

# Epsilon Chapter Bylaws



# INDEX

CHAPTER I – ORGANIZATION AND MEMBERSHIP

CHAPTER II – OPERATING PROCEDURES

CHAPTER III – JEWELLED OFFICERS

CHAPTER IV - EPSILON CHAIRMEN

CHAPTER V – NOMINATIONS, VOTING, AND ELECTIONS

CHAPTER VI - CABINET

CHAPTER VII – ACADEMIC POLICY

CHAPTER VIII – MEMBERSHIP STANDARDS

CHAPTER IX – MEMBERSHIP QUALITY BOARD

CHAPTER X – JUDICIAL BOARD

CHAPTER XI – DRUGS AND ALCOHOL

CHAPTER XII – FINANCES

CHAPTER XIII – CHAPTER EMPLOYEES

CHAPTER XIV – LIVING POLICY

CHAPTER XV – CHAPTER PROPERTY

CHAPTER XVI – TRADITIONS

CHAPTER XVII – AMENDMENTS TO BYLAW

# **CHAPTER I**

## **ORGANIZATION & MEMBERSHIP**

### **Section 1. OVERVIEW**

- A. The Epsilon chapter of Tau Kappa Epsilon Fraternity located at Iowa State University, being fully chartered as a regular undergraduate chapter of Tau Kappa Epsilon Fraternity specifically adopts the International Constitution and International Bylaws and traditions of Tau Kappa Epsilon and, in addition, the following Bylaws adopted under which this chapter shall operate. Tau Kappa Epsilon abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Tau Kappa Epsilon agrees to annually complete President's and Treasurer's Training. Iowa State University and Tau Kappa Epsilon 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, unless otherwise noted in Title IX."

### **Section 2. ACTIVE MEMBERSHIP**

- A. An active member is defined as a member who has been initiated into the Tau Kappa Epsilon Fraternity and has paid membership dues for the current semester and is not considered inactive per the bylaws in Chapter 1, Section 3.
- B. An active member must maintain a full student status with the university.

### **Section 3. INACTIVE MEMBERSHIP**

- A. An undergraduate member who, at his own request, because of marriage, sickness, injury or other valid reasons has been granted an inactive status by a two-thirds vote of the chapter with the written consent of the chapter advisor; the member shall be considered an inactive member in good standing.
- B. Inactive members will not be able to participate in any social planned activity that will be paid for by active members' dues.
- C. Inactive members will be allowed to attend chapter meetings, philanthropy events, and service functions, but can be asked to leave if he is hurting Epsilon's reputation in any way.
- D. Inactive members will continue to pay dues required by the chapter excluding social fees and activities which the inactive member is unable to participate in.
- E. Inactive members will not be able to vote in any election, impeachment proceeding, bylaw amendment, or other vote unless specified otherwise.

### **Section 4. ASSOCIATE MEMBERSHIP**

- A. An associate member is defined as a member who has been inducted, but not yet

initiated.

- B. An associate member must maintain a full student status with the university.

#### Section 5. TRANSFER STUDENTS

- A. A transfer student is an active member of Tau Kappa Epsilon transferring from another university.
- B. A 90% vote of the active chapter is required for acceptance into Epsilon.
- C. Required to make a cumulative 2.65 grade point average prior to being accepted.
- D. The transfer will be allowed to attend all chapter meetings but sustain from voting until completion of the above criteria; he will also not be considered part of the quorum.
- E. The transfer student is only allowed to miss two meetings to be eligible for acceptance.
- F. If the transfer student would like to be an Epsilon Teke, they must go through the complete new member education process outlined by the Hegemon.

#### Section 6. MEMBER COMPLIANCE

- A. All members are responsible for following the Epsilon Bylaws and are subject to punishment if any governing laws are broken.
- B. All members will be held responsible for enforcing all rules and bylaws to their guests. Failure to do so will result in being tried by the judicial board for the guest's offense.

#### Section 7. EARLY ALUMNI

- A. An undergraduate member who, at his own request, is entering their 5<sup>th</sup> year, and has lived in for 4 or more semesters, and has held two positions in TKE, and has been granted an Early Alumni status by a 90 percent vote of the chapter.
- B. Undergraduate members who wish to be approved for early alumni status must pay all nationals and IFC dues, where applicable, before requesting approval from the chapter.

#### Section 8. CABINET

- A. Administrative powers shall be vested in Cabinet (Chapter III).
- B. Composition of the cabinet shall consist of the Crysophylos, Histor, Pylortes, Hegemon, Hypophetes, Grammateus, Epiprytanis, Prytanis, and Recruitment Chairmen.

#### Section 9. BLACKLIST MEMBERSHIP

- A. A member may get blacklisted if found to have caused physical, verbal, or sexual assault; anything going against the six pillars of TKE stated in Chapter VIII, Section 4.A. and defined in "the book" pages 2-3.
- B. A two-thirds (2/3) vote will blacklist a member.
- C. A blacklisted member will not have any association with the Tau Kappa Epsilon Fraternity, their membership will be revoked, and their name will be crossed off the scroll.

D. A blacklisted member cannot advertise being a part of the Tau Kappa Epsilon Fraternity. An example would be, having the letters in a social media bio, a signature for an email, etc. It is expected that you follow this.

## **CHAPTER II**

### **OPERATING PROCEDURES**

#### Section 1. MEETINGS

- A. Regular meetings of chapter members will be held weekly.
  - a. The day and time of regular meetings will be designated by Cabinet and approved by the chapter with majority vote.
  - b. The Prytanis may change the meeting time and/or day with at least fourteen (14) days' notice to the chapter.
- B. Regular meetings are considered mandatory for active, inactive, and associate Members. Early alumni are not required to attend regular meetings, however.
  - a. Only the Prytanis or Grammateus may excuse a member prior to regular meetings.
    - i. Valid excused absences include: severe sickness, work, or prior academic arrangements (class, review session, group project).
    - ii. The Prytanis must approve all other conflicts.
    - iii. The Prytanis or Grammateus must be told of a foreseen absence at least twenty-four (24) hours prior to the start of the Chapter meeting.
  - b. All members will be allowed one unexcused absence each month with a maximum of three unexcused absences in one semester.
    - i. Any member with more unexcused absences than allotted will be prohibited from attending major social events such as Formal and bus parties.
    - ii. Any member having more than three unexcused absences in one semester shall be required to meet with the Membership Quality Board.
- C. The Prytanis with at least a 48-hour notice may set finable chapter meetings.
  - a. The Prytanis may set fines up to \$50 per finable meeting.
  - b. The fines shall be recorded by the Grammateus and reported to the Crysophylos to collect the fines.
  - c. Fines can be appealed to the judicial board; appeal must be made to the Epiptytanis within 48 hours of the fine being levied.
- D. Emergency chapter meetings may be called by the Prytanis or at the request of 20 percent of the members.
- E. Quorum is defined as 50 percent plus one (1) of the Chapter size.
- F. Ritual opening and closing of chapter meetings shall never be omitted, except upon the request of the Prytanis.
  - a. Candidate members may not attend formal opening, formal closing or formal chapter until initiated.
  - b. Associate members may not attend formal closing or formal chapter until initiated.

- G. The chapter is granted the ability to temporarily suspend a bylaw under any circumstance. The duration of the temporary bylaw suspension will be determined by the Prytanis and recorded in the official chapter minutes by the Grammateus. After the duration of the temporary suspension, the suspension will lose its influence and the bylaw will return to its original state or the current state of the bylaw if it has since been amended.
- a. A motion must be made during a chapter meeting to suspend any specific bylaw and, if no one objects, it may be suspended.
    - i. If a member objects to suspending the bylaw, it may still be suspended with a 2/3 vote by active members in attendance.

## Section 2. ORDER OF BUSINESS

- A. Opening by Ritual
- B. Guest Introduction
- C. Opening Announcements
- D. TKE Chairmen
  - a. Intramural Chairman
  - b. Purchasing Coordinator
  - c. Social Chairmen
  - d. Brotherhood Chairman
  - e. Service Chairman
  - f. Philanthropy Chairmen
  - g. Webmaster
  - h. Public Relations Chairman
  - i. Leadership Development Chairman
  - j. Career Fair Chairman
  - k. Interfraternity Council Delegate
  - l. Apollo Club Chairman
  - m. Programming Chairman
  - n. Pop Chairman
  - o. Mental Health Chairman
- E. Seasonal Chairmen
  - a. Homecoming
    - i. General Co-Chairs
    - ii. Yell Like Hell Chairmen
    - iii. Lawn Display Chairmen
    - iv. Lawn Display Skit Chairmen
    - v. Homecoming Service Chairman
    - vi. Banner Chairman
  - b. Varieties Chairmen
  - c. Greek Week

- i. General Co-Chairs
    - ii. Lip Sync Chairmen
    - iii. Banner Chairman
    - iv. Greek Week Service Chairman
  - d. Mom's Weekend Chairman
  - e. Dad's Weekend Chairman
- F. Chapter Employees
  - a. House Manager
  - b. Kitchen Steward
  - c. Chapter Advisor(s)
  - d. Recruitment
- G. Jeweled Officer Reports
  - a. Crysophylos
  - b. Histor
  - c. Pylortes
  - d. Hegemon
  - e. Hypophetes
  - f. Grammateus
  - g. Epiprytanis
  - h. Prytanis
- H. Old Business – as advised by the Grammateus
- I. New Business
- J. "Of the Week" Awards
  - a. Teke of the Week
  - b. Geek of the Week
- K. Closing Announcements
- L. Closing by Ritual

### Section 3. SPECIAL OPERATIONS OF BUSINESS

- A. Following official visits by an international representative from headquarters, the report of his inspection shall be given in the Prytanis' report.
- B. At the last meeting of each semester, the chapter shall conduct the Fraternity for Life ritual, assisted by representatives from the Alumni Association, in order to induct the graduating seniors.
- C. Alumni or honorary members may attend any meeting of the chapter and may join in discussion and debate the same as any member. These members may not vote, nor make or second motions.

### Section 4. CRISIS MANAGEMENT PLAN

- A. Harmful and dangerous events can occur that involve either the fraternity chapter as a



whole and/or a fraternity brother. These events may include, but are not limited to, the following:

- a. Sexual misconduct
  - b. Alcohol misuse and/or misconduct
  - c. A severe injury or death
- B. The Prytanis has the power to claim an occurrence as a crisis and can enforce this crisis plan at any time. The Prytanis will manage the entire crisis management plan. If the Prytanis is absent or unable to assist, the Pylortes will uphold and manage the crisis plan in his absence. If, and only if, the Prytanis calls for the crisis plan to be acted upon, the following will occur:
- a. Notify appropriate emergency personnel
    - i. Explain the situation in a timely fashion allowing time for the personnel to respond effectively. Remain calm throughout your interaction to be as efficient as possible.
  - b. Close the chapter facility
    - i. In order to maintain control of the Epsilon chapter facility and the members of the chapter, only permit chapter members to enter the chapter facility.
  - c. Notify the appropriate individuals
    - i. Chapter advisor
    - ii. International headquarters
    - iii. Chapter facility LLC chairman
    - iv. University Office of Sorority and Fraternity Engagement advisor
  - d. Assemble all brothers for an emergency chapter meeting
    - i. The first order of business will be to explain the emergency to the chapter members. All members will be instructed to refrain from speaking to any personnel not affiliated with Epsilon chapter. Ensure the chapter members that the crisis will be resolved soon and to remain calm.
  - e. Handle the media
    - i. Only the current manager of the crisis plan may speak to or contact the media at any time throughout the process. Chapter members are strongly encouraged to refrain from social media use. If at any time the media reaches out to Epsilon chapter, it is advised that members of the chapter respectfully decline the opportunity to connect.

## **CHAPTER III**

### **JEWELLED OFFICERS**

#### Section 1. RIGHTS, DUTIES, OBLIGATIONS, AND RESPONSIBILITIES

- A. Jeweled officers are responsible for upholding the International Constitution, the Black Book, and the Epsilon bylaws.
- B. Jeweled officers may appoint an assistant and/or a committee as he may see fit to assist him in successful execution of his duties of office.
- C. All positions are responsible to carry out all duties of their office along with any others as assigned by the Prytanis.
- D. Work collectively for the betterment of Epsilon Chapter by devoting time and effort into finding solutions to current issues and/or adversities to members of the chapter.
- E. Be responsible for creating and maintaining a position transition binder to document all actions undergone during his term.
- F. Be responsible for conducting an appropriate officer transition with the newly elected officer of his position at the conclusion of elections.
- G. All jeweled officers must live in the chapter facility during the full length of their term

#### Section 2. TERMS OF OFFICE

- A. The term of Jeweled Officers will begin January 1st and end December 31st.

#### Section 3. PRYTANIS

- A. To preside over all chapter and cabinet meetings.
- B. To serve as the chief executive officer of the chapter and to identify and report on the goals of the chapter.
- C. To serve as the chapter delegate to Grand Chapter meetings and Conclaves, unless another delegate is designated.
- D. To attend Interfraternity Council meetings.
- E. To serve as a member of the Membership Quality Board.

#### Section 4. EPIPRYTANIS

- A. To perform all the duties of Prytanis in his absence.
- B. To assist the Prytanis by overseeing all internal chapter affairs.
- C. To hold copies of the international constitution, the Epsilon bylaws, Interfraternity Council bylaws, and the Black Book. It is the duty of the Epiprytanis to be familiar with the contents of the aforementioned documents; he may be asked to locate and interpret a specific bylaw during a chapter meeting.
- D. To be the custodian of the Epsilon bylaws and policies by updating all approved amendments and changes.
- E. To serve as the chairman of the judicial board.

## Section 5. GRAMMATEUS

- A. To keep a permanent record of all chapter proceedings, and to preserve and pass this record to his successor in office.
- B. To attend to all communication not otherwise delegated and keep a file of all chapter communication with the Office of the Grand Chapter, the university and other interested parties.
- C. To record minutes at each chapter meeting.
- D. To report all unfinished business at chapter meetings.
- E. To notify the Office of the Grand Chapters of nominations for chapter advisor(s).
- F. To record attendance at all chapter meetings, as outlined in Chapter 2, Section 1.
- G. Maintain online records and resources for which all members will be able to access. These online records must include, but are not limited to:
  - a. Current edition of chapter bylaws
  - b. Chapter roster
  - c. Chapter calendar

## Section 6. CRY SOPHYLOS

- A. To collect all money due, pay all bills, and keep an accurate record of all transactions for the chapter.
- B. Dates for which money must be collected by is set at the discretion of the Crysophylos.
  - a. Minimum dues payments during this date period are set at one-third of total dues unless consent is given by the Crysophylos to do otherwise.
- C. To oversee the payment of all fees for pledging and initiation to the Office of the Grand Chapter.
- D. To make the chapter budget and have it completed by and approved by the chapter every semester.
- E. To inform the chapter of the financial status of the chapter.
- F. The Crysophylos may not write checks to himself.
- G. The Prytanis must confirm the payment of the Crysophylos' dues.

## Section 7. HISTOR

- A. Be responsible in conjunction with Jeweled Officers and Chairmen to producing four (4) to five (5) newsletters (CHIMES) per calendar year for chapter members and alumni.
  - a. CHIMES will include written articles of recent chapter events and member achievements.
- B. Be responsible for coordinating and completing the application for the Top TEKE Award.
- C. Be responsible in conjunction with the Prytanis to safely store and upkeep the chapter scroll.
- D. Be responsible for preserving all items of historical importance.
- E. Be responsible for keeping permanent record of the personal history and addresses of each member of the chapter informing the Office of the Grand Chapter of any changes of

address of active, inactive, and alumni members.

F. Be responsible for providing information for The Teke Magazine and Offices of the Grand Chapter.

G. Perform all the duties of the Grammateus in the absence of the Grammateus.

#### Section 8. HYPOPHETES

A. To perform all the duties of the Prytanis in the absence of the Prytanis and Epiprytanis.

B. To conduct all ritual exercises and act as custodian of the Silver Books.

C. To collect and record the grades of each member.

D. To maintain the chapter study files.

E. To serve as a member of the Membership Quality Board.

F. To counsel with any member about his academic progress and difficulties, arranging for further help, tutoring and counseling as needed.

G. To organize and lead a committee of academic leaders.

#### Section 9. PYLORTES

A. To act as a doorkeeper at meetings.

B. To act as a custodian of the chapter meeting room, keeping it clean and orderly and properly set up before chapter meetings.

C. To be custodian of all flags, properly displaying them whenever customary.

D. To maintain ritual equipment.

E. To keep track of and maintain a record of current members' scroll points.

F. To submit the scroll points system to Cabinet for simple majority approval, and release to the chapter with at least 6 weeks remaining in the applicable semester.

G. To assign parking spaces and rooms according to the order of scroll points.

H. To submit all required risk management paperwork to the Office of the Grand Chapter, the Interfraternity Council, and Iowa State University's Risk Management Office.

a. Duties include:

i. Minimizing potential risks for club activities

ii. Recommending risk management policies or procedures

iii. Ensure that proper waivers and background checks are on file with the Risk Management office for events (if applicable)

I. To conduct a minimum of 4 house searches per semester for any breach of these bylaws, primarily the possession of banned substances as outlined in Chapter Eleven (XI).

J. They must revise the PR Crisis Plan every semester.

#### Section 10. HEGEMON

A. To mentor and educate the potential new members and candidate members until their initiation is complete.

B. To oversee a committee of chairmen who contribute to continued member education.

C. To cooperate with the Prytanis in the selection of big brothers for potential new members.

D. To prepare new members according to the TKE International Manual.

- E. To serve as a member of the Membership Quality Board.

## **CHAPTER IV**

### **EPSILON CHAIRMEN**

#### **Section 1. RIGHTS, DUTIES, OBLIGATIONS, AND RESPONSIBILITIES**

- A. Epsilon chairmen are responsible for upholding the International Constitution, the Black Book, and the Epsilon bylaws.
- B. All positions are responsible to carry out all duties of their office along with any others as assigned by the Prytanis.
- C. Be responsible for creating and maintaining a position transition binder to document all actions undergone during his term.
- D. Be responsible for conducting an appropriate officer transition with the newly elected chairmen of his position at the conclusion of elections.
- E. Chairmen are encouraged to work in conjunction with their Cabinet leader to form a committee and involve them in the operations of the position.
- F. Each chairman or chair team shall write a post event evaluation after every scheduled event. Evaluations should be saved for the use of the next chair. Evaluations shall consist of five portions.
  - a. What occurred at the event?
  - b. What items of preparation were necessary?
  - c. What should be done to improve the event and preparation at its next occurrence?
  - d. A committee member shall give a statement on the above questions.
  - e. A non-committee active chapter member shall give a statement on the above questions.

#### **Section 2. INTRAMURAL CHAIRMAN**

- A. One chairman is elected at the beginning of each semester to serve a one semester term.
- B. To report registration dates for upcoming intramural sports.
- C. To organize and register intramural teams.

#### **Section 3. PURCHASING COORDINATOR**

- A. One coordinator is elected at the beginning of each semester to serve a one semester term.
- B. To establish relationships with apparel companies.
- C. To facilitate chapter apparel orders.

#### Section 4. SOCIAL CHAIRMEN

- A. This position will be elected within the last three weeks of the school year and will be held for both semesters of the following year.
- B. There will be two members that will co-chair this position
- C. To develop and implement the chapter's social brotherhood programs. To meet, with conjunction of the Pylortes, all risk management requirements set in place by Iowa State University, the Interfraternity Council, and the State of Iowa concerning social functions.
- D. At the end of the fall semester, each chairman must be validated by a majority at a chapter meeting where a quorum is present. If either chair fails to be validated, an election will take place to elect a replacement for their chair position second semester of that year.

#### Section 5. BROTHERHOOD CHAIRMAN

- A. One chairman will be elected at the beginning of each semester to serve a one semester term.
- B. Be responsible in conjunction with the Hypophetes to upkeep chapter moral and brotherhood.
- C. Be responsible for planning brotherhood events in conjunction with the social and service chairmen and communicate events to the entire chapter.

#### Section 6. SERVICE CHAIRMAN

- A. One chairman will be elected at the beginning of each semester to serve a one semester term.
- B. To coordinate the chapter's service program.
- C. To record each member's service hours.
- D. Inform the chapter about external philanthropic and service opportunities.

#### Section 7. PHILANTHROPY CHAIRMEN

- A. This position will be elected within the last three weeks of the school year and will be held for both semesters of the following year.
- B. There will be two members that co-chair this position.
- C. To facilitate chapter sponsored or co-sponsored philanthropy events.
- D. To record the chapter's philanthropy dollars.
- E. At the end of the fall semester, each chairman must be validated by a majority at a chapter meeting where a quorum is present. If either chair fails to be validated, an election will take place to elect a replacement for their chair position second semester of that year.

#### Section 8. RECRUITMENT CHAIRMEN

- A. The fall chairmen will be elected at the beginning of the fall semester to serve a one

semester term. The spring/summer chairmen are elected at the end of the fall semester to serve until the following fall chairmen are elected.

- B. There will be two members that hold this position.
- C. To develop and implement an effective program to attract new members to the fraternity.
- D. To be the only members that can extend bid cards to individuals.
- E. Spring/Summer recruitment chairmen may be compensated at the discretion of the 224 Ash LLC.

#### Section 9. HOMECOMING CHAIRMEN

- A. The chairmen will be elected at the end of the spring semester and will serve through Homecoming week of the following fall.
- B. There will be two members that co-chair this position.
- C. To facilitate the acquisition of a Homecoming pairing.
- D. To facilitate fundraising for Homecoming activities.
- E. To coordinate participants for not otherwise delegated Homecoming activities.

#### Section 10. YELL LIKE HELL CHAIRMEN

- A. The chairmen will be elected at the end of the spring semester to serve until Yell Like Hell festivities have been finished the following fall.
- B. There will be two members that co-chair this position.
- C. To orchestrate the Yell Like Hell skit.
- D. To lead and direct Homecoming Yell Like Hell practices and performances

#### Section 11. LAWN DISPLAY STRUCTURE CHAIRMEN

- A. The chairmen will be elected at the end of the spring semester to serve through the Lawn Display competition the following fall.
- B. There will be two members that co-chair this position.
- C. To abide by all Homecoming Central regulations.
- D. To design and oversee the construction of the lawn display structure.

#### Section 12. LAWN DISPLAY SKIT CHAIRMEN

- A. The chairmen will be elected at the end of the spring semester to serve through the Lawn Display competition the following fall.
- B. There will be two members that co-chair this position.
- C. To orchestrate the Lawn Display skit in conjunction with the lawn display structure chairmen.

#### Section 13. VARIETIES CHAIRMEN

- A. The chairmen will be elected during the fall semester and will serve through the completion of Varieties competition the following spring.

- B. There will be two members that co-chair this position.
- C. To orchestrate the Varieties skit and all practices and preparations associated with it.
- D. To facilitate the acquisition of a Varieties pairing.

#### Section 14. GREEK WEEK CHAIRMEN

- A. The chairmen will be elected during the fall semester and will serve through the completion of Greek Week the following spring.
- B. There will be two members that co-chair this position.
- C. To facilitate the acquisition of a Greek Week pairing.
- D. To facilitate participants for not otherwise delegated Greek Week activities.
- E. To facilitate fundraising for Greek Week activities.

#### Section 15. LIPSYNC CHAIRMEN

- A. The chairmen will be elected during the fall semester to serve through the completion of Lip Sync competition the following spring.
- B. There will be two members that co-chair this position.
- C. To orchestrate the Lip Sync skit and all practices and preparations associated with it.

#### Section 16. PUBLIC RELATIONS CHAIRMAN

- A. This chairman will be elected at the beginning of each semester.
- B. They must submit one (1) article to TKE Headquarters for every issue of TKE Magazine (issues are quarterly).
- C. They must keep the social media accounts up-to-date.
- D. They will aid the Histor in writing Chimes.
- E. They must strive to maintain a positive image for the TKE and the Epsilon Chapter in the eyes of ISU, TKE Headquarters, and the Ames community.
- F. Be responsible for taking photos or videos of chapter events.
- G. In conjunction with the recruitment chairmen, will manage all marketing plans for potential new members.
- H. In conjunction with the philanthropy chairmen, will market all planned philanthropic events.
- I. Maintain positive relationship with the Greek Community by giving gifts for founder's days or other occasions.
- J. Prepare press releases for the ISU daily, Greek Affairs, and other media outlets.

#### Section 17. WEBMASTER

- A. This position will be appointed by the Prytanis at the beginning of each semester to serve a one semester term.
  - a. If multiple members express interest, the prytanis may call for an election
- B. They must continually update the chapter website.



- C. They will oversee the wireless network in the house.
- D. They will train their committee on how to update the website and trouble shoot the wireless network.

#### Section 18. IFC REPRESENTATIVE

- A. This position shall be appointed by the Prytanis before the first IFC meeting of each semester to serve a one semester term.
  - a. If multiple members express interest, the prytanis may call for an election
- B. Duties include going to the meeting, advocating for the views of Tau Kappa Epsilon, and reporting to the chapter during weekly chapter meetings.

#### Section 19. LEADERSHIP DEVELOPMENT CHAIRMAN

- A. This position shall be appointed by the Prytanis in the first week of the spring semester. The position lasts one calendar year.
  - a. If multiple members express interest, the prytanis may call for an election
- B. A junior or senior with credible leadership experience may hold this position. They are encouraged to collaborate with the Hegemon.
- C. Duties include hosting four (4) leadership development sessions per semester, cover topics that are relevant and needed by the chapter members.

#### Section 20. CAREER FAIR CHAIRMAN

- A. This chairman shall be appointed by the Prytanis in the first week of the school year. The position will last one school year.
  - a. If multiple members express interest, the prytanis may call for an election
- B. They must notify the chapter of career fair dates, planning, and overseeing a resume workshop
- C. They must offer to perform interviews before career fairs.

#### Section 21. POP CHAIRMAN

- A. The chairman will be appointed by the Prytanis at the beginning of each semester to serve a term of one semester.
  - a. If multiple members express interest, the prytanis may call for an election
- B. The duties of the chairman are to keep the in-house pop machine full.

#### Section 22. MOM'S WEEKEND CHAIRMAN

- A. This position shall be elected at the beginning of the spring semester.
- B. The Chairman will organize Mom's Weekend festivities, including a fundraiser for the chapter's "Mom's Fund".
- C. If over \$4,000 are raised during a single Mom's Weekend, the Mom's Weekend Chair will ensure 25% of said funds are issued to St. Jude Children's Research Hospital.

- D. If the chapter decides to have a party for Mom's Weekend, the Chairman will register a party in conjunction with the IFC bylaws at least 3-4 weeks before moms weekend.

#### Section 23. DAD'S WEEKEND CHAIRMAN

- A. This position will be elected at the beginning of the fall semester
- B. Organize Dad's Weekend festivities.

#### Section 24. SOCIAL EDUCATION CHAIR

- A. The chairman will be appointed by the Prytanis at the beginning of each semester to serve a term of one semester
  - a. If multiple members express interest, the prytanis may call for an election
- B. The main duty of the chairman is to coordinate four (4) educational programming activities for the chapter in their term on topics that will improve the character, development, and functional knowledge of members.
- C. These educational programs may be developed by the programming chair himself, but preferably will be presented by speakers from the university or local community.
- D. Programs will cover a variety of topics, including, but not limited to:
  - a. Study skills and academic success strategies
  - b. Risk prevention
  - c. Alcohol education
  - d. Sexual violence prevention
  - e. Wellness (mental/physical/emotional health, stress management)
  - f. Councils comprising the Iowa State Fraternity and Sorority Community
  - g. Civic engagement
  - h. Financial education, retirement planning
  - i. Multiculturalism, diversity, and diverse populations
  - j. Social justice and inclusion
  - k. Gender issues
  - l. Ability (mental, physical, or other disability)
  - m. Sexual orientation
  - n. First-generation students
  - o. Religion
  - p. Race and ethnicity
- E. While seeking facilitators for educational programs, the Chairman should also seek outreach with high-ranking University officials as guests at a formal chapter dinner.
- F. Will regularly correspond with the IFC VP of Social Education, attend social justice programs and coordinate University mandated programs with Cabinet. The chairman will also develop knowledge to address and inform the chapter of social issues within the chapter and community.

#### Section 25. APOLLO CLUB CHAIR

- A. The one chairman will be appointed by the Prytanis at the beginning of each semester to serve a term of one semester.
  - a. If multiple members express interest, the prytanis may call for an election
- B. The duties of the chairman are to host discussions and stimulate conversation and thought.
- C. They should include hosting four (4) Apollo Club sessions per semester, covering topics that relate both to the chapter and outside of it.

#### Section 26. HOMECOMING SERVICE CHAIRMAN

- A. The chairman will be elected at the end of the spring semester and will serve through Homecoming Week the following fall.
- B. The chairman will work alongside the homecoming chairmen in order to meet guidelines and goals in service-related matters for homecoming.
- C. Abide by all rules set out by Homecoming Central and report to them as needed.
- D. Take the lead in fundraising efforts for homecoming competitions.

#### Section 27. BANNER CHAIRMAN

- A. This position will be elected at the end of the Fall and Spring semesters.
- B. The banner chairman will hold position for one semester.
- C. The banner chairman will be tasked with creating the banner following the guidelines for Homecoming and Greek Week in the Fall and Spring semesters respectively.

#### Section 28. MENTAL HEALTH CHAIRMAN

- A. One chairman will be appointed by the Prytanis at the beginning of each semester to serve a one-semester term.
  - a. If multiple members express interest, the prytanis may call for an election
- B. Be responsible in conjunction with the Pylortes to upkeep chapter mental health.
- C. Provide updated resources and tips for managing mental health to brothers who seek it.
- D. Coordinate informational speakers from student counseling/wellness.
- E. Be someone that brothers can talk to in times of need and stress while remaining unbiased.
- F. Keep information regarding another brother's mental health private.
- G. Seek professional mental help for brothers when deemed necessary.

#### Section 29. SOBER BROTHER SERVICE

- A. If a member has an academic strike, they are required to provide a sober brother service.
- B. A sober brother service shift is from 8pm to 2am, normally on Friday and Saturday nights but the chapter can request an additional day.
- C. Before the shift starts it is required for the member providing the sober brother service to

make a post on the Facebook group with a phone number for them to be reached during the shift.

- D. During the shift, the sober brother may refuse a ride if:
  - a. The member requesting is 15 or more minutes away
  - b. The member requesting is sober
  - c. The member is requesting to be driven to a party/restaurant/etc.
  - d. The member requesting is outside the time specified in section B
  - e. Weather conditions make the roads unsafe for the sober brother
- E. As the sober brother, keep track of who you give a ride to on the google form created by the pylortes.
  - a. If a member uses the sober brother service often, that member will be required to provide the sober brother service.
- F. The sober brother may not consume any alcohol or illegal substance within 8 hours prior to the start of his shift.
  - a. Any sober brother who violates this will require a meeting with the Membership Quality Board.

#### Section 30. GREEK WEEK SERVICE CHAIRMAN

- A. The chairman will be elected at the end of the fall semester and will serve through Greek Week the following spring.
- B. The chairman will work alongside the Greek Week chairmen in order to meet guidelines and goals in service-related matters for Greek Week.
- C. Abide by all rules set out by Greek Week Central and report to them as needed.
- D. Take the lead in fundraising efforts for Greek Week competitions.

## **CHAPTER V**

### **NOMINATIONS, VOTING, AND ELECTIONS**

#### **Section 1. NOMINATIONS**

- A. During the chapter meeting prior to elections, the chapter will nominate members for the open positions set forth by Cabinet.
- B. There is no limit on the number of nominations the chapter may nominate for a position.
- C. Any member that is not nominated may still have the opportunity to run off the floor during the election meeting.
- D. Nominees running for the position of Prytanis must have served a full term as a jeweled officer in order to be eligible during the election of the position. The only exception to this is if the nominee has served Cabinet as a recruitment chair in the spring and summer.

#### **Section 2. VOTING PROCEDURES**

- A. All action items, which include voting for jeweled officers, chairmen, and bylaw amendments, may only occur on the original predetermined regular meeting day and time (Chapter II, Section 1, Subsection A).
  - a. If the regular meeting time has been changed from the original time and/or day voting on any action items shall not occur, unless passed by a majority vote of the chapter.
- B. A member that has an excused absence as defined by Chapter II Section 1 Subsection B and consent from the Prytanis shall have an absentee discussion, read by the Prytanis or Epiprytanis, and a vote.
- C. Voting of jeweled officers shall be done by secret ballot, either by written ballot or electronic voting methods.
- D. Voting of all other business shall be done by hand, unless the Prytanis or at least two members of the chapter request a secret ballot. In the case a secret ballot is requested, written ballot or electronic voting methods may be utilized.
- E. Only active members shall have voting privileges for jeweled officer positions, bylaw amendments, and impeachment proceedings.

#### **Section 3. ELECTION REQUIREMENTS**

- A. Chapter must be at quorum, as stated in in Chapter II Section 1 Subsection E, for an election of jeweled officers.

#### **Section 4. ELECTION PROCEDURES**

- A. Any member nominated or running off the floor that will not be present at the time of the election is allowed to have another member read a prepared speech in his absence.
- B. After every candidate has had an opportunity for a speech, the chapter will have an opportunity for discussion.

C. Chairman Elections

- a. Each candidate will receive a time limit of two (2) minutes for a speech and five (5) minute time limit for questions.
- b. The chapter's discussion will have a time limit of ten (10) minutes.
- c. A simple majority will elect Epsilon Chairmen.

D. Jeweled Officer Positions

- a. Elections will occur three weeks prior to the end of the Fall Semester
- b. Election will be conducted via secret ballot
- c. Each candidate will receive a time limit of ten (10) minutes for a speech and a ten (10) minute time limit for questions.
- d. The chapter's discussion will have a time limit of fifteen (15) minutes.
- e. A two-thirds ( $2/3$ ) vote will elect jeweled officers.
  - i. In the case that a two-thirds ( $2/3$ ) vote is not reached, a revote will occur.
- f. Terms of Service will run from January 1 through December 31

## **CHAPTER VI**

### **CABINET**

#### Section 1. COMPOSITION

- A. The composition of the cabinet shall consist of the eight jeweled officers, and the recruitment chairmen

#### Section 2. DUTIES AND RESPONSIBILITIES

- A. To approve the appointment of all standing committees.
- B. To discuss problems concerning the general welfare of the chapter and report findings and suggestions to the chapter.
- C. To expedite chapter meetings by recommending, nominating, and suggesting motions to the chapter.
- D. Slate appointed chairmen positions. Slate will be approved at the beginning of the semester they take effect.
- E. To attend all cabinet meetings. If a cabinet member has two unexcused absences, he shall be removed from office and be replaced
- F. To uphold and enforce all bylaws and rules of the chapter. Failure to do so will result in his dismissal from office.

#### Section 3. IMPEACHMENT

- A. Any of the eight elected officers of the chapter are subject to impeachment. Any other chairmen or cabinet members can be removed by a two-thirds (2/3) vote of the cabinet at any regular cabinet meeting. The purpose of this section is to devolve the chapter of irresponsible or otherwise incapable elected officers.
- B. Reason for impeachment must be in writing with not less than 15% of the signatures of the active chapter. The impeached officer will have an opportunity to defend himself before discussion and vote is taken.
- C. A vote shall be taken at the next chapter meeting, of which a two-thirds (2/3) vote is required at any regular chapter meeting at which a quorum is present to immediately remove the impeached officer from his office. The officer is not allowed to be present for discussion or voting
- D. Elections to fill the empty position shall be held the following chapter meeting of impeachment.
- E. Impeachment offenses included but are not limited to:
  - a. Failure to uphold duties as listed in chapter bylaws
  - b. Participate in actions detrimental to the Fraternity
  - c. Violate the chapter bylaws in any way

#### Section 4. OFFICER REVIEW

- A. Three weeks prior to the end of the spring semester, an active member chapter vote will take place reviewing the placement of each cabinet member. A maximum limit of 10 minutes of discussion will take place then a vote will follow. The officer must



pass with a majority vote of present active members to be confirmed to continue with their cabinet position.

- B. If the cabinet member does not receive a majority vote, nominations will be called for and a vote will take place at the next chapter to elect a new member for the position. The displaced member will be allowed to run for the position again if he so desires.

## **CHAPTER VII**

### **ACADEMIC POLICY**

#### Section 1. OVERVIEW

- A. The Epsilon Chapter of Tau Kappa Epsilon adopts the Iowa State University Academic Misconduct Policy that reads as follows: “The entire academic community at Iowa State University is responsible for maintaining high standards of academic integrity in research and scholarly activities in an effort to prevent academic misconduct. It is important to recognize that academic misconduct involving deception must carefully be distinguished from honest error and differences in judgment which are intrinsic parts of research and scholarly activities.” (<http://policy.iastate.edu/policy/misconduct/>).

#### Section 2. GRADE POINT COLLECTION

- A. The Hypophetes will collect the grade reports from The Office of Sorority and Fraternity Engagement after the fall and spring semesters.

#### Section 3. MEMBER REQUIREMENTS

- A. Each member must receive a GPA of 2.65 or greater for fall and spring semesters to stay off academic sanctions. All non-suspended members receiving a GPA below 2.65 for either the fall or spring semester will be placed on academic sanctions (Section 4).
- B. All members must be considered a full-time student by Iowa State University standards and take 12 credit hours each semester. In the instance of those who have appealed to the chapter this bylaw the following procedures will follow:
  - a. Members with less than 12 credits will still be subject to academic restrictions and sanctions.
  - b. Members with less than 12 credits will not be able to be taken off academic restrictions or sanctions by receiving a semester GPA of 3.0.
- C. All members must notify the Hypophetes if they drop a class during the semester.

#### Section 4. ACADEMIC SANCTIONS

- A. The Hypophetes will calculate the number of strikes each semester once grades are released by The Office of Sorority and Fraternity Engagement. He will then notify every member facing sanctions of their status and conditions based upon their strike count.
- B. If a member does not maintain the minimum member GPA of 2.65 the member will be subject to the following sanctions by way of an academic “strike” system. Strikes are attained in the following fashion:
  - a. One Strike: Semester GPA of at least 1.65 and below 2.65
  - b. Two Strikes: Semester GPA of at least 1.0 and below 1.65
  - c. Three Strikes: Semester GPA below 1.0
- C. The following sanctions will be placed on those with the following amount of strikes:

- a. One Strike: Warning
    - i. The member will be required to set up and attend meeting with Membership Quality Board
    - ii. The member is required to sign an academic contract put forth by the Membership Quality Board.
      - 1. Contracts are subject to change with the election of a new Hypophetes
  - b. Two Strikes: Membership Suspension
    - i. Active member status of the member will be immediately revoked and will be considered an inactive member. This includes suspension of all active membership rights, benefits, and responsibilities therein.
    - ii. All conditions pertaining to members with one strike are also applied to those with two strikes.
  - c. Three Strikes: Removal from Chapter
    - i. Loss of membership from the Epsilon Chapter of Tau Kappa Epsilon and will be forced to find an alternate place of living for the rest of their time at Iowa State University.
- D. Strikes are removed in the following fashion:
- a. One strike removed: Semester GPA of at least 3.0 and below 3.3
  - b. Two strikes removed: Semester GPA of at least 3.3

#### Section 5. ACADEMIC STRIKE APPEAL

- A. A member may appeal his third and final strike to the chapter during the chapter meeting immediately following notification of their status.
  - a. To approve the appeal, the chapter must pass a two-thirds (2/3) vote.
  - b. A member may have a strike removed if they have received between the minimum 2.65 GPA requirement and the 3.0 GPA requirement for two (2) semesters in a row.
- B. A member may have a strike removed if they have received between the minimum 2.65 GPA requirement and the 3.0 GPA required for two (2) semesters in a row.
- C. To vote on an academic strike appeal you must be an initiated member.

## **CHAPTER VIII**

### **MEMBERSHIP STANDARDS**

#### Section 1. MEMBERSHIP STANDARDS

- A. The expectations of Tau Kappa Epsilon's members are to be willing to advance the interests of the fraternity with earnestness and sincerity, meet the fraternity's obligations promptly and faithfully, and participate in college and community activities.

#### Section 2. MEMBERSHIP STANDARD POINTS

- A. In order to objectively quantify all members' constant growth, as well as the growth of the Epsilon chapter holistically, a system of numerically weighted Membership Standards is set. These items are listed in Section 3 subsection C.
- B. The Pylortes is responsible for the management, collection, and report of each member's quantifiable Membership Standards. At the close of the semester he is to report the final standings to the chapter's cabinet.

#### Section 3. NUMERICALLY WEIGHTED MEMBERSHIP STANDARDS: PROCESS

- A. The Numerically Weighted Membership Standards should otherwise be known as "Standard Scroll Points".
- B. Before the commencement of each semester, the Jeweled Officers are responsible for drafting the Standard Scroll Points to be enforced for the ensuing term. The draft is to be brought to the chapter, discussed, and agreed upon with a 2/3 vote of both the active and new members.
- C. The Epsilon Chapter agrees that the following are critical in the success and growth of the fraternity and its men, and therefore give weight to the following items as Standard Scroll Points:
  - a. Jeweled Officers
  - b. Epsilon Chairmen
  - c. Living in chapter facility
  - d. LLC employees
    - i. House Manager
    - ii. Kitchen Steward
    - iii. K-crew member
    - iv. Summer House Manager
  - e. Committee member under a Jeweled Officer
  - f. Varsity Athlete
  - g. ROTC member
  - h. Attending a national Tau Kappa Epsilon event
    - i. RLC
    - ii. Conclave

- iii. TKE Leadership Academy
  - i. Member of:
    - i. The Interfraternity Council
    - ii. The Government Student Body
    - iii. Greek Week or Homecoming Central
      - 1. Captain, Aide, or Cy Squad
    - iv. Freshman Council
    - v. Emerging Fraternal Leaders Council
    - vi. Clubs on Campus
    - vii. Order of Omega
  - j. Elected officer in a club on campus
  - k. Extra service hours (any hours past 12 hours)
  - l. Sober Monitor of Formal or informal events
  - m. Volunteer Sober Brother
  - n. Fulfill the responsibilities as a committee member in Epsilon Chapter
  - o. Participation in Homecoming and Greek Week
  - p. Attending and participating with recruitment events
  - q. Grade point average.
- D. Membership Standard points that are awarded to a chapter member will be approved by the respective officer or chairmen in charge of the given Membership Standard points category (i.e. Yell Like Hell Co-Chairs approving participant list).

#### Section 4. MEMBERSHIP EXPECTATIONS

- A. All members are expected to consistently embody the six characteristics of Tau Kappa Epsilon members that are listed below.
  - a. Scholarship
  - b. Character
  - c. Leadership
  - d. Teamwork
  - e. Service
  - f. Brotherhood
- B. These expectations will be measured by the following
  - a. Scholarship: 2.65 grade point average or above.
  - b. Character: No more than two unexcused absences in one month and/or no more than three total unexcused absences in one semester from mandatory chapter events. No housing strikes attained.
  - c. Leadership: Involvement in at least one student organization other than Tau Kappa Epsilon.
  - d. Teamwork: Hold an officer position in the chapter, a chapter chair position, participate in a chapter committee, or hold membership in at least one Greek

community student organization. A member may attend both the mandatory service event and mandatory philanthropy event in order to satisfy this expectation.

- e. Service: At least 12 service hours per semester.
- f. Brotherhood: Attend at least 3 brotherhood events/activities.
  - i. This includes leadership development meetings, Apollo club meetings, Homecoming events, Greek Week events, intramurals, and social events.

#### Section 5. BAD STANDING

- A. All members are expected to only be unsatisfactory in regard to one member expectation as defined in Section 4, Subsection B every semester.
  - a. If a member misses two member expectations, that member will receive one membership expectation strike
    - i. Members graduating within two semesters will receive one membership expectation strike if they miss three member expectations.
  - b. If a member misses three member expectations, that member will receive two membership expectation strikes
    - i. Members graduating within two semesters will receive two membership expectations strikes if they miss four member expectations.
  - c. If a member misses four or more member expectations, that member will receive three membership expectation strikes.
    - i. Members graduating within two semesters receive three membership expectation strikes if they miss five or more membership expectations
- B. If a member misses a single member expectation for three consecutive semesters, that member will receive three membership expectation strikes.
- C. If a member meets all member expectations, they will lose one member expectation strike (if applicable). If that member was previously at zero member expectation strikes, they are to remain at zero strikes.
- D. Membership expectation strikes will be additive. They are to be recorded and updated by the chapter Pylortes.
  - a. Within two weeks of the beginning of each semester, the Pylortes will notify all members, individually, of their completion/noncompletion of membership expectations from the previous semester.
- E. If a member meets or exceeds the quantity of three membership expectation strikes, that member will automatically forfeit his membership of the Epsilon Chapter of Tau Kappa Epsilon.
  - a. This member will have the right to appeal the forfeiture of membership to the Chapter.
    - i. A membership appeal is to be made in front of the chapter with quorum present.

1. The member appealing his membership will have 10 minutes to speak.
  2. The member appealing his membership will have 10 minutes to answer questions posed by the chapter members in attendance.
  3. The chapter will have 10 minutes of discussion in regard to the membership appeal
  4. The member must receive a majority (half vote of quorum) in order to remove one mark from his membership status.
- ii. If the chapter votes in favor of a chapter member during a membership appeal, that member will be set at two membership expectation strikes.

#### Section 6. SOBER EVENTS

- A. All members are expected to show up to chapter-sponsored events sober, unless explicitly stated otherwise
  - a. Sober events include, but are not limited to:
    - i. Philanthropy events
    - ii. Social events with other chapters
    - iii. On-campus events affiliated with the chapter
- B. No alcohol or drugs may be consumed within 8 hours of the start of the event
- C. Members found to have shown up or participated in any events above under the influence of drugs or alcohol will be issued a fine of \$50 and a membership strike, and a meeting with the MQB will be required.

## **CHAPTER IX**

### **MEMBERSHIP QUALITY BOARD**

#### Section 1. PURPOSE

- A. The purpose of the Membership Quality Board is to regulate the standards of membership and to make sure each member is achieving at his greatest potential throughout his time as an undergraduate.

#### Section 2. BOARD MEMBERS

- A. The Membership Quality Board shall consist of the Prytanis, Hegemon, and Hypophetes.

#### Section 3. ACADEMIC STANDARDS

- A. The Academic Standards meeting is chaired by the Hypophetes.
- B. Should a member receive one or more midterms, he will be required to meet with the Membership Quality Board.
- C. Should a member fail to achieve the minimum academic requirement set forth by the academic policy (Chapter XII Section 4) in the Epsilon Chapter Bylaws, the member will

be required to meet with the Membership Quality Board and be subject to an academic contract.

#### Section 4. MEMBERSHIP STANDARDS

- A. The Membership Standards meeting is chaired by the Prytanis.
- B. Should a member fail to achieve a minimum scroll points set forth by the membership standards policy (Chapter XIII) in the Epsilon Chapter Bylaws, the member will be required to meet with the Membership Quality Board.

#### Section 5. ASSOCIATE MEMBER INTERVIEW

- A. The Hegemon will chair Associate Membership interviews.
- B. The Membership Quality Board must interview all Candidate Members at least two (2) weeks prior to initiation.
- C. The Membership Quality Board will give their recommendations to the chapter at the following chapter meeting.

#### Section 6. PROCEDURE

- A. The chair of the specific meeting type will state the purpose of the meeting.
- B. The Membership Quality Board interviews the member in accordance to their referral.
- C. The Membership Quality Board levies any recommendations or punishments.

#### Section 7. APPEAL TO MOVE OUT OF HOUSE

- A. Move-Out Appeals
  - a. Filing a Move-Out Appeal
    - i. Any active or associate member may register a Move-Out Appeal if the member is not classified as a senior by Iowa State University. To do so, an informal report must be filed with the Prytanis by hard copy and E-mail.
    - ii. The report must include the name of the active/associate member requesting a Move-Out appeal and the reasons he wants to move out.
  - b. Membership Quality Board Instructions
    - i. The member must have reasonable motives for moving out of chapter facilities.
    - ii. The member must prove that living out of chapter facilities will not hinder his continual development as a student, member, and leader throughout his time as an undergraduate member.
    - iii. The member must provide evidence of substantial involvement in chapter operations such as, but not limited to; chapter activities, service and



brotherhood events, leadership roles on and off campus, recruitment, and general chapter success.

- iv. The member must postulate a thorough definition of future goals as an active member and his plans to achieve those goals. This plan will include chapter operations such as, but not limited to; chapter activities, service and brotherhood events, leadership roles on and off campus, recruitment, and general chapter success.
- v. The member must be up to date on all fines and finances of any kind owed to the chapter.
- vi. Decisions on hearing and sanctions must be passed with a simple majority (two-thirds). Each member gets one vote.

#### Section 8. NEW MEMBER VOTING

- A. New member voting is done to decide whether pledging men meet the expectations of TKE.
- B. New member voting will be held during the chapter meeting three (3) weeks prior to initiation.
- C. The chapter meeting must have a quorum to hold voting.
- D. The Hegemon will lead the voting.
- E. Voting will be done by hand for each new member, and each new member will require a two-thirds (2/3) vote to be initiated.
- F. If more than five (5) members of the chapter oppose a member's initiation during the initial vote, a five-minute discussion will occur, followed by one re-vote.
- G. After voting, the Hegemon, Pylortes, and Prytanis must together notify each new member of the voting results.

#### Section 9. DEFINITIONS OF POSSIBLE SANCTIONS

- A. Sanctions on Chapter events
  - a. Social Probation
  - b. Limit events (#)
- B. Community Service
  - a. Set a given number of hours to be donated
  - b. Sober bro service (number of nights)
- C. Academic Consulting
- D. Counseling Services
- E. If the Membership Quality Board determines that more severe sanctions are needed, a judicial board hearing will occur.

## **CHAPTER X**

### **JUDICIAL BOARD**

#### Section 1. PURPOSE

- A. The Tau Kappa Epsilon Judicial Board is established to regulate and enforce all member rules and policies. The Tau Kappa Epsilon Judicial Board is set up to provide the self-disciplinary action necessary for a strong chapter and to ensure an equal and fair judiciary system.

#### Section 2. JURISDICTION

- A. The Tau Kappa Epsilon Judicial Board handles judicial matters that deal with the actions of members of the Epsilon Chapter. Each member is responsible for all of his actions.
- B. The Tau Kappa Epsilon Judicial Board hears cases over alleged conduct violations of members and candidates. Such violations include failure to comply with chapter bylaws or chapter rules, drug/alcohol abuse, theft, personal/chapter property damage, physical/verbal assault, or any acts threatening the house's charter.
- C. The Tau Kappa Epsilon Judicial Board handles all Membership Quality Board appeals.

#### Section 3. ETHICAL EXPECTATIONS

- A. The Tau Kappa Epsilon Judicial Board shall keep all matters in strict confidence. Including speaking on or about the case pending to anyone outside the selected committee for said trial.
- B. Each active Tau Kappa Epsilon Judiciary Board member has the responsibility to vote at each hearing in which they serve. They will also decide on proper sanctions in a fair and unbiased manner, while upholding the policies involved.
- C. Each Tau Kappa Epsilon Judiciary Board member must also appear at all hearings as requested to ensure due process to the member(s) involved. If a Judiciary Board member has conflicts with the scheduled hearing, he must contact the Epiprytanis of that hearing no later than 24 hours prior to the hearing so an alternate member can be informed.

#### Section 4. MEMBERSHIP

- A. Members of the TKE Judicial Board
  - a. Judicial Board Justice

- i. At the beginning of each semester the Epiptytanis will nominate three (3) fully initiated members to act as the official judicial board justices along with one (1) alternate member and passed by a two-thirds (2/3) vote of the chapter.
      - ii. Judicial board justices shall serve one (1) semester terms.
    - b. Chairperson
      - i. The Epiptytanis shall serve as the chairman of the TKE Judicial Board.
- B. Hearing Parties
  - a. Plaintiff
    - i. Shall be the Prytanis unless the Prytanis is being prosecuted or the individual active/associate member requesting judicial action would like to fill the role of Plaintiff.
  - b. Defendant
    - i. The individual active/associate member(s) who have been accused of committing conduct violations.
- C. Duties
  - a. Chairperson
    - i. Coordinate the scheduling of hearings of the TKE Judicial Board
    - ii. Preside over all hearing of the TKE Judicial Board
    - iii. Conduct all deliberations of the TKE Judicial Board in a manner that is efficient and fair to all parties involved.
    - iv. Notify the chapter of the date and time of judicial board hearings and report all actions of the TKE Judicial Board within forty-eight (48) hours.
    - v. Keep record and manage all digital files of judicial board actions.
  - b. Judicial Board Members shall
    - i. Hear cases brought before the TKE Judicial Board.
    - ii. Participate in deliberation and delivering sentences to the defendant.
  - c. Plaintiff
    - i. Calling, questioning, and cross-examining witnesses.
    - ii. Presenting evidence to aid in the prosecution
    - iii. Responsible for recommending sanctions to the judicial board.
  - d. Defendant
    - i. Calling, questioning, and cross-examining witnesses
    - ii. Presenting evidence to aid in the defense
    - iii. Declining to comment on anything that would incriminate himself.

## Section 5. VIOLATIONS PROCEDURE

### A. Filing a Complain

- a. Any active or associate member may register a complaint about another active or associate member of Tau Kappa Epsilon. To do so, a formal report must be filed with the Epiptytanis by hard copy and E-mail.
  - b. The report must include the name of active/associate member requesting a judicial board hearing, name of active/associate member being charged, specific dates of alleged actions, a description of the alleged violation, whether or not the active/associate member filing the complaint would like to fill the role of the plaintiff, and any other supporting information.
  - c. A copy of the witness(es) report shall be given to the TKE Judicial Board Justices.
- D. Upon receiving a complaint, the Epiptytanis, Pylortes, and Prytanis shall decide whether a violation of Tau Kappa Epsilon policy and if it is within the jurisdiction of the Tau Kappa Epsilon Judicial Board. If not, it will be resolved between the Epiptytanis, Pylortes, and Prytanis or sent to the Membership Quality Board.
  - E. If the action is a violation, then the complaint is forwarded the accused active/associate member. The complaint must include the specific sections of the rules or policy broken, the accused actions, specific dates of the alleged action, and a meeting date that is no less than seven days after the complaint is sent.
  - F. If the active/associate member(s) has a major conflict they must contact the Epiptytanis no less than 24 hours before the scheduled meeting to set a new date and time.

#### Section 6. HEARING PROCESS

- A. The Epiptytanis prepares a roster of participants/witnesses in the hearing and keep a written record of all judiciary hearings.
- B. The Epiptytanis calls the hearing to order
  - a. The Epiptytanis shall name the respondent and the complainant(s)
  - b. The Epiptytanis shall state which alleged policy and/or rule(s) has been violated.
  - c. The Epiptytanis shall state the summary of the allegations
- C. The chair gives instructions and introductions in the following order:
  - a. Judiciary committee members.
  - b. The plaintiff.
  - c. The defendant.
  - d. Review outline of hearing procedures (Subsection D).
  - e. Entertain procedural questions from the hearing participants.
- D. Procedures
  - a. Order of hearing:
    - i. The plaintiff shall present his opening statement.
    - ii. The defendant shall present his opening statement

- iii. The plaintiff shall call and question his witnesses.
- iv. The defendant shall have the right to cross-examine each witness before he/she is allowed to step down.
- v. The defendant shall call and question his witnesses
- vi. The plaintiff shall have the right to cross-examine each witness before he/she is allowed to step down.
- vii. The plaintiff shall present his closing statement.
- viii. The defendant shall present his closing statement.
- b. The judicial board may ask questions of the plaintiff, defendant, or witnesses.
- c. The judicial board recesses to deliberate the case in private and reach a decision. Each member will vote guilty/not guilty for the defendant, sanctions will then be discussed if found guilty.
  - i. Decisions on hearing and sanctions must be passed with a simple majority (two-thirds). Each member gets one vote.
- d. The judicial board reconvenes and reads the verdict of guilty or not guilty and any sanctions that the judicial board has to give to the defendant.
- e. The judicial board shall inform the defendant of his right to appeal.
- f. Hearing adjournment

## Section 7. DEFINITIONS OF POSSIBLE SANCTIONS

- A. Sanctions on Chapter events
  - a. Social probation
  - b. Limit events (#)
- B. Community service
  - a. Set a given number of hours to be donated.
- C. Academic consulting
- D. Counseling services
- E. Substance abuse services
- F. Fines
  - a. Punitive fines may not exceed \$100.00
  - b. Compensatory fines, according to fair market value, may be issued to replace damaged goods.
- G. Expulsion from chapter house
- H. Removal of membership

## Section 8. APPEALS

### A. Tau Kappa Epsilon Judicial Hearings Appeals

- a. All guilty defendants shall have the right to one appeal, if desired.
- b. Appeals are to be heard by the chapter as a committee of the whole.
- c. Procedure
  - i. The Prytanis chairs the chapter committee of the whole
  - ii. The Epiptytanis reads the decision of the judicial board
  - iii. The defendant presents his arguments for appeal. The plaintiff presents his arguments against the appeal.
  - iv. The chapter may elect to answer questions of the defendant and/or plaintiff, but not of the judicial board
  - v. The chapter will dismiss the plaintiff and defendant to deliberate
  - vi. The chapter may find:
    1. The judicial board's guilty verdict overturned, and all sanctions overturned
    2. The judicial board's ruling and sanction upheld
    3. The judicial board's ruling upheld, and the sanction amended
  - vii. The plaintiff and defendant return, and the decision of the chapter are read by the Prytanis

### B. Academic Appeals

- a. Filing an Academic Appeal
  - i. Any active or associate member may register an academic appeal if the member finds the terms in his academic contract unlawful and cannot successfully negotiate a different contract with the Membership Quality Board. To do so, an informal report must be filed with the Epiptytanis by hard copy and E-mail.
  - ii. The report must include the name of the active/associate member requesting an academic appeal; the clauses in the academic contract that are disagreed upon, and why he feels those clauses are not valid.
- b. The Hypophetes will act as the Plaintiff in all academic appeals.
- c. Procedure
  - i. The Epiptytanis calls the hearing to order
  - ii. The plaintiff shall present MQB's ruling and reasoning
  - iii. The defendant shall present his defense of the academic contract
  - iv. The plaintiff shall present his closing statement
  - v. The defendant shall present his closing statement
  - vi. The judicial board may ask questions of the plaintiff and defendant
  - vii. The judicial board recesses to deliberate the case in private and reach a decision. Each member will vote reasonable/not reasonable for the academic contract.

1. Decisions on hearing and sanctions must be passed with a simple majority (two-thirds). Each member gets one vote
- viii. The judicial board reconvenes and reads the verdict of if the defendant is or is not guilty and any sanctions that the judicial board has given to him
- ix. Hearing adjournment
- d. If the contract is found not reasonable, MQB will be required to amend the academic contract for the defendant.

## **CHAPTER XI**

### **DRUGS AND ALCOHOL**

#### Section 1. PROCEDURE FOR VIOLATIONS

- A. All uses and possessions of non-prescription controlled substances and paraphernalia are prohibited on the chapter premises.
  - a. If a member is found with alcohol on the chapter property, the member will be issued a \$50 fine and a strike.
  - b. If a member is found drinking alcohol or in possession of illegal drugs on the chapter property they will be issued a \$75 fine and two strikes.
  - c. If a member is found using illegal drugs on the chapter property they will be issued a \$100 fine and three strikes.
- B. If a member has two strikes they will be brought to the judicial board with a recommendation for social probation and removal of leadership positions.
- C. If a member has three strikes they will be brought to the judicial board with recommendation for social probation, removal of leadership positions, and eviction.

#### Section 2. MINORS

- A. Minors found in the possession of alcohol during a fraternity-sponsored event will be immediately brought to the judicial board.

#### Section 3. CHAPTER EVENTS

- A. Members found in the possession of beverages with over 15% alcohol by volume at a chapter event (that permits alcohol) will be brought to the judicial board unless provided by a 3<sup>rd</sup> party vendor.

## **CHAPTER XII**

### **FINANCES**

#### Section 1. INITIATION FEE

- A. Each person initiated shall pay in full, prior to the beginning of his initiation, a fee set by the Crysophylos, which shall cover the fee to the International Fraternity and any other expenses involved. No extension of time may be granted nor shall the initiation of any new member commence until the fee is paid in full.

#### Section 2. MEMBER DUES

- A. The chapter will approve upon a budget set forth by cabinet at the beginning of each semester. This shall set the individual amount for member dues.
- B. Member dues will not exceed \$1,000 per semester
- C. All dues are to be paid in full within two weeks on the budget's approval.



- a. If a member cannot pay his dues in full within two weeks of the budget's approval, he must set up a payment plan with the Crysophylos. The payment plan shall be a "contract" signed by both the Crysophylos and member.
  - i. The member will be required to make a minimum down payment of \$10 to start the payment plan stated above.
- D. A late fee of \$20 will be assessed for every week the member does not pay dues in full or set up a payment plan.
  - a. After a member sets up a payment plan they have one (1) week to make their first payment.
- E. A member who fails to pay or set up a payment plan two weeks after the due date or has a payment plan and has not paid their dues in full by Sunday before dead week of the applicable semester, loses his membership, but may appeal to J-board. The Crysophylos will act as the plaintiff at the J-Board hearing. Upon appeal J-board sets the late fee (if any). The penalty is the same for members two weeks late on payment plan fees

### Section 3. SPECIAL ASSESSMENTS

- A. Special assessments may be levied upon a member only by a two-thirds vote of the chapter.

### Section 4. EXPENDITURES AND REIMBURSEMENT

- A. No expenditures shall be made, indebtedness incurred, by any person not expressly authorized to do so within these bylaws. No member is authorized to spend or incur indebtedness that exceeds the authorized amount in the passed budget

- B. All bills in excess of \$1.00 shall be paid by a check. No bill shall be paid without representation of a receipt. All checks shall be of double signature of the Crysophylos. All disputes of accounts shall be referred to cabinet.

#### Section 5. FINANCIAL OBLIGATIONS

- A. No member shall be permitted to be in debt for any financial obligation. If a member cannot sincerely meet his financial obligations to the fraternity, cabinet may personally assess his situation and further action may be taken. In any case, it is unfair for the member to continue to reap the benefits of being an Epsilon Frater unless he too meets the same financial obligations of his brothers.
  - a. Failure to meet any payment when it is due will lead to the temporary suspension membership. Membership will be reactivated once the payment is met along with any additional late fees.
  - b. The suspended member may not participate in any chapter activities, including voting at chapter meetings.
  - c. Refusal or persistent failure to pay dues or assessments or any other indebtedness to the fraternity shall be a tribal offense under the Black Book.

#### Section 6. LEASE PAYMENT

- A. All bills shall be paid within 14 days of classes. Failure to do so will result in signing a promissory note by the member and his parents. This must take place within a two-week period. The business manager may set payment plans to meet the individual's needs, but only after the promissory note has been signed. Failure to pay dues, fees, rent, etc. by the end of the term will result in not being able to move back in to the house, and if not meeting requirements in Article XII Section 3, expulsion proceedings will occur and legal collecting proceedings will begin.
- B. Individuals who pay their dues/fees by a specific date may be rewarded a prompt payment discount.

#### Section 7. FINES

- A. Fines not hereto provided for in these bylaws are to be set by the Prytanis in consultation with cabinet and are to be posted two weeks before the date of the event to which the fine relates. If a fine does not directly coincide with an event, a notice of fine shall be sent by email two weeks before formally issued. All fines not specifically stated in the bylaws are subject to negotiation of change by a simple majority vote motion of the chapter budget only after any current violation has been paid.
  - a. All fines are to be paid within two weeks of the violation.
  - b. If the member fails to pay the fine the amount may be added to following semester's dues for that member.
- B. Work and Kitchen duties

- a. Members shall be assigned responsibilities by the House Manager and the Kitchen Steward.
- b. Failure to complete these duties, or document completion may result in a \$5 fine per day.

## **CHAPTER XIII**

### **EPSILON CHAPTER EMPLOYEES**

#### Section 1. PURPOSE

- A. The purpose of Epsilon chapter employees is to ensure the efficient operation of the services and utilities of the facility, in addition to providing a healthy and comfortable environment for chapter members to live. Epsilon Chapter is not responsible for the compensation of chapter employees, but under the circumstances that a chapter employee is compensated from the chapter budget, the decision must be passed by a simple majority vote.

#### Section 2. CHAPTER EMPLOYEES

- A. Kitchen Steward
- B. House Manager
- C. Summer House Manager
- D. Chapter Advisor
- E. Housemother
- F. Cook
- G. Recruitment Chairmen

#### Section 3. EMPLOYMENT PROCEDURES AND NOMINATIONS

- A. Chapter employees are required to agree to and sign a written contract with the LLC. If, for any reason, the chapter feels as though an undergraduate chapter employee has failed to meet the duties of his contract, the following process may challenge his employment.
  - a. All complaints regarding a chapter employee will be made to cabinet.
  - b. Cabinet will then schedule a meeting with the chapter employee to discuss the complaint.
  - c. During the chapter meeting following the meeting with the chapter employee, the Prytanis will bring up the complaint to the chapter for a discussion about the future of the chapter employee.
  - d. The chapter can then find the chapter employee unfit for his position by a two-thirds vote.
  - e. The chapter employee will have the opportunity to appeal the chapter's decision to the Judicial Board (See Chapter X Section 8 for Appeals process).
- B. The chapter shall vote upon all chapter employees during regular semester elections

similarly to chairmen elections (Chapter V for Voting Process), excluding the Housemother and Cook, whose contract shall be voted upon as it needs to be renewed.

- a. The Housemother and Cook shall be hired and fired by the 224 Ash Ave. LLC upon recommendation of the chapter.
  - i. A chapter member can make a recommendation at a chapter meeting; it is discussed and decided by a 2/3 vote. The recommendation, containing the main topics of discussion, are submitted in writing to the LLC, who still has the ultimate decision concerning whether or not to fire the cook or house director.

#### Section 4: Chapter Advisor

##### A. Duties

- a. Guide the undergraduate members in a professional and conductive manner
- b. Assist in any payments to the Tau Kappa Epsilon International Headquarters
- c. Communicate with Iowa State University with any issues surrounding the chapter

##### B. Method of Selection

- a. With assistance from the board of advisors, the undergraduate members select a candidate they see fit for the position

##### C. Election

- a. The candidate will be allowed 10 minutes to speak at the chapter meeting of the election
- b. There will be 5 minutes allotted for questions
- c. A simple majority vote will be conducted by the voting members of the chapter

##### D. Terms of Service

- a. This position is life-long

##### E. Removal from Position

- a. Resignation
  - i. A chapter advisor, at any time, may resign from his position
  - ii. Notification must be made to the executive board of the chapter
- b. Impeachment
  - i. A chapter advisor may be impeached at any time during his term
    - 1. A petition, signed by 15% of the undergraduate members must be signed before impeachment proceedings begin
    - 2. At the next chapter meeting, the Chapter Advisor will be given 10 minutes to speak on the topic, followed by 5 minutes of questions
    - 3. A 2/3 majority vote of the undergraduate members will be conducted
      - a. If passed, the chapter advisor is immediately removed from their position

##### F. Vacancy

- a. Any vacancy will be filled by following the procedures for the selection of a chapter advisor

## **CHAPTER XIV**

### **LIVING POLICY**

#### Section 1. Move-In Policy

- A. All members are required to move into the chapter house within two (2) semesters of his initiation.
  - a. If a member does not move in, they will meet with the Membership Quality Board.
    - i. If a member is not given the opportunity to move into the house, they will not be required to meet with the Membership Quality Board.

#### Section 2. Epsilon Chapter Living Procedures

- A. All members of cabinet, as defined in Chapter III Section 1, are required to live in the chapter facility.
- B. The Pylortes shall be responsible for notifying the chapter regarding open spots in the chapter facility within two (2) weeks of the official start date of the Spring semester according to Iowa State University.
- C. Members with a higher scroll points total through the previous two semesters as a full-time student at Iowa State will be given preference to live in the chapter facility.
  - a. Ten (10) spots will be reserved for cabinet members, members of cabinet will not be counted towards other reserved spots.
  - b. A minimum of nine (9) spots will be for 1<sup>st</sup> year members.
  - c. A minimum of fifteen (15) spots will be reserved for 2<sup>nd</sup> year members.
  - d. A minimum of ten (10) spots will be reserved for 3<sup>rd</sup> year members.
  - e. A minimum of three (3) spots will be reserved for 4<sup>th</sup> year members.
  - f. Remaining spots will be given to those with higher scroll point totals through the previous two semesters.
- D. Members will be allowed to live in the chapter facility a maximum of six (6) semesters. With the following exceptions:
  - a. No member will be forced to move out of the chapter facility between the fall and spring semester. This includes members surpassed in scroll points preference and cabinet members finishing their term in the fall, as they will be allowed to stay for the spring semester.
  - b. There is space after those with fewer than six (6) semester have requested to live in the chapter facility.
- E. The Pylortes must inform members that need to move out the following school year by the second week into the spring semester. Refer to Section 3 on what qualifies a member to move out.
- F. 1<sup>st</sup> year member is a person that has not completed a spring semester of membership, has completed one (1) spring semester for 2<sup>nd</sup> year, two (2) spring semesters for 3<sup>rd</sup> year, and

three (3) spring semesters for fourth year

- G. If the house is not filled, it is the duty for any member who has not fulfilled the four (4) semester requirement of living in the chapter facility, is not living in the chapter facility and is a 2<sup>nd</sup> or 3<sup>rd</sup> year member to split the cost evenly of the empty rooms
  - a. Members must pay for however many semesters they did not live in
    - i. Once they meet four (4) semesters total, they don't need to pay anymore
  - b. This cost will be tacked onto semester dues
  - c. The cost is only covering room

### Section 3. Move-Out Policy

- A. Any member that has lived in the chapter house for four (4) semesters is allowed to move out of the chapter facility.
  - a. A study abroad or co-op during the fall or spring semester counts towards a semester of living in the chapter facility
- B. Any member desiring to move out of the chapter house before living in for four (4) semesters will still be required have a proper Membership Quality Board as described in Chapter IX Section 7.
  - a. The member must inform Cabinet at least one (1) semester before moving out.
  - b. The member must schedule a meeting with the Membership Quality Board before he officially moves out of the chapter facility.
  - c. The member must be current with regard to all chapter debts owed which include fines, dues, or house bills.

## **CHAPTER XV**

### **CHAPTER PROPERTY**

### Section 1. DAMAGES

- A. All damages by members must be immediately reported to the House Manager.
- B. When the House Manager is informed of the person(s) who committed the damage is required to satisfactorily repair the damage according to the House Manager and have done so in 48 hours. If the repair is not made within the 48- hour period, the business
- C. When the House Manager is not informed of the damage, the person, if caught, will be assessed an equal amount to the cost of the repair as well as a \$50 fine, if the damage can be reasonably assigned to the frater or associate member as established by the Judicial Board.
- D. Any individual committing non-accidental damage (i.e. throwing a chair against the wall) will be put on a probationary period for the remainder of the school year. For the second offense, the individual will have 24 hours to move out, and then their status will be reviewed prior to moving back into the house.

## **CHAPTER XVI**

### **TRADITIONS**

#### Section 1. LAVALIERING

- A. All active members will be eligible to participate in the ritual of “lavaliering.” Lavaliering as defined by the Epsilon chapter of Tau Kappa Epsilon will be the act of presenting a lavalier/pendant of our letters “TKE”, to Frater’s girlfriend, boyfriend, fiancé, or fiancée.
- B. The ritual will be initiated when the Frater who wishes to lavalier requests permission of the chapter and is granted so by a simple majority vote.
- C. The Frater who is lavaliering will invite their significant other to be “lavaliered” to the chapter house, where the other Fraters, in professional dress, will serenade him/her with the TKE Sweet Heart Song, and present them with red carnations.
- D. The Frater who is lavaliering may do so at any time after approval is granted by the chapter. The procedure is encouraged to take place at the chapter facility. Other Fraters are encouraged to attend, in professional dress, to serenade him/her with the TKE Sweet Heart Song, and present him/her with red carnations.
- E. The ceremony will close with the lavaliering frater presenting the pendant to the girlfriend, boyfriend, fiancé, or fiancées.

#### Section 2. ORDER OF THE FOUNDERS

- A. Requirements for Order of the Founders (must meet all)
  - a. Be initiated for full semester
  - b. Be in good standing with the chapter and university
  - c. Participate in at least one activity or hold a chair position

#### KNIGHTS OF CLASSIC LORE

- A. Knights of Classic Lore requirements (must meet 8 out of 9)
  - a. Senior status through university
  - b. Served full term as jeweled officer
  - c. Have a cumulative grade point average of 2.80 or higher
  - d. Attend a TKE national meeting such as Conclave, Regional Leadership Conference, or TKE Leadership Academy
  - e. Completed 40 service hours
  - f. Be involved with at least one registered on-campus organization for at least four semesters
  - g. Live in chapter house for at least four semesters
  - h. Served as a Big Brother
  - i. Inducted into Order of the Founders



Section 4. SWEETHEART SELECTION

- A. Follow procedure as outlined by nationals.

**CHAPTER XVII**  
**AMENDMENTS TO BYLAWS**

Section 1. HOW AMENDED

- A. Proposed amendments shall be submitted in writing to the Epiprytanis who shall present the change in new business at the next chapter. During discussion, all amendments seconded and receiving a two-thirds favorable vote, shall be declared adopted.
- B. A prompt submission of any updates will be sent to the Tau Kappa Epsilon International Headquarters and the Iowa State University Student Engagement office

Section 2. EFFECTIVE DATE

- A. These bylaws, as amended, shall be in effect from and after January 18th, 2023 and shall repeal and supersede all existing Bylaws heretofore enacted.