the family will be taken into consideration. Any persons failing to meet these requirements before moving out shall be deactivated by the chapter and shall forfeit all rights to collect any pledging fee.

All undergraduates must be registered as full-time students at the beginning of the semester to be able to live in the chapter house, unless unusual circumstances occur, in which Executive Council approves such action.

Section 2. – Supervision of the Chapter House

All Members living in the chapter house shall be supervised by the Executive Council and the President. In matters pertaining to the chapter welfare, the President shall be given respect and obedience at all times, and the staunch and unanimous support of the Active Members. In case of error in judgment on the ruling of the Chapter President, nothing shall be said at the time contrary to the ruling, but the same shall be brought up at the next regular chapter meeting where his rulings are subject to change and/or correction. This duty is incumbent on each Active Member of the chapter.

Section 3. – Rules of Order

The rules of order governing the chapter shall those of conventional good taste and demeanor and House Policy as defined by the Executive Council and ratified by a majority of the Active body in the case of disputes.

Article VII. – By-Laws

Section 1. – Waiving the Constitution

The Constitution may be waived for a specified amount of time by a three-fourths (3/4) majority vote of the Active body at a regular chapter meeting. However, no house policies may be waived at any time, but can only be amended through standard procedures.

Section 2. – House Policies

These by-laws may be amended by a three-fourths (3/4) vote of all members of the Active body at a regular chapter meeting, provided that notice of the intended alteration of the by-laws is given at least one (1) week prior to consideration, and the by-law as it stands, with the proposed amendment (addition or new by-law) written in ink or typed, shall be filed with the Internal Vice President or President for drafting at least one (1) week before the meeting at which it is to be voted on.

1. **Live-In Requirements:** It is required for all members to live in the house until they attain graduating senior status or have completed six (6) full semesters of school while living in the house. Those eligible shall first petition the Chapter for permission to leave, except seniors who may leave without permission. Everyone must give thirty (30) days advance notice (note Article VI, Section 1).
2. **Out-Of-House Members:** Out-of-house actives that choose to pay an established semester fee will be allowed to participate in social functions and other designated activities of the Chapter. Participation in the house meetings will be required of all social members who are of active status. Only those out-of-house members who have a zero balance with the fraternity will be allowed to pay social dues, and thus participate in activities. Social members may be fined for missing mandatory house activities.
3. **Senior Status:** Senior status is to be determined at the start of each semester at the first executive council meeting. Active members who have ninety (90) credits or more completed and have lived in the house for at least six (6) semesters can claim senior status. If an active member had ninety (90) credits or more completed but had not lived in the house for at least six (6) semesters, he cannot claim senior status unless he is in the semester of graduation. The list will be posted for one (1) week and all appeals will be resolved at the next Executive Board meeting. In addition, if a senior is in the semester of graduation it will also be noted.
4. **Chapter Meetings:** Chapter meetings are held every Sunday evening at 6:00 p.m. If a member misses three (3) unexcused meetings in one semester, he will be placed on “not in good standing” status. All seniors (including graduating) are required to attend or turn in excuses. If a member misses Chapter he will be required to sign the minutes within forty-eight (48) hours. Constitutional amendments must be typed and on house letterhead and be given to the President prior to the Chapter meeting. The motion will be read at the first Chapter meeting following its submission. The motion will be discussed and voted on at the next Chapter meeting. Standard rules of parliamentary procedure will be used. No homework is to be done during Chapter meetings.
5. **Chapter Adviser:** The Chapter Adviser's duties are to assist the Fraternity's members with any academic needs that they have. They also must hold office hours at their discretion during the week, as defined by Monday through Friday. The Chapter Adviser is selected by the Executive Council of the Fraternity and will serve at his/her leisure while at Iowa State University.

6. Fines and Closed Weekends: All Active Members shall have full power to fine any member for breach of the by-laws. These fines shall be given to the Internal Vice President in the form of a standard fine sheet and one submitted to the offender. All fines must be submitted within forty-eight (48) hours of the said offense. Associate Members may be fined midway through their first semester in the house. The fine sheet must include the date, name of offender, reason for the fine, and have two (2) signatures of Active Members. All amounts of fines shall be doubled at the second chapter meeting after the date of the fine and doubled again at the third chapter meeting if the fine remains unpaid. If said fine remains unpaid after the third chapter meeting the member will be placed on social probation and will lose voting rights until said fine has been paid.

Waitings: missed - \$10, late, incomplete - \$5. If waiting is not done within reasonable time then another member may do the waiting and receive the money paid by the offending member. Reasonable time shall be 11:00 for lunch setup, 2:00 for lunch cleanup, and 5:00 for dinner.

Using house dishes outside kitchen and dining area - \$10.

Disrespect of kitchen equipment - \$10.

Unexcused absence from initiation - \$50.

Unexcused absence from Quo Vadis - \$25.

Unexcused absence from work week - \$25 per day.

Missed special function (closed weekend other than Quo Vadis) - \$10.

House clean-up: missed - \$10, late (after 9:00 p.m.) without prior notification - \$5, incomplete - \$5. If the clean-up is incomplete by the time determined by the House Manager it is considered not done and is a \$10 fine. If a member first speaks to the House Manager, they may do the clean-up and receive the \$10.

Missed Chapter meeting (not present at roll call) without an excuse or not signing the minutes within forty-eight (48) hours. - \$5

Missed serenade (when notice posted for forty-eight (48) hours) - \$10

Pulling the fire alarm - \$50

Willful house damage - \$50 automatic fine plus cost of repairs. Repairs must be done within ten (10) days. If not done in ten (10) days, the offender must pay the cost of the repair and an equal amount to the person who actually did the repair. Associate Members can be fined for willful house damage at any time during the semester. The 48-hour rule is not in effect here.

Knowingly putting the chapter at risk is to be considered willful house damage and therefore be subject to a \$50 fine as well as action to be taken by the Standards Board.

In house members without parking spots that park in the lot without permissions from the parking lot chair - \$10.

Missed or incomplete Sober Monitor - \$25.

Removing laundry key from main floor for more than half an hour - \$2

Losing laundry key - \$10 and buy a new one.

No alcohol is to be consumed in the chapter house or parking lot Sunday night through 4:00 p.m. on Friday, or after latest class. Also, members are not to come back intoxicated and disorderly from anywhere else. Violation of this policy - \$10.

7. House Courtesies: The following are rules are to be followed at all times but are not subject to fine. They are merely considered part of the common courtesies that are a part of living in the Chapter house.

Quiet house from 10:00 p.m. to 7:00 a.m.

No smoking in the house or Annex.

No chewing on main floor.

Must not leave tobacco or "spitters" unattended anywhere in the house.

Must be dressed on main floor as well as in kitchen or dining room. Shirt and shoes required. No boxers.

No swearing or foul language on main floor or in dining room.

No drinking alcohol on main floor.

No wearing house letters while drinking or at the bar.

No beverages are allowed on the pool table or foosball table.

The cover must be placed on the pool table when not in use.

No jump balls allowed on the pool table.

Cues, chalk, and all pool table accessories are not to leave the room except under special circumstances.

No smoking within 15 feet of any entrance.

No eating on main floor during the week.

8. Miscellaneous Fees and Awards

\$100 awarded to any member with first contact rights to a person who goes through the A.M. Ceremony in the form of reduced house bill or off campus fee.

Discounts and monetary awards will only take effect if there are at least 20 in-house members.

9. Early Alumni

Any member who has:

1. Been affiliated with the chapter for 8 semesters or more, or is in their graduating semester

2. Paid all money owed to the chapter

is eligible to petition for early alumni status. The member will be free of any obligations to the chapter and will be taken off of the National and University roster. The member will also not be allowed to park in the lot Monday through Friday during the school year without prior consent. The petition must be approved by a $\frac{3}{4}$ majority vote of the active body.

Revised, edited, and updated by the Standards Board of the Iowa Xi Chapter of Phi Kappa Theta Fraternity on this day, October 29, 2014.

Fraternally submitted for approval by the Active Body.

Chris Holmquist
Standards Board Member