

Delta Lambda Phi
Beta Lambda Chapter
at Iowa State University



Chapter Constitution

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TABLE OF CONTENTS

TABLE OF CONTENTS

PREAMBLE

ARTICLE 1: NAME, PURPOSES AND POLICIES

Name

Purposes

Values

Excellence

Integrity

Diversity

Service

Friendship

Justice

Commitment

Principles and Policies

Statement of Compliance

Non-Discrimination Statement

ARTICLE 2: FRATERNITY AND CHAPTER TENETS

The Beta Lambda Chapter Founding Fathers

The Beta Lambda Chapter Chartering Members

Chapter Holidays

Colony Founder's Day

Delta Lambda Phi Founder's Day

The Beta Lambda Chapter Verse of Delta Phi

The Chapter Emblem Colors

Veil of Secrecy

Discussions and Ballots Covered by the Veil

Closing the Visor

ARTICLE 3: MEMBERSHIP TYPES AND REQUIREMENTS

New Member Status

Active Membership

Associate Membership

Suspended Membership

Administrative Suspension

Financial Suspension

Academic Suspension

Temporary Suspension

Violation of Suspension Terms

Alumni Membership

Honorary Membership

Transfer Member

Other Membership Types and Definitions

Potential New Member

Rushee

Bidee

Inductee

Pledge

Restricted Member
Disassociation of Membership
Expulsion of a Member
Reasons for Expulsion
Expulsion Process
Appealing Expulsion

Officer Requirements

President

Vice President

Treasurer

Sergeant-At-Arms

Brotherhood Director

Communications Director

New Member Director

Service Director

Scholarship Director

Chapter Line of Succession

Chapter Adviser(s)

Alumni Adviser(s)

Election Procedures

Vacancies and Appointments

Impeachment

Appeals

ARTICLE 5: COMMITTEES AND TASK FORCES

Committee Membership

Committee Chairmen

Executive Board

Presidential Advisory Committee

Social Committee

Philanthropy and Fundraising Committee

Public Relations Committee

Scholarship Committee

Bid Extension Committee

Induction Interview Committee

Big/Little Pairing Committee

Task Forces

ARTICLE 6: CHAPTER MEETINGS AND EVENTS

General Business Meetings

Executive Board Meetings

Committee Meetings

Special Meetings

Required Events

Restricting Chapter Events

Reasons for Restriction

Types of Restriction

Restriction Process

Appealing Restrictions

ARTICLE 7: ACADEMICS AND SCHOLARSHIPS

General Requirements

Grade Point Requirements

Study Hours

Scholarships

The Trustee's Scholarship

The Chairman's Scholarship

The President's Scholarship

Living Your Values Scholarship

Scholarship Distribution

ARTICLE 8: CHAPTER FINANCES

Chapter Accounts

Fiscal Calendar

Chapter Budget

Reimbursements and Expenditures

Audits and Reports

Active, Associate and Academic Suspended Member Dues

Payment Plans

Retired Pay-It-Forward Program

New Member Dues

Transfer Member Dues

Member Account Delinquency

International Fraternity Financial Obligations

Fundraising

Fines

Academic Fines

Attendance Fines

Other Fines

Appealing Fines

ARTICLE 9: RISK MANAGEMENT POLICIES

Hazing

Abusive Behavior

Sexual Harassment Policy

Definitions for this Policy

Rules for Non-Fraternal Relationships

Rules for Reporting Violations

Rules for Confirming Violations

Rules for Penalties for Policy Violations

Rules Regarding Administration of this Policy

ARTICLE 10: NEW MEMBER RECRUITMENT PROCESS

Rush and Recruitment

Bids and Bid Night

Bid Night

Reconsideration of Bids

Summer Bid Extension

Late Semester Bid Extension

New Member Education Program

Requirements of the Program

Initiation

ARTICLE 11: AMENDMENTS

Amendment Approval Process

APPENDICES

Privileges by Membership Type

PREAMBLE

We, the members of the Beta Lambda Chapter of Delta Lambda Phi International Social Fraternity, in order to secure for ourselves, and for the men of this nation and of the world, the benefits that come from the freedom of association, do hereby adopt and establish the following constitution, herein named the Chapter Constitution.

ARTICLE 1: NAME, PURPOSES AND POLICIES

1. Name

- 1.1. We are recognized as the Beta Lambda Chapter of Delta Lambda Phi at Iowa State University.

2. Purposes

- 2.1. We shall promote an open and accepting brotherhood for all male-identified students registered at Iowa State University.
- 2.2. We will work against the discrimination of minority groups on a local and regional scale, and we shall participate in community service and social activities for the purposes of fun, personal growth, and community development.
- 2.3. We shall present ourselves as positive, supportive, and healthy role models for other men.
- 2.4. We shall provide an experience through brotherhood that will carry the individual member throughout their life.
- 2.5. We shall remain a fully-functioning chapter of Delta Lambda Phi International Social Fraternity.

3. Values

- 3.1. Delta Lambda Phi, and the Beta Lambda Chapter thereof, have seven (7) established Values that our Members shall embody.
- 3.2. Excellence
 - 3.2.1. We strive to accomplish all goals in our path with honor and humility. We hold ourselves to a higher standard, challenging ourselves daily to make the right choices and not necessarily the easy ones. We seek this not only for ourselves, but also for our fellow Brothers. Excellence means acting with purpose and as gentlemen to achieve our fullest potential.
- 3.3. Integrity
 - 3.3.1. In the face of a mercurial world, we shall act with consistency and honesty towards ourselves and others. Our statements are not spoken hastily or in vain, for they are the manifestation of our values. Similarly, the choices we make determine the standards to which we are held. Integrity means that we act with authenticity and take responsibility for what we do and what we believe.
- 3.4. Diversity
 - 3.4.1. We foster a culture of acceptance and respect for the individuality of all people. When tempered by humility, we forge a space for growth through our varied identities. Myriad experiences enlighten our view of the world and create a mosaic that is greater than the

sum of its parts. Diversity means that we are strongest when multiple voices shape our community.

3.5. Service

3.5.1. We are connected to our campus and our neighborhoods. We do not exist in isolation. As such our efforts are not taken for our benefit alone, but for the benefit of our community. Service means that we appreciate and give back to the people, institutions and the larger world surrounding us.

3.6. Friendship

3.6.1. We extend our hands in friendship to all we come across. We understand that it is our perspective that separates us from the person next to us, and nothing else. Friendship means embracing those with different views and working to understand all differences.

3.7. Justice

3.7.1. Though we do not live in an ideal world, we courageously work to challenge the status quo. We envision a society based upon equity and self-determination. To this end, we build supportive relationships among individuals and organizations. Justice means we empower communities beyond our own for the benefit of all.

3.8. Commitment

3.8.1. Finally, Brotherhood is a commitment we make for our entire lives. We connect ourselves to a relationship that flows from each Brother to the whole Fraternity, and from the whole Fraternity to each Brother, shaping the ideal that once a brother, always a brother. Commitment means that we strive to live out the Fraternity's values and its rituals in our daily lives and that we stand by one another in times of need.

4. **Principles and Policies**

4.1. This Chapter shall at all times maintain the principles and policies of the International Fraternity as set forth in the International Bylaws. In any disagreement between the International Bylaws and the Beta Lambda Chapter Constitution, the former shall prevail.

5. **Statement of Compliance**

5.1. The Beta Lambda Chapter of Delta Lambda Phi abides by and supports established Iowa State University policies, State and Federal Laws and local ordinances and regulations. The Beta Lambda Chapter of Delta Lambda Phi agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

6. **Non-Discrimination Statement**

6.1. Iowa State University (and Delta Lambda Phi) does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

ARTICLE 2: FRATERNITY AND CHAPTER TENETS

1. The Beta Lambda Chapter Founding Fathers

- 1.1. There are seven (7) Founding Fathers of the Beta Lambda Chapter of Delta Lambda Phi. They constitute the Chapter's Alpha Class who conceived the Beta Lambda Chapter, developed its mission statement and became its first duly initiated Members.
 - 1.1.1. Brent Lee Armel
 - 1.1.2. Brian David Gilbert
 - 1.1.3. Philip Dennis Hernandez
 - 1.1.4. Christopher Wayne Hieggelke
 - 1.1.5. Brian Frederick Maximillian Olechnowski
 - 1.1.6. James Philip Roach
 - 1.1.7. Jeffrey Carl Sandy
- 1.2. Upon receiving Alumni Membership Status, all seven Alpha Class Founding Fathers shall remain ex-officio, non-voting life members of the Executive Board, with no term limit. This provision ensures that the Founders of the Chapter shall always have a presence and a voice in the ideals and affairs of the Chapter.

2. The Beta Lambda Chapter Chartering Members

- 2.1. There are eleven (11) chartering members of the Beta Lambda Chapter of Delta Lambda Phi. These were the members when the Iowa State University Colony became the Beta Lambda Chapter of Delta Lambda Phi.
 - 2.1.1. Brent Lee Armel
 - 2.1.2. Clinton John Lehman Currie
 - 2.1.3. Brian David Gilbert
 - 2.1.4. Cory Lynn Hagen
 - 2.1.5. Philip Dennis Hernandez
 - 2.1.6. Christopher Wayne Hieggelke
 - 2.1.7. Kurtis Duane Jay
 - 2.1.8. Brian Frederick Maximillian Olechnowski
 - 2.1.9. James Philip Roach
 - 2.1.10. Jeffrey Carl Sandy
 - 2.1.11. Adam Vos

3. Chapter Holidays

3.1. Colony Founder's Day

- 3.1.1. The Founders of the Iowa State University Colony shall be observed on October 23rd of each year.
- 3.1.2. On October 23rd, 2004, eleven (11) men were inducted as Alpha Class members, thereby forming the Iowa State University Colony of Delta Lambda Phi Social Fraternity. Members representing the International Fraternity administered the Induction at Iowa State University in Ames, Iowa, thus creating the Iowa State University Colony.
- 3.1.3. Colony Founder's Day honors these eleven (11) men and is appropriately observed by conducting the Founder's Day Ritual, followed by a celebration. The Ritual and celebration shall be done at the Chapter's direction.

3.2. Delta Lambda Phi Founder's Day

- 3.2.1. The Founder's Day of the Fraternity shall be observed on October 15th of each year.
- 3.2.2. On October 15th, 1986, the Alpha Class of the Alpha Chapter was inducted, thereby forming the Fraternity. Vernon L. Strickland III, the founder of the Fraternity, conducted the Induction in Washington, D.C.

- 3.2.3. Delta Lambda Phi Founder's Day honors Vernon L. Strickland III and the members of the Alpha Class of the Alpha Chapter and is appropriately observed by conducting the Founder's Day Ritual.

4. The Beta Lambda Chapter Verse of *Delta Phi*

- 4.1. In accordance with the well-established tradition of Delta Lambda Phi, the Beta Lambda Chapter hereby establishes the following lyrics as its Chapter Verse of the Fraternity song *Delta Phi*.
 - 4.1.1. *The Lambda Men are strong and proud in the fields of gold*
 - 4.1.2. *Among the Cyclones here and now, we stand to break the mold*
 - 4.1.3. *With freedom and hope we bring to you*
 - 4.1.4. *A brighter future at ISU!*
 - 4.1.5. *Lambda Men are gathering, making their presence known*

5. The Chapter Emblem Colors

- 5.1. To complement the green, gold and white international emblem colors of Delta Lambda Phi, the Beta Lambda Chapter hereby establishes the Iowa State University colors of cardinal and gold as the emblem colors of the Chapter.

6. Veil of Secrecy

- 6.1. The Veil of Secrecy, or the Veil for short, is the traditional name for the policy in which certain discussions and ballots, held between Fraternity members, are not discussed beyond the meeting itself once the meeting is adjourned. For the purposes of this Section, a meeting shall be defined as any gathering of two (2) or more Fraternity members, including official Chapter meetings and informal gatherings.
- 6.2. Members shall not divulge such information to anyone, including Chapter members, who was not in attendance during said discussions or witness said ballots.
- 6.3. New Members are never allowed to attend discussions or witness ballots covered by the Veil, unless it is about a Risk Management Policy violation that involves them and they are invited to attend by the Chapter.
- 6.4. Discussions and Ballots Covered by the Veil
 - 6.4.1. All Lamp of Truth Rituals
 - 6.4.2. All election proceedings
 - 6.4.3. Discussions regarding New Members and Rushees, including Bid considerations and final consideration
 - 6.4.4. Discussion regarding especially sensitive issues, including the Sexual Harassment Policy, Hazing, Risk Management Policies and violations of Chapter, International Fraternity or University Policies
 - 6.4.5. Discussions about or between members of an expressly personal nature
 - 6.4.6. Pledge Night Rituals or discussions, in which the Veil shall be retained within the New Member Class and any supervising Member(s).
 - 6.4.7. Any discussion between two (2) or more members in which the Veil has been expressly invoked
 - 6.4.8. Any other discussion or ballot as defined by this Constitution

7. Closing the Visor

- 7.1. Delta Lambda Phi International Social Fraternity is not a secret society, as symbolized by the Open Visor on the Fraternity Crest. The existence, purposes, Constitution, membership, meeting times and locations are not maintained as secrets. However, some traditions and

symbols deep within the Fraternity remain highly guarded secrets. For these traditions, the Visor is closed. Members may only discuss such information with other duly initiated Members and never in the presence of New Members or Non-Members. Those traditions and symbols include, but are not limited to, the following:

- 7.1.1. The New Member Induction Ritual and its sacred site
- 7.1.2. The Initiation Ritual and its sacred site
- 7.1.3. The Lamp of Truth Ritual
- 7.1.4. The meaning of the Greek letters
- 7.1.5. Fraternity handshakes and hand signals
- 7.1.6. Specific information regarding the New Member Education Program
- 7.1.7. Any other information as defined within this Constitution

ARTICLE 3: MEMBERSHIP TYPES AND REQUIREMENTS

1. New Member Status

- 1.1. Must be male-identified during the Rush period and at the time of Induction.
- 1.2. Must be enrolled in and in good standing with Iowa State University.
- 1.3. Must be taking at least six (6) credit hours.
- 1.4. Have a GPA of at least 2.50. See Article 7 for more information on Academics.
- 1.5. Must not be graduating during the semester they would receive New Member Status.
- 1.6. Successfully completed the Rush and Bid Process, as defined in Article 10.

2. Active Membership

- 2.1. Must be enrolled in and in good standing with Iowa State University.
- 2.2. Must be taking at least six (6) credit hours per semester, unless fewer credits are required for graduation.
- 2.3. Have a semester GPA of at least 2.50 each semester. See Article 7 for more information on Academics.
- 2.4. Have successfully completed the Chapter's New Member Education Program, including the Initiation Ritual.
- 2.5. Pay all applicable Membership Dues, as defined in Article 8.

3. Associate Membership

- 3.1. Meet all the requirements of Active Membership.
- 3.2. A member may be conferred Associate Membership status for a maximum of three (3) semesters, 2 (two) of which may be consecutive, while enrolled at Iowa State University.
- 3.3. The request for Associate status must be submitted to the Executive Board at least fourteen (14) days before the last general business meeting of the semester preceding the semester for which Associate status is being requested by filling out a Change of Membership Status Request Form.
- 3.4. Members in Associate status shall be automatically returned to Active Status at the conclusion of the semester in which they were Associate, granted they still meet all of the requirements for Active Membership.

- 3.5. Associate Membership may be conferred upon an Active Member by a simple majority vote at a general business meeting where quorum prevails, granted the member has properly requested a Change of Membership Status, as defined in Section 3.3.
- 3.6. Associate Members shall not be required to attend any Chapter event, but are encouraged and welcome to attend any event they would like.
- 3.7. Associate Members shall not be allowed to hold Chapter, Council or Fraternity office positions or represent the Chapter on any university, community or fraternity council or committee.
- 3.8. Associate Members shall not be allowed to vote at any general business meeting but shall still have a voice.

4. Suspended Membership

- 4.1. There shall be three (3) classifications of Membership Suspension

- 4.1.1. Administrative Suspension
- 4.1.2. Financial Suspension
- 4.1.3. Academic Suspension

4.2. Administrative Suspension

- 4.2.1. A member may be put into Administrative Suspension for any of the following, but not limited to, reasons:
 - 4.2.1.1. Threatening other members or the Chapter as a whole in any way
 - 4.2.1.2. Any act of physical violence upon another member or members with or without the intent to cause harm
 - 4.2.1.3. Blackmailing or harassing any member for any reason
 - 4.2.1.4. Revealing any sexual identities (or otherwise) of a member that are not public without their full knowledge and consent for malicious motives or purposes
 - 4.2.1.5. Being under the influence of alcohol or any controlled substance while at chapter events, governing council events, Greek community events, Iowa State University events, or other events where it could reflect negatively on the Fraternity and Chapter or prevent work from being done
 - 4.2.1.6. Failure to comply with local, state, and/or federal laws, or University policies
 - 4.2.1.6.1. This provision shall not be retroactively enforced
 - 4.2.1.7. Using Fraternity-related clothing, posters, language, or other identifying markers/references on any sexually explicit website, apps or personal ad
 - 4.2.1.8. Wearing Fraternity clothing or paraphernalia to bars when not working on a fundraiser or service project at said location
 - 4.2.1.9. Appearing under the influence of controlled substances in public wearing Fraternity-related clothing or paraphernalia
 - 4.2.1.10. Attending any Fraternity-related event for the express purpose of a romantic encounter
 - 4.2.1.11. Aiding and abetting any member in these or similar actions or covering for a member who performs these actions
 - 4.2.1.12. Lying on or falsifying any Fraternity or Chapter documents or records
 - 4.2.1.13. Anyone who misses three (3) or more business meetings without just cause shall be put on Administrative Suspension.
 - 4.2.1.13.1. Anyone arriving more than ten (10) minutes late for meetings without just cause (pre-announced or approved work, meetings, class, etc.) will be considered truant.

- 4.2.1.13.2. Two truancies will count as having completely missed a meeting, thus six (6) recorded truancies will result in Administrative Suspension.
- 4.2.1.13.3. If a member is placed on Administrative Suspension due to violation of 4.2.1.13, then the duration of the suspension shall be four (4) weeks or the remainder of the semester, whichever is shorter.
- 4.2.2. Under suspicion that any of the restrictions in Section 4.2.1. have been violated, the infraction shall be brought before the Executive Board at their next scheduled meeting, prior to voting at a regularly called general business meeting. If there is not an Executive Board meeting scheduled within the next seven (7) days, a mandatory emergency meeting of the Executive Board shall be called.
 - 4.2.2.1. The member in question will have the opportunity to speak in front of the Executive Board
 - 4.2.2.2. The Executive Board will determine if the member in question has violated any of the aforementioned restrictions
 - 4.2.2.3. If the Executive Board has determined that the member in question has violated the aforementioned restrictions, the recommendation for Administrative Suspension shall be brought before the chapter at the next general business meeting for a vote.
 - 4.2.2.3.1. This requires a three-fourths ($\frac{3}{4}$) affirmative vote where quorum prevails to pass
 - 4.2.2.4. The duration of suspension shall be determined by the Executive Board before bringing the request to the chapter
 - 4.2.2.5. The member shall be restored to their previous membership status at the conclusion of the suspension duration, granted they still meet all of the requirements for that membership status.
 - 4.2.2.6. New Members found in violation of Section 4.2.1. shall be dismissed from the Chapter.
- 4.2.3. Members on Administrative Suspension shall lose the following privileges:
 - 4.2.3.1. Holding a Chapter, governing council, or Fraternity office position
 - 4.2.3.2. Attending Chapter general business meetings
 - 4.2.3.3. Attending Executive Board meetings, except in accordance with Section 4.2.2.
 - 4.2.3.4. Voting on Chapter matters
 - 4.2.3.5. Attending Chapter events, including, but not limited to, social events, service or philanthropic projects, rituals, bolts, rush events, etc.
 - 4.2.3.6. Attending Regional Conference, if the member's suspension overlaps any date of Regional Conference
 - 4.2.3.7. Attending International Convention, if the member's suspension overlaps any date of International Convention
 - 4.2.3.8. Attending any other Fraternity events, including, but not limited to, colony charterings or events, fraternity workshops, speakers, etc.
 - 4.2.3.9. Wearing Fraternity-related clothing items or pins in public
 - 4.2.3.10. Representing the Chapter on any University, community or fraternity council or committee
- 4.2.4. No exceptions shall be made for Section 4.2.3.
- 4.2.5. Any matter which would be a violation of risk management policies and would normally be directed immediately to an international body, shall be treated in accordance with the relevant policies thereof.

- 4.2.6. Members on Administrative Suspension shall not be obligated to pay Chapter or International dues during their suspension, except in the case of previous amounts owed, granted their suspension is for a period of eight (8) or more continuous weeks.

4.3. Financial Suspension

- 4.3.1. A member shall be automatically placed into Financial Suspension for any of the following reasons:
 - 4.3.1.1. Failure to pay Chapter or International Dues in accordance with Article 8 of the Chapter Constitution
 - 4.3.1.2. Failure to pay any assessed fines in accordance to Article 8, Section 11.
 - 4.3.1.3. Any other reasons as defined by this Constitution.
- 4.3.2. A member who is automatically placed into Financial Suspension shall be notified within three (3) business days of said suspension
- 4.3.3. A member shall be automatically reinstated to Active status or their previous membership status, granted they still meet all of the requirements for that membership status, after all dues and fines have been paid, as reported by the Treasurer.
- 4.3.4. Members on Financial Suspension shall lose the following privileges:
 - 4.3.4.1. Holding a Chapter, governing council, Fraternity office position, or Chapter committee position
 - 4.3.4.2. Voting at Chapter meetings; however, members still have a voice
 - 4.3.4.3. Attending Chapter events, including, but not limited to, planned social events, service or philanthropic projects, bolts, rush events, etc.
 - 4.3.4.4. Attending Regional Conference, if the member's suspension overlaps any date of Regional Conference
 - 4.3.4.5. Attending International Convention, if the member's suspension overlaps any date of International Convention
 - 4.3.4.6. Attending any other Fraternity events, including, but not limited to, colony charterings or events, Fraternity workshops, speakers, etc.
 - 4.3.4.7. Wearing Fraternity-related clothing items or pins in public
 - 4.3.4.8. Representing the Chapter on any University, community or Fraternity council or committee
- 4.3.5. Members on Financial Suspension shall be required to do the following:
 - 4.3.5.1. Attend all Chapter general business meetings
 - 4.3.5.2. Meet with the Treasurer and President once a month to discuss a financial payment plan
 - 4.3.5.3. Attend any and all Chapter fundraising events
- 4.3.6. Exceptions for Sections 4.3.4. through 4.3.5.3. shall not be made by any means.
- 4.3.7. Members on Financial Suspension shall not be obligated to pay Chapter or International dues during their suspension, except in the case of previous amounts owed, granted their suspension is for a period of eight (8) or more continuous weeks.

4.4. Academic Suspension

- 4.4.1. A member shall be automatically placed into Academic Suspension for any of the following reasons:
 - 4.4.1.1. If the member's semester GPA falls below 2.50 for two (2) consecutive semesters
 - 4.4.1.2. If the member's semester GPA falls below 1.00 for one (1) semester
 - 4.4.1.3. If the member is found in violation of any Iowa State University policy regarding academic dishonesty

- 4.4.2. A member who is automatically placed into Academic Suspension shall be notified within three (3) business days of said suspension
- 4.4.3. A member on Academic Suspension must submit a Change of Membership Status Request Form to the Executive Board in order to be restored to their previous membership status, granted they still meet all of the requirements for that membership status.
 - 4.4.3.1. If the Executive Board finds that the member should be restored to their previous membership status Active status, the request shall be brought before the chapter at the next general business meeting for a vote.
 - 4.4.3.2. This requires a three-fourths ($\frac{3}{4}$) affirmative vote where quorum prevails to pass
- 4.4.4. Members on Academic Suspension shall lose the following privileges:
 - 4.4.4.1. Holding a Chapter, governing council, Fraternity office position, or Chapter committee position
 - 4.4.4.2. Voting at Chapter meetings; however, members still have a voice
 - 4.4.4.3. A member may not be a part of the official Chapter delegation to Regional Conference or International Convention if the member's suspension overlaps any date of Conference or Convention. No chapter funds shall be used on members on Academic Suspension. Members on Academic Suspension must reimburse the Chapter for any used funds, if applicable.
 - 4.4.4.4. Attending any other Fraternity events, including, but not limited to, colony charterings or events, Fraternity workshops, speakers, etc.
 - 4.4.4.5. Wearing Fraternity-related clothing items or pins in public, unless made required by the President or Executive Board.
 - 4.4.4.6. Representing the Chapter on any University, community or Fraternity council or committee
- 4.4.5. Members on Academic Suspension shall be required to do the following:
 - 4.4.5.1. Attend all Chapter general business meetings
 - 4.4.5.2. Meet with the Scholarship Director and President once a month to discuss an academic success action plan
 - 4.4.5.3. Log the appropriate amount of study hours in accordance with Article 7, Section 3 of the Chapter Constitution
- 4.4.6. The only exception for Sections 4.4.4. through 4.4.5.3. that may be made is for Section 4.4.4.4. A member on Academic Suspension may submit an Event Attendance Petition Form to the Executive Board for review. If approved, the Petition will go before the Chapter for discussion and voting. A three-fourths ($\frac{3}{4}$) affirmative vote of all Chapter voting members is required. If voted to approve, all members on Academic Suspension will be allowed to attend the event in question.
- 4.4.7. Members on Academic Suspension shall be obligated to pay Chapter or International dues during their suspension.

4.5. Temporary Suspension

- 4.5.1. Any Active or Associate Member may request Temporary Suspension for any of the following reasons:
 - 4.5.1.1. If the member has withdrawn or temporarily ceased enrollment at Iowa State University with the intention to return within twelve (12) months.
 - 4.5.1.2. If the member is under medical treatment that would interfere with their participation in the Chapter.
 - 4.5.1.3. If the member is dealing with extreme personal or family issues that would interfere with their participation in the Chapter.

- 4.5.2. A member must submit a Change of Membership Status Request Form to the Executive Board in order to be placed on Temporary Inactive Suspension.
 - 4.5.2.1. The Executive Board shall review the Request Form at their next regular meeting. They will determine with the member is eligible for Temporary Suspension.
 - 4.5.2.2. If the Executive Board finds that the member is eligible for Temporary Suspension, the request shall be brought before the chapter at the next general business meeting for a vote.
 - 4.5.2.3. This requires a two-thirds ($\frac{2}{3}$) affirmative vote where quorum prevails to pass.
- 4.5.3. Members on Temporary Suspension shall lose the following privileges:
 - 4.5.3.1. Holding a Chapter, governing council, or Fraternity office position
 - 4.5.3.2. Voting at Chapter meetings; however, members still have a voice
 - 4.5.3.3. Attending Regional Conference, if the member's suspension overlaps any date of Regional Conference
 - 4.5.3.4. Attending International Convention, if the member's suspension overlaps any date of International Convention
 - 4.5.3.5. Attending any other Fraternity events, including, but not limited to, colony charterings or events, fraternity workshops, speakers, etc.
 - 4.5.3.6. Representing the Chapter on any University, community or fraternity council or committee
- 4.5.1. Members on Temporary Suspension shall be allowed to attend any and all Chapter events, but they shall be required to reimburse the Chapter for any incurred expenses for their attendance. For all Rush and Social events, members on Temporary Suspension who attend these events will be assessed a minimum \$5.00 fee if there are no directly incurred expenses for their attendance. Between directly incurred attendance expenses and the \$5.00 fee, the larger amount will be charged.
- 4.5.4. A member on Temporary Suspension must submit a Change of Membership Status Request Form to the Executive Board in order to be restored to their previous membership status, granted they still meet all of the requirements for that membership status.
 - 4.5.4.1. If the Executive Board finds that the member is eligible for their previous membership status, the request shall be brought before the chapter at the next general business meeting for a vote.
 - 4.5.4.2. This requires a three-fourths ($\frac{3}{4}$) affirmative vote where quorum prevails to pass.
- 4.5.5. Members on Temporary Suspension shall not be obligated to pay Chapter or International dues during their suspension, except for any prior amounts owed.
- 4.6. Suspended members shall be held to the most stringent suspension if they fall under multiple classifications of suspension. All requirements from all types of suspension must be met in order to become Active. The severity of suspension will be ranked as follows, from most severe to least severe:
 - 4.6.1. Administrative Suspension
 - 4.6.2. Financial Suspension
 - 4.6.3. Academic Suspension

4.7. Violation of Suspension Terms

- 4.7.1. Any violations of the terms of suspension shall be discussed by the Executive Board. Should the Board determine that a violation occurred, they may apply further restrictions including but not limited to:

- 4.7.1.1. Administrative Suspension if on Academic or Financial suspension
- 4.7.1.2. Extending the duration of the suspension
- 4.7.1.3. Expulsion from the Fraternity

5. Alumni Membership

- 5.1. Alumni membership may be conferred upon members who have met all chapter obligations, financial or otherwise, and meet at least one of the following criteria:
 - 5.1.1. The member has graduated with either an undergraduate or graduate degree from Iowa State University.
 - 5.1.2. The member has transferred their enrollment away from Iowa State University to a different institution.
 - 5.1.3. The member has withdrawn from Iowa State University with no expectation of resuming studies for a period of twelve (12) or more months.
 - 5.1.4. The member relocates at a distance away from the Chapter that is not reasonably commutable and is not expected to return for a period of twelve (12) or more months.
 - 5.1.5. The member has been placed under suspension for at least one year and remains ineligible for either Active or Associate membership (all financial obligations will still need to be met).
- 5.2. The request for Alumni status must be submitted to the Executive Board at least fourteen (14) days before the last general business meeting of the semester by filling out a Change of Membership Status Request Form.
- 5.3. Alumni status may be conferred on any member who has met the requirements and has successfully submitted a Change of Membership Status Request Form to the Executive Board by a simple majority vote at any general business meeting where quorum prevails.
- 5.4. Alumni Members may petition to the Executive Board for a return to Active Membership if they return to Iowa State University as a student by filling out a Change of Membership Status Request Form. If the Executive Board finds that the Alumni Member is eligible for Active Membership, Active status can be conferred by a three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members at any regular general business meeting.
 - 5.4.1. Voting privileges of the member are not restored until the next regular meeting. However, all other privileges, responsibilities, and obligations are restored immediately.
 - 5.4.2. The new Active Member will be responsible for all semester Dues if they become Active within the first eight (8) weeks of the semester. If after the first eight (8) weeks, they are not liable for any Dues that semester.
 - 5.4.3. Alumni Members of other chapters who would like to join the Beta Lambda Chapter as an Active or Associate Member shall be classified as a Transfer Member, as defined in Section 7.

6. Honorary Membership

- 6.1. Honorary Membership may be conferred upon any individual, except undergraduate students, as selected by the Chapter by a three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members.

7. Transfer Member

- 7.1. Active members of other chapters in Delta Lambda Phi may transfer their membership to the Beta Lambda Chapter so long as they meet the following requirements:
 - 7.1.1. Be in good standing with their original chapter, their original institution and Iowa State University.
 - 7.1.2. Meet the requirements in Section 2.1. to 2.3.
 - 7.1.3. Will not be graduating during the semester they are requesting to transfer to the Beta Lambda Chapter.
 - 7.1.4. Submit a Change of Membership Status Request Form.
 - 7.1.4.1. Once completed, it will be reviewed by the Executive Board. The Executive Board may contact the original chapter for a character reference.
 - 7.1.4.2. If the transfer member is found to be eligible for membership in the Chapter by the Executive Board, a vote will be put before the Chapter at the next general business meeting where quorum prevails.
 - 7.1.4.2.1. A simple majority vote will be required to allow the Transfer Member to join on the condition that they complete a six (6) week period of review
 - 7.1.5. Satisfactorily complete the six (6) week period of review, during which the Chapter monitors the transfer member's attendance at meetings and events, how well they interact with the chapter membership and how well they represent the Chapter.
 - 7.1.5.1. The transfer member will be subject to all obligations and requirements of Active Members, as defined in Section 2, during the six (6) week period of review. Their dues are defined in Article 8, Section 8.
 - 7.1.6. Once the Transfer Member has completed all of the requirements above, the Chapter will vote on whether to grant full membership or not at the next general business meeting where quorum prevails. A three-fourths ($\frac{3}{4}$) vote of the chapter's voting members is required to confer Active Membership.
- 7.2. Members from Colonies or non-initiated pledges/New Members from other chapters may transfer to the Beta Lambda Chapter as well. They will go through the regular Rush and Bid process and must meet the requirements for New Member Status, as defined in Section 1.

8. Other Membership Types and Definitions

- 8.1. Potential New Member
 - 8.1.1. Any person who may be interested in joining the Chapter.
 - 8.1.2. Any person who has expressed interest in joining the Chapter.
- 8.2. Rushee
 - 8.2.1. Any person who has expressed interest in joining the Chapter and has or plans to attend an official Rush or Recruitment Event.
 - 8.2.2. Any person who has attended an official Rush or Recruitment Event.
- 8.3. Bidee
 - 8.3.1. Any Rushee who has received a Bid for New Membership.
 - 8.3.2. Any Potential New Member who has received a Bid for New Membership.
- 8.4. Inductee
 - 8.4.1. Any Bidee who has accepted their Bid for New Membership and plans to be Inducted.
- 8.5. Pledge
 - 8.5.1. The former term for New Member.

8.5.2. An Inductee who has successfully gone through the Induction Ritual to become an official member of the Chapter.

8.6. Restricted Member

8.6.1. Any Chapter Member whose access to events has been restricted, as defined in Article 6, Section 6.

9. Disassociation of Membership

- 9.1. Any Active, Associate, Academic Suspended or Alumni Member may choose to disassociate from the Chapter and Fraternity at any point. Members on Administrative or Financial Suspension must fulfill the terms of their suspension before being able to disassociate from the Chapter and Fraternity.
- 9.2. This is a permanent change in Membership Status that cannot be undone.
- 9.3. Any Member who wishes to disassociate from the Fraternity must submit a Change of Membership Status Request Form. This Form shall be reviewed by the President and Vice President.
- 9.4. The Member requesting to disassociate must meet with the President and Vice President to discuss the request before it can be finalized. The goal of this meeting shall be to determine the exact reason(s) for the request and to resolve any issues, if possible.
- 9.5. If the reason(s) for the request cannot be resolved, the President and Vice President shall approve the request for disassociation.
- 9.6. All Fraternity related items must be returned to the Chapter, given to current members or destroyed, including, but not limited to, Fraternity pins, clothing items or paddles with the Greek letters or the Delta Lambda Phi name, Chapter or Fraternity forms or documents, awards or certificates from the Chapter or Fraternity, and any other Chapter or Fraternity related item(s) with proprietary or copyrighted information.
- 9.7. Any person who has disassociated from the Chapter and Fraternity shall not be extended a Bid to rejoin the Beta Lambda Chapter of Delta Lambda Phi.

10. Expulsion of a Member

- 10.1. In rare instances, it may become necessary for the Chapter to expel a member who has become a disruptive or dangerous force or a poor representation of the Fraternity's values, purposes and mission.
- 10.2. Any Active, Associate or Suspended Member (all types) may be expelled by the Chapter by a three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members in accordance with the following process.
 - 10.2.1. Reasons for Expulsion
 - 10.2.1.1. Serious or multiple Sexual Harassment Policy violations, as defined in Article 9, Section 2.
 - 10.2.1.2. Abusive or violent behavior directed towards any Chapter Member, New Member, Rushee, and/or other individual at a Chapter event or in the Chapter's name.
 - 10.2.1.3. Being a disruptive presence at any Chapter event to the point of belligerence.
 - 10.2.1.4. Acting in such a way as to prevent any Chapter event from proceeding in a dignified, respectful and fraternally beneficial manner.
 - 10.2.1.5. Drug use, intoxication or possession of illegal substances and/or firearms at any Chapter event.

- 10.2.1.6. Representing the Chapter and Fraternity to the public, potential new members, Rushees or New Members in a way that is not consistent with the Chapter's and Fraternity's values, purposes and mission.

10.2.2. Expulsion Process

- 10.2.2.1. Under suspicion that any of the restrictions in Section 10.2.1. have been violated, the infraction shall be brought before the Executive Board at a special meeting scheduled as soon as possible following the alleged infraction.
- 10.2.2.2. All parties involved will have the opportunity to speak in front of the Executive Board. This meeting will be closed and protected by the Veil of Secrecy. All parties involved who are non-initiated members of the Fraternity shall be asked to leave by the Chair after providing their testimony.
- 10.2.2.3. The Executive Board will determine if the member in question has violated any of the aforementioned reasons of expulsion.
- 10.2.2.4. If the Executive Board has determined that the member in question has violated the aforementioned reasons of expulsion, the recommendation for Expulsion shall be brought before the chapter at the next general business meeting for a vote.
- 10.2.2.5. At the general business meeting, the Veil of Secrecy will be invoked for all discussions and votes on possible restrictions.
- 10.2.2.6. A three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members is required to Expel a Member.
- 10.2.2.7. Any Member who is Expelled must be notified in writing within three (3) business days by the President and Vice President, including why they are being Expelled. They shall also be provided information on how to appeal the decision.

10.2.3. Appealing Expulsion

- 10.2.3.1. If an Expelled Member wants to appeal their expulsion, they must submit an Expulsion Appeal Form within ten (10) days of notification. The Expulsion Appeal Form must include the Member's name and why they believe their expulsion should be reversed.
- 10.2.3.2. The Expulsion Appeal Form will be reviewed by the Executive Board to ensure the appeal has been done correctly and has merit. If approved by the Executive Board, it will be brought to the next general business meeting where quorum prevails.
- 10.2.3.3. At the general business meeting, the Veil of Secrecy will be invoked for all discussions and votes. The Expelled Member will have the opportunity to plead their case in front of the Chapter for a maximum of sixty (60) minutes. Time limit may not be extended.
- 10.2.3.4. If the Expelled Member can prove they are innocent of the charges, or take responsibility for their actions AND provide the Chapter with a formal written apology, the restricted Member may be granted one of the following by a two-thirds ($\frac{2}{3}$) affirmative vote of the Chapter's voting members.
 - 10.2.3.4.1. Expulsion reversed and previous membership status reinstated.
 - 10.2.3.4.2. Expulsion reversed and Administrative Suspension enacted for a period decided by the Chapter.
 - 10.2.3.4.3. Expulsion reversed under the condition that the member go through a six (6) week period of observation. If completed to the satisfaction of the Chapter, the member's previous membership status will be reinstated.

- 10.2.3.4.3.1. This requires a two-thirds ($\frac{2}{3}$) affirmative vote of the Chapter's voting members at the general business meeting immediately following the completion of the six (6) week period of observation.
- 10.3. All Chapter Members, including Active, Associate, Suspended, Alumni, Transfer and New Members, shall be notified of any newly expelled Members.
- 10.4. The Chapter must submit a copy of the notice of expulsion to the Fraternity Office to be affixed to the individual's membership record.
- 10.5. A member who has been expelled by the Chapter may appeal to the Board of Directors to have the expulsion overturned, provided a written appeal is submitted to the Fraternity Office within thirty (30) days of the member's notification by the Chapter.

ARTICLE 4: CHAPTER OFFICERS AND ELECTIONS

1. Officer Requirements

- 1.1. There shall be nine (9) required, elected Chapter officers: President, Vice President, Treasurer, Brotherhood Director, Communications Director, Sergeant-At-Arms, Service Director, Scholarship Director and New Member Director.
- 1.2. To be eligible for any Office, a member must be an Active Member who is in good standing with the Chapter, International Fraternity and Iowa State University and has met all requirements for Active Membership, as defined in Article 3, Section 2.
- 1.3. The term for any officer in the chapter shall be one (1) year, from January 1st to December 31st. The term limit for one (1) individual holding one (1) specific office in the chapter shall be two (2) complete terms of one (1) year. Officers holding their positions for one (1) year will have the option to automatically be considered a candidate for their office for the following year.
- 1.4. A member may not hold more than two (2) offices at the same time, unless there are not enough members in the Chapter who are eligible for office to fill all vacancies.
 - 1.4.1. One (1) member may only hold one (1) of the Offices of President, Vice President or Treasurer at one (1) time.

2. President

- 2.1. Serve as the Chairman of the Executive Board.
- 2.2. Lead in promoting the principles and values of Delta Lambda Phi as revealed in its Rituals and International Bylaws.
- 2.3. Represent the Chapter to the International Board of Directors and the International Fraternity Office of Delta Lambda Phi and to the public.
- 2.4. Supervise the general operations of the Chapter, oversee the actions of the Executive Board, and ensure all official business is conducted accordingly.
- 2.5. Call and preside over all official general business meetings of the Chapter and committees and develop agendas for such meetings.
 - 2.5.1. To this end, the President must be versed in the correct use of Parliamentary Procedure as used by the Chapter.
 - 2.5.2. The President will have the authority to suspend Parliamentary Procedure at a given meeting.
 - 2.5.3. When acting as Chairman of an official general business meeting of the Chapter, the President does not vote on regular business, except in the event of a tie.

- 2.5.4. The President will have a standing vote in officer elections and on Bid Night.
- 2.6. Ensure all local and international obligations of the Chapter are anticipated and met.
- 2.7. Serve as an ex-officio member of all Chapter Committees or Task Forces, standing or otherwise.
- 2.8. Coordinate the development of the Chapter Calendar of Events with the assistance of the Executive Board.
- 2.9. To gather the Presidential Advisory Committee, at their discretion, to gather feedback.
- 2.10. The President shall deliver from time to time, benchmarks on chapter progress and offer recommendations to be expedited.
- 2.11. Appoint all Committee Chairmen and Liaison Positions not already described in the Chapter Constitution.
- 2.12. Make every effort to ensure the safety and preservation of Relics of the Chapter entrusted to them in accordance with the Chapter Constitution.
- 2.13. Meet with Active Members as needed during the semester to gauge the general feeling of the Chapter.
 - 2.13.1. Information provided in these interviews will be protected by the Veil of Secrecy.
- 2.14. Represent Delta Lambda Phi to the Multicultural Greek Council at Iowa State University.
- 2.15. Should the Chapter President be absent or otherwise unavailable, their authority shall be passed down in accordance to Section 12.
- 2.16. Instruct their successor in all duties of the office.

3. Vice President

- 3.1. Assume the duties of the President in their absence or upon the express wishes of the President.
- 3.2. Assume the Office of President in the event the President is deemed incapable of fulfilling the duties of the office by the Chapter.
- 3.3. Assist the President in supervising the general operations of the Chapter, overseeing the actions of the Executive Board, and ensuring all official business is conducted accordingly
- 3.4. Represent Delta Lambda Phi to the Multicultural Greek Council at Iowa State University in the event that the President is unable to do so.
- 3.5. Lead the Chapter in all recruitment efforts.
 - 3.5.1. Strive for a 20% increase in membership year over year.
- 3.6. Develop and supervise the planning of the Chapter Rush Program.
- 3.7. Be the point of contact for all potential new members of the Chapter.
- 3.8. Coordinate with the Communications Director to ensure a consistent marketing strategy for recruitment efforts.
- 3.9. Instruct their successor in all duties of the office.

4. Treasurer

- 4.1. Responsible for all Chapter funds, and authorize disbursement of said funds for expenses incurred by the Chapter .
- 4.2. Diligently collect and safeguard all Chapter dues, fees, assessments, and other revenues and to maintain an accurate and complete record of all Chapter disbursements, revenues, and assets.
- 4.3. Be prepared to present the financial status of the Chapter at all Official Meetings of the Chapter.
- 4.4. Prepare the Annual Budget Report of the Chapter, and to present this report to the Chapter for approval. Following approval, it shall be added to the chapter archives.

- 4.5. Serve as the Vice Chairman of the Philanthropy and Fundraising Committee.
- 4.6. Instruct their successor in all duties of the office.

5. Sergeant-At-Arms

- 5.1. Act as Chief Parliamentarian during all Official Chapter meetings if Parliamentary Procedure is in effect, as enacted by the President of the Chapter.
 - 5.1.1. To this end, they shall maintain order and correct use of Parliamentary Procedure as used by the Chapter, and to ensure all actions are done in accordance with the Chapter Constitution.
- 5.2. Guard the entrance to any Official Chapter function where attendance is limited.
- 5.3. Oversee electoral proceedings and bid considerations, to the extent of counting secret ballots.
- 5.4. Present the Fraternity's Risk Management Policy to Active Members and New Members.
- 5.5. Help minimize potential risks for Chapter activities.
- 5.6. Recommend risk management policies or procedures to the Chapter.
- 5.7. Submit documentation to ISU's Risk Management Office.
- 5.8. Ensure that Iowa State University policies are followed at all of the Chapter's events.
- 5.9. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- 5.10. Organize and execute all Chapter ceremonies and rituals, in accordance with the International Fraternity's Ritual Handbook.
- 5.11. Ensure the safety and preservation of Ritual Relics of the Chapter entrusted to this office.
- 5.12. Ensure that the chapter has the most updated and current version of the Ritual Handbook.
- 5.13. Instruct their successor in all duties of the office.

6. Brotherhood Director

- 6.1. Lead in promoting the Spirit of Brotherhood throughout the Chapter and enhancing Chapter morale.
- 6.2. Advise the Executive Board on issues of morale within the Chapter and to coordinate the timely planning of Lamp of Truth Rituals, as needed.
- 6.3. Maintain and enhance the Active Membership of the Chapter by encouraging involvement in Chapter affairs on the level of the individual member.
- 6.4. Develop and supervise the planning of all regular social events and programs of the Chapter which are not the responsibility of another Chapter Office or Committee.
 - 6.4.1. To this end, they shall also coordinate the development of the guest list for social events of the Chapter.
- 6.5. Organize chapter retreats not the responsibility of another Office or Committee.
- 6.6. Foster positive relationships between the Chapter and its Alumni.
- 6.7. Organize events that improve the relationship between the Chapter and its Alumni.
- 6.8. Lead in organizing, planning and executing any Alumni-related event which is not the duty of another office.
- 6.9. Communicate between the Chapter and its Alumni.
- 6.10. Assist the Sergeant-At-Arms in organizing, planning and executing any Alumni-related rituals of the Chapter.
 - 1.1. Serve as Chairman of the Social Committee.
- 6.11. Instruct their successor in all duties of the office.

7. Communications Director

- 7.1. Record and prepare accurate written minutes of all general business meetings and Executive Board meetings of the Chapter, and present these minutes to the Chapter for approval at the following meeting.
- 7.2. Keep an accurate written record of attendance at all Official Meetings of the Chapter, and to inform the President and Sergeant-At-Arms should a Member become delinquent in their attendance obligations
- 7.3. Keep an accurate Official Membership Register denoting New, Active, Associate, Suspended, Transfer, Alumni and Honorary members of the Chapter.
- 7.4. Act as correspondent for the Chapter in all business, official and otherwise, not the responsibility of another Office or Committee.
- 7.5. Issue all Chapter notices, invitations, and announcements which are not the responsibility of another Chapter Office or Committee.
- 7.6. Maintain Chapter websites, social media, and other public mediums, ensuring a consistent marketing strategy.
- 7.7. Organize all chapter advertising efforts, ensuring a consistent marketing strategy between all offices.
- 7.8. Oversee the development of all chapter-specific merchandise, ensuring a consistent marketing strategy.
- 7.9. Review and edit the Chapter Constitution for grammatical and spelling errors and to update all governing documents with new amendments, as passed by the Chapter.
- 7.10. Instruct their successor in all duties of the office.

8. New Member Director

- 8.1. Develop and supervise the planning of the New Member Education Program of the Chapter in accordance with the Chapter Constitution.
 - 8.1.1. To this end, they shall maintain sole authority to declare the conclusion of the New Member Education Program.
- 8.2. Act as a liaison between the Chapter Membership and the New Member Class.
 - 8.2.1. To this end, they shall convey the expectations of the Chapter Membership to the New Member Class, and the progress and morale of the New Member Class to the Chapter.
- 8.3. Make conscientious recommendations to the Chapter Membership regarding the initiation of the New Members into Active Membership.
 - 8.3.1. To this end, they shall base their recommendations, in part, on the individual's completion of the New Member Education Program as prescribed in the Chapter Constitution.
- 8.4. Accurately convey the International Fraternity's Risk Management Policy to New Members with the Sergeant-At-Arms.
- 8.5. Instruct their successor in all duties of the office.

9. Service Director

- 9.1. Plan, organize and execute all chapter service projects and philanthropic events.
 - 9.1.1. Strive to complete at least four (4) service projects per year with 60% Active Membership participation.
 - 9.1.2. Strive to complete or co-host at least two (2) philanthropic events per year.

- 9.2. Assist new members in the planning and execution of their required service project, at the New Member Director's discretion.
- 9.3. Serve as Chairman of the Philanthropy and Fundraising Committee.
- 9.4. Instruct their successor in all duties of the office.

10. Scholarship Director

- 10.1. Meet with all Active and Associate Members at least once during the semester to discuss the member's academic course load, grades and general feeling about their academics.
 - 10.1.1. Information provided in these interviews will be protected by the Veil of Secrecy.
- 10.2. Check-in with those members who may be struggling with their academic program, and provide advice and resources to those in need of academic help.
- 10.3. Keep an accurate written record of Active, Associate and Suspended Members' grades.
- 10.4. Develop an academic success program for the Chapter.
 - 10.4.1. To this end, they may communicate with the Multicultural Greek Council, other Greek chapters, the Office of Greek Affairs, the International Fraternity and other chapters of Delta Lambda Phi to gain ideas on improving academic success
- 10.5. Award Chapter academic scholarships as they are earned.
- 10.6. Meet with all members on Academic Suspension at least once a month to help identify problems and create a plan on how to improve for the current semester.
- 10.7. Serve as Chairman of the Scholarship Committee.
- 10.8. Instruct their successor in all duties of the office.

11. Chapter Line of Succession

- 11.1. Should the President, or subsequent officers, be incapacitated or unfit to fulfil the duties of their office, the President's authority shall be passed down as such:
 - 11.1.1. Vice President
 - 11.1.2. Sergeant-At-Arms
 - 11.1.3. Brotherhood Director
 - 11.1.4. Treasurer
 - 11.1.5. Communications Director
 - 11.1.6. New Member Director
 - 11.1.7. Service Director
 - 11.1.8. Scholarship Director
 - 11.1.9. If all of the Chapter Officers are incapacitated or unfit to fulfil the duties of their office, the President's authority shall be passed down unto the Eldest available member, based on the number of Chapter initiations witnessed.
- 11.2. This Officer or member shall serve as President until a special election can be held.

12. Chapter Adviser(s)

- 12.1. In accordance with Iowa State University policies, the Chapter shall have at least one faculty or staff adviser at all times.
- 12.2. Have knowledge of university and international organization policies.
- 12.3. Be able to provide financial oversight.
- 12.4. Advise the President, Executive Board and Chapter members.
- 12.5. May attend any meeting or event open to the public.

13. Alumni Adviser(s)

- 13.1. It shall be the policy of this Chapter to have at least one Alumni Adviser at all times to remain in good standing with the International Fraternity Office.
- 13.2. The President shall nominate an Alumni Member of the Chapter to serve in this role. The candidate shall be confirmed by the Executive Board at their next regular meeting.
- 13.3. Alumni Advisers shall be able to commit to serving for at least one year, but may serve for as long as they and the Chapter are in agreement.
- 13.4. All duties and responsibilities are as follows:
 - 13.4.1. Act as a liaison between the Chapter and its Alumni Members.
 - 13.4.2. Work with the Alumni Relations Adviser (or Brotherhood Director, if the Alumni Relations Adviser position is unfulfilled) to improve and maintain relationships between the Chapter and its Alumni and to help plan events to achieve this goal.
 - 13.4.3. Have knowledge of University and International Fraternity policies.
 - 13.4.4. Be able to provide financial oversight.
 - 13.4.5. Advise the President, Executive Board and Chapter members.
 - 13.4.6. Encouraged to attend the majority of General Business Meetings.

14. Election Procedures

- 14.1. Officer elections shall take place no later than the last general business meeting of the fall semester.
- 14.2. Nominations for officers shall be open for at least ten (10) days prior to the election. Nominations shall be submitted to the sitting President via the Officer Nomination Form.
- 14.3. All officer elections shall be done by exhaustive ballot method. All votes are to be secret and are to be counted by the President and verified by the Sergeant-At-Arms. Candidates must receive a simple majority of votes in order to be elected. If a majority cannot be reached, the Chapter may go back to questioning and discussing the candidates, as outlined in Section 14.5.
- 14.4. Ballots may not be cast via proxy or absentee.
- 14.5. On election day, voting for officers will follow this order: President, Vice President, Treasurer, Sergeant-At-Arms, Brotherhood Director, Communications Director, New Member Director, Service Director and Scholarship Director.
 - 14.5.1. Before ballots are cast, all candidates for the office will have up to two (2) minutes to address the Chapter on their nomination.
 - 14.5.2. After all candidates have spoken in accordance with section 14.5.1, the Chapter will have up to 10 minutes to ask candidates questions regarding the position they have been nominated for.
 - 14.5.3. Each candidate will have up to ninety (90) seconds to respond to each question directed to them. These ninety (90) second periods are included in the ten (10) minutes allocated to questioning, as prescribed in section 14.5.2.
 - 14.5.4. Only initiated members (Active, Associate, Suspended (Academic and Financial) and Alumni) may question candidates. All other attendees must refrain from speaking. The chair may ask other attendees to leave the meeting room at any time.
 - 14.5.5. After questioning, the candidates will be asked to leave the meeting room by the Sergeant-At-Arms. The Chapter will have up to seven (7) minutes to discuss the candidates. Discussion is protected by the Veil of Secrecy and is restricted to initiated members (Active, Associate, Suspended (Academic and Financial) and Alumni). All non-initiated attendees will be asked to leave the meeting room by the Sergeant-At-Arms.

- 14.5.6. Once the seven (7) minutes have expired, or discussion has ceased (whichever is sooner), the Sergeant-At-Arms will invite the candidates back into the meeting room, along with any other attendees that were asked to leave.
- 14.5.7. Ballots for the officer shall be cast in accordance with section 14.3.
- 14.5.8. This process shall be repeated for all remaining officers.
- 14.6. The time between election day and January 1st of the next calendar year shall provide an opportunity for incumbent officers to educate the incoming officers about the duties and privileges of their respective offices.
- 14.7. At the first general business meeting of the calendar year, before any other business, the newly-elected officers shall take the oath of office, as detailed in section 14.7.1.
 - 14.7.1. *I, [name], do solemnly affirm, that I will execute the office of [office title] of Delta Lambda Phi at Iowa State University. I will strive to live out the principles and values of our chapter and crest and be a role model to my brothers and community. I will, to the best of my ability, uphold our constitution and work towards a brighter future at ISU.*

15. Vacancies and Appointments

- 15.1. Vacancies among the elected Chapter officers shall be filled by special election at the next general business meeting where quorum prevails.
- 15.2. Nominations for vacancies shall come from the floor.
- 15.3. Special Election procedures shall follow Sections 14.5.1. through 14.5.8.
- 15.4. Officers elected in special elections shall serve the balance of the term.
- 15.5. Any partial terms (started after January 1st) served by officers elected in special elections shall not count against the term limit for that specific office.
- 15.6. The President shall have the power to appoint an Active Member to fill a vacancy in the event that a General Business Meeting cannot occur within three (3) weeks of the office becoming vacant. This appointed officer shall serve until a special election can occur. They will be responsible for all duties and entitled to all privileges of their appointed office.
- 15.7. The President shall have the power to appoint an Active Member to any Committee Chairmen and Liaison Positions not already defined in this Constitution, in accordance with Section 2.11. The Executive Board shall confirm these appointments by a simple majority vote.
- 15.8. Any Officer elected in a Special Election shall take the Oath of Office as detailed in Section 14.7.1. immediately after being elected.
- 15.9. Any appointed Officer shall take the Oath of Office as detailed in Section 14.7.1. at the next general business meeting of the Chapter.

16. Impeachment

- 16.1. A Petition of Impeachment shall be submitted by an Active member to the Executive Board. The form shall list exact grievances against the officer and the names of any other submitters.
- 16.2. There shall be a one-week period from the time the Petition is submitted until the date of the vote for the Executive Board to meet and review the Petition of Impeachment. If the officer who is being impeached is part of the Executive Board, they shall be barred from the meeting.
- 16.3. If approved by the Executive Board, the Petition will be moved to the next general business meeting.
- 16.4. At the general business meeting where the vote will take place, the Motion to Impeach must be made by a member of the Executive Board.
- 16.5. After the motion is moved to the table, the meeting room shall be closed to non-initiated members and the proceedings protected by the Veil of Secrecy.

- 16.6. The officer in question will have the opportunity to defend themselves to the chapter before the motion is put to a vote. They will have up to twenty (20) minutes to speak, which can be extended by a simple majority vote.
- 16.7. A three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members is required for Impeachment. If voted in favor of Impeachment, the officer will immediately be relieved of their duties, responsibilities and privileges.
- 16.8. Members who have been removed from office may be re-elected to the same position in a future term through the normal election process, granted they have not reached their term limit. If an Officer is impeached after the first four (4) weeks of the semester, the entire semester shall go against their term limit for that office. If they are impeached within the first four (4) weeks of the semester, that time shall not be counted against their term limit for that office.
- 16.9. If the officer in question has been removed from their respective office, a special election shall be done to fill the vacancy at the next chapter meeting, in accordance with Section 14.
- 16.10. Appeals
 - 16.10.1. Any officer removed from office shall have the right to appeal to the Chapter regarding their reinstatement at the next general business meeting where quorum prevails.
 - 16.10.2. Any motion to reinstate the officer must be done before any special elections take place.
 - 16.10.3. Any motion to reinstate the officer must have a two-thirds ($\frac{2}{3}$) majority vote to pass and is effective at the close of the meeting.
 - 16.10.4. If the motion to reinstate passes, any special election to fill that same office will be canceled.

ARTICLE 5: COMMITTEES AND TASK FORCES

1. Committee Membership

- 1.1. Committees shall be permanent sub-bodies of authority made up of Chapter officers and members, unless otherwise specified.
- 1.2. Any Active member who is in good standing with the Chapter may be eligible to serve in a committee position not already defined by the Constitution.
- 1.3. Any committee members not already defined by the Constitution shall be selected by the committee Chairmen.

2. Committee Chairmen

- 2.1. The President shall appoint the Chairmen of the chapter committees not already defined by the Constitution at the start of each term.
- 2.2. Chairmen shall serve a term of one (1) year, from January 1st to December 31st.
- 2.3. Chairmen shall be responsible for organizing meetings of their committee and developing agendas for such meetings.
- 2.4. All Chairmen shall report directly to the President on the actions of their committee.

3. Executive Board

- 3.1. Membership shall consist of the following:
 - 3.1.1. President shall serve as Chairman
 - 3.1.2. Vice President
 - 3.1.3. Sergeant-At-Arms
 - 3.1.4. Brotherhood Director
 - 3.1.5. Treasurer

- 3.1.6. Communications Director
- 3.1.7. New Member Director
- 3.1.8. Service Director
- 3.1.9. Scholarship Director
- 3.1.10. Chapter Adviser(s) shall be ex-officio, non-voting members
- 3.1.11. Alumni Adviser(s) shall be ex-officio, non-voting members
- 3.1.12. Chapter Founding Fathers shall be ex-officio, non-voting members
- 3.2. Enforce the Chapter Constitution.
- 3.3. Lead the Chapter in all operations.
- 3.4. Represent the chapter membership and work toward its goals.
- 3.5. Provide feedback and guidance to the President.
- 3.6. The Executive Board shall meet at least once every three (3) weeks during the semester.

4. Presidential Advisory Committee

- 4.1. Membership shall consist of the following:
 - 4.1.1. Current President shall serve as Chairman
 - 4.1.2. Immediate past President
 - 4.1.3. Vice President
 - 4.1.4. Chapter Adviser(s)
 - 4.1.5. Alumni Adviser(s)
 - 4.1.6. All past Presidents shall be emeritus members
- 4.2. Provide guidance, assistance and advice to the current President.
- 4.3. Provide guidance, assistance and advice to the Executive Board, at the request of the President.
- 4.4. The committee shall meet at the request of the President.

5. Social Committee

- 5.1. Membership shall consist of the following:
 - 5.1.1. Brotherhood Director shall serve as Chairman
 - 5.1.2. Other members as deemed necessary by the Chair
- 5.2. Assist the Brotherhood Director in planning Chapter social events and Bolts.
- 5.3. Assist the President in planning joint social events with external organizations.
- 5.4. This committee shall meet at least once a month during the semester.

6. Philanthropy and Fundraising Committee

- 6.1. Membership shall consist of the following:
 - 6.1.1. Service Director shall serve as Chairman
 - 6.1.2. Treasurer shall serve as Vice Chairman
 - 6.1.3. Communications Director
 - 6.1.4. Other members as deemed necessary by the Chair
- 6.2. Set goals for, plan and execute fundraisers to increase chapter funds or to raise money for philanthropic events and causes.
 - 6.2.1. Strive to host at least three (3) fundraisers per year OR raise over \$2,500.00 per year.
- 6.3. Set goals for, plan and execute all service and philanthropic events.
- 6.4. This committee shall meet at least once a month during the semester.

7. Public Relations Committee

- 7.1. Membership shall consist of the following:
 - 7.1.1. Communications Director shall serve as Chairman
 - 7.1.2. Brotherhood Director
 - 7.1.3. Vice President
 - 7.1.4. Other members as deemed necessary by the Chair
- 7.2. Develop long-term and short-term marketing strategies for the chapter.
 - 7.2.1. To this end, the Committee shall maintain a positive brand image for the chapter in all print and digital media.
- 7.3. Maintain and update the chapter website and social media accounts.
- 7.4. Develop chapter-specific merchandise.
- 7.5. This committee shall meet at least once a month during the semester.

8. Scholarship Committee

- 8.1. Membership shall consist of the following:
 - 8.1.1. Scholarship Chair shall serve as Chairman
 - 8.1.2. Brotherhood Director
 - 8.1.3. New Member Director
- 8.2. Determine which members may be eligible for a Chapter Scholarship based on grades.
- 8.3. Review any essay applications for applicable scholarships.
- 8.4. Award scholarships and notify recipients.
- 8.5. Reach out to Chapter Alumni, Honorary Members and community members to solicit donations for the Scholarship Fund.
- 8.6. This committee shall meet within the first three (3) weeks of the semester to determine scholarship recipients. The committee shall meet at the discretion of the chair after the initial meeting.

9. Bid Extension Committee

- 9.1. Membership shall consist of the following:
 - 9.1.1. Vice President shall serve as Chairman
 - 9.1.2. Chapter Active and Associate Members
 - 9.1.2.1. Those who have attended at least 60% of the Rush and Recruitment events shall have a vote.
 - 9.1.2.2. The President shall have a standing vote.
 - 9.1.3. Chapter Academic and Financial Suspended Members shall be non-voting members
 - 9.1.4. Chapter Alumni shall be emeritus, non-voting members
- 9.2. Review all Rushees from the current Rush and Recruitment Period.
- 9.3. Determine which Rushees will receive a Bid for New Membership.
- 9.4. Ensure that all Potential New Members embody the values of Delta Lambda Phi and will represent the Chapter properly.
- 9.5. This committee shall meet at the end of each Rush and Recruitment Period before the Induction Ritual.

10. Induction Interview Committee

- 10.1. Membership shall consist of the following:
 - 10.1.1. President shall serve as Chairman
 - 10.1.2. Vice President
 - 10.1.3. Treasurer
- 10.2. Ask Inductees questions related to their background and character.
- 10.3. Ask Inductees questions to gauge their interest and possible commitment level to the Chapter.
- 10.4. Ask Inductees any other questions in order to get to know them better.
- 10.5. Answer any questions the Inductees may have.
- 10.6. The information provided in this interview can be used by the Big/Little Pairing Committee.
- 10.7. This committee shall meet before the Induction Ritual but after Bids have been delivered.

11. Big/Little Pairing Committee

- 11.1. Membership shall consist of the following:
 - 11.1.1. New Member Director shall serve as Chairman
 - 11.1.2. President shall be required to attend
 - 11.1.3. Vice President
 - 11.1.4. Other members as deemed necessary by the Chair
- 11.2. Pair initiated members who are in good standing with the Chapter as Bigs with New Members as Littles.
- 11.3. Ensure that Bigs and Littles are properly paired, based on preferences and personality compatibility.
- 11.4. Ensure that Bigs will guide their Little on The Journey to Brotherhood.
- 11.5. This committee shall meet at the end of each Rush period before the Induction Ritual.

12. Task Forces

- 12.1. Task forces shall be temporary bodies of authority created by the President or Executive Board that exist to accomplish a specific goal.
- 12.2. Task forces shall be dissolved after the goal they are created for is completed to the satisfaction of the President, Executive Board or Chapter.
 - 12.2.1. Task forces can also be dissolved by a two-thirds ($\frac{2}{3}$) vote at any general business meeting where quorum prevails.
- 12.3. Task forces shall not be given authority belonging exclusively to any other Officer or Committee, unless approved by that Officer or Committee. The task force's authority should reflect the bounds of the President's authority, per the Chapter Constitution.

ARTICLE 6: CHAPTER MEETINGS AND EVENTS

1. General Business Meetings

- 1.1. The Chapter shall meet no fewer than two (2) times per month during the Spring and Fall semesters.
- 1.2. The location and time of General Business Meetings shall be decided by the President, with input from the Chapter. The President holds the right to change the location or time of a General Business Meeting, as long as notice is given to the Chapter.

- 1.3. All Active Members are required to attend all General Business Meetings. Suspended Members may be required to attend General Business Meetings, in accordance with Article 3, Section 4.
 - 1.3.1. If unable to attend the General Business Meeting, 24 hour notice must be given to the President and Communication Director.
 - 1.3.2. If such notice is not provided, the member will be subject to a \$5.00 fine and will be counted as an unexcused absence.
 - 1.3.2.1. The member will have three (3) weeks or until the end of the semester to pay the fine, whichever is sooner. For appealing fines, see Article 8, Section 11.5.
 - 1.3.2.2. The Communication Director shall notify the Treasurer of fines owed.
 - 1.3.3. If a Member will be late to the General Business Meeting, they must notify the Communications Director . Failure to do so will result in a truancy. Two (2) truanancies will result in an unexcused absence. Three (3) unexcused absences will result in Administrative Suspension for four (4) weeks.
- 1.4. The required quorum for any General Business Meeting shall be a simple majority of the chapter's voting members. Simple majority shall be one-half ($\frac{1}{2}$) of the Chapter's voting members, plus one (1) additional member.
- 1.5. All General Business Meetings shall be open to the public. However, certain business discussions can be restricted by the Chair.

2. Executive Board Meetings

- 2.1. The Executive Board shall meet no fewer than once every three (3) weeks.
- 2.2. The location and time of Executive Board Meetings shall be decided by the President, with input from the Executive Board. The President holds the right to change the location or time of an Executive Board Meeting, as long as notice is given to the Executive Board.
- 2.3. All Executive Board members are required to attend all Executive Board Meetings.
 - 2.3.1. If unable to attend an Executive Board Meeting, 24 hour notice must be given to the President.
 - 2.3.2. If such notice is not provided, the member will be subject to a \$5.00 fine.
 - 2.3.2.1. The member will have three (3) weeks or until the end of the semester to pay the fine, whichever is sooner. For appealing fines, see Article 8, Section 11.5.
 - 2.3.2.2. The President shall notify the Treasurer of fines owed.
- 2.4. The required quorum for any Executive Board Meeting shall be a simple majority of its members, or 3 out of the 5 members.
- 2.5. Executive Board Meetings shall be open to the public. However, certain business discussions can be restricted by the Chair.

3. Committee Meetings

- 3.1. Committees shall meet at the discretion of their Chairmen, unless otherwise specified in Article 5.
- 3.2. The location and time of Committee Meetings shall be decided by the Chairman of the committee, with input from its members. The Chairman holds the right to change the location or time of a Committee Meeting, as long as notice is given to its members.
- 3.3. All Committee members are required to attend all Committee Meetings, as defined in Article 5.
 - 3.3.1. If unable to attend a Committee Meeting, a committee member will need to contact the Chairman for instructions.

- 3.3.2. The Committee Chairmen do not have the power to levy fines on its members. However, they can dismiss members from their committee, as long as they are not required to be there, as defined in Article 5.
- 3.3.3. If an officer who is required to attend a Committee Meeting is not attending consistently, and therefore, not fulfilling the duties of their office, they can be impeached by the Chapter.

4. Special Meetings

- 4.1. The President or Executive Board may call special meetings of the Chapter at their discretion
- 4.2. At least three (3) weeks notice is required to be given to the Chapter before the date of the meeting.
- 4.3. These meetings shall be considered as a General Business Meeting and will be subject to all member requirements and quorum rules, as defined in Section 1.
- 4.4. Special meetings should only be used for important and urgent matters.

5. Required Events

- 5.1. The President, or the Executive Board with a majority vote, may require the attendance of all Active Members or of an individual Active Member at any Chapter or Chapter-sponsored event for any duration of the event.
- 5.2. The Chapter must be notified of all required events at least two (2) weeks in advance.
- 5.3. If an Active Member must miss a required event, they shall notify both the President and Communication Director in writing at least 48 hours in advance to the event. The President may require a meeting with the Active Member to discuss the reason for the Active Member's absence.
- 5.4. If an Active Member misses any duration of a required event without prior notice and approval, they shall be assessed a fine of \$10.00.
- 5.5. The Executive Board with a majority vote, or the President, may waive any assessed fine(s) in accordance with Section 5.4. should the absence be deemed acceptable.
- 5.6. The Chapter may overrule an attendance requirement by a two-thirds ($\frac{2}{3}$) vote at any general business meeting where quorum prevails.

6. Restricting Chapter Events

- 6.1. In order to maintain positive fraternal bonds, it may become necessary to restrict the access of certain Members to Chapter events. Should an individual's behavior at Chapter events cause distress, unease, financial issues or general outrage among the Chapter and/or the majority of its members, a vote may be taken to restrict their access to further Chapter events.
- 6.2. Reasons for Restriction
 - 6.2.1. Sexual Harassment Policy violations, as defined in Article 9, Section 2.
 - 6.2.2. Abusive or violent behavior directed towards any Chapter Member, New Member, Rushee, and/or other individual at a Chapter event or in the Chapter's name.
 - 6.2.3. Being a disruptive presence at any Chapter event.
 - 6.2.4. Acting in such a way as to prevent any Chapter event from proceeding in a dignified, respectful and fraternally beneficial manner.
 - 6.2.5. Drug use, intoxication or possession of illegal substances and/or firearms.

- 6.2.6. Accepting invitations to events that require money or significant commitments of time and then not attending and giving no notice of their absence.

6.3. Types of Restriction

- 6.3.1. Restriction from a particular type of event (general business meetings, Rush events, rituals, Chapter retreats, etc.)
- 6.3.2. Restriction from all events for a set period of time [one (1) week, one (1) month, until the end of the semester, one (1) year, etc.]
- 6.3.3. Restrictions on the duration of time they are allowed at a specific event

6.4. Restriction Process

- 6.4.1. If an Active, Associate, Suspended, Alumni, Honorary or New Member would like to restrict the access of another Member, they must submit an Event Access Restriction Request Form (EARRF). The EARRF must include the submitter's name, name of Member they want restricted, type of restriction requested and reason(s) why the restriction is being requested.
- 6.4.2. The EARRF will be reviewed by the Executive Board to ensure that the request has merit. If approved by the Executive Board, it will be brought to the next general business meeting where quorum prevails.
- 6.4.3. At the general business meeting, the Veil of Secrecy will be invoked for all discussions and votes on possible restrictions.
- 6.4.4. A three-fourths ($\frac{3}{4}$) affirmative vote at the general business meeting where quorum prevails is required to restrict a Member.
- 6.4.5. Any Member who is being restricted must be notified in writing within three (3) business days by the President and Vice President, including why they are being restricted, the type of restriction they are under and the duration of the restriction. They shall also be provided information on how to appeal the decision and be notified again when their restriction ends.

6.5. Appealing Restrictions

- 6.5.1. If a Restricted Member wants to appeal their restriction, they must submit an Event Access Restriction Appeal Form (EARAF) within ten (10) days of notification. The EARAF must include the Member's name and why they believe their access to events should not be restricted.
- 6.5.2. The EARAF will be reviewed by the Executive Board to ensure the appeal has been done correctly and has merit. If approved by the Executive Board, it will be brought to the next general business meeting where quorum prevails.
- 6.5.3. At the general business meeting, the Veil of Secrecy will be invoked for all discussions and votes. The restricted Member will have the opportunity to plead their case in front of the Chapter for a maximum of sixty (60) minutes. Time limit may not be extended.
- 6.5.4. If the restricted Member can prove they are innocent of the charges, or take responsibility for their actions AND provide the Chapter with a formal written apology, the restricted Member may be granted one of the following by a simple majority vote at the general business meeting where quorum prevails.
 - 6.5.4.1. All restrictions lifted.
 - 6.5.4.2. A trial event for the restricted Member to prove themselves.
 - 6.5.4.3. A trial period where the restricted Member is allowed to all events to prove themselves.
- 6.5.5. Should the restricted Member's behavior continue or worsen, they may be asked to leave at any time during the event. The restrictions will be reinstated with the option of

stronger restrictions being placed upon them by a simple majority vote at a general business meeting where quorum prevails.

- 6.6. All Chapter Members, including Active, Associate, Suspended, Alumni, Transfer and New Members, shall be notified of any new restrictions on Members and notified again when the restriction(s) have been lifted.

ARTICLE 7: ACADEMICS AND SCHOLARSHIPS

1. General Requirements

- 1.1. The semester grade point averages (GPAs) of undergraduate students are the only ones that count toward the academic rank of the Chapter within the Multicultural Greek Council. In Article 7, the term “member” shall apply only to undergraduate students, unless otherwise specified.
- 1.2. All grade point averages (GPAs) referenced in Article 3 pertain to the individual’s GPA from the end of the preceding semester, unless otherwise specified. First semester freshmen will be assessed according to their GPA from their final semester in high school. Transfer students will be assessed according to their GPA from their final semester at their previous institution.

2. Grade Point Requirements

- 2.1. In order to stay in good standing with the Multicultural Greek Council, the Chapter must maintain a GPA of 2.50.
- 2.2. Members, including graduate student members, must maintain the same 2.50 GPA to stay in good standing with the Chapter.
 - 2.2.1. Failure to do so for two (2) consecutive semesters will result in Academic Suspension, as defined in Article 3, Section 4.4.

3. Study Hours

- 3.1. Active, Associate and Suspended Members will be required to log a certain number of study hours at Parks Library, or another location as approved by the Scholarship Chair, based on their last semester GPA. These hours will be logged at the Scholarship Director’s instruction.
 - 3.1.1. GPA 0.00-0.99 - 24 hours
 - 3.1.2. GPA 1.00-1.99 - 18 hours
 - 3.1.3. GPA 2.00-2.49 - 12 hours
 - 3.1.4. GPA 2.50-2.99 - 6 hours
 - 3.1.5. GPA 3.00 + - 0 hours
- 3.2. If a member does not complete the minimum number of study hours required of them for two (2) consecutive semesters, that member shall be placed on Academic Suspension until the total amount of study hours required are completed. The Scholarship Director may choose to have the member monitored to ensure completion of required study hours.
- 3.3. If a member is found guilty of falsifying study hour logs, that member shall be placed on Administrative Suspension for four (4) weeks. They shall be required to make up all study hours required of them. The Scholarship Director may choose to have the member monitored to ensure completion of required study hours.
- 3.4. Study sessions shall consist of valuable study time. Academic improvement is the focus of the study sessions. It shall not be a time for socializing, working on chapter business or any other non-academic project(s).

4. Scholarships

4.1. The Trustee's Scholarship

4.1.1. The member achieving the highest semester GPA, provided it is at least 3.00, shall receive a \$100.00 scholarship.

4.1.1.1. In the event of a tie, the member with the highest semester GPA and highest cumulative GPA will receive the scholarship. New Members are not eligible for this scholarship.

4.2. The Chairman's Scholarship

4.2.1. The member improving their GPA the most between two semesters shall receive a \$50.00 scholarship. New Members, first semester freshmen and first semester transfer students are not eligible.

4.3. The President's Scholarship

4.3.1. All New Members who achieve a GPA of 3.00 or higher during the semester they join the chapter will receive a \$75.00 scholarship. The New Member must successfully complete the New Member Education Program and initiate into the chapter as an Active Member in order to receive the scholarship.

4.4. Living Your Values Scholarship

4.4.1. One scholarship will be awarded each semester based on the member's involvement and dedication to the Chapter and support of the Chapter's community service and fundraising efforts.

4.4.2. Members wishing to be considered for this scholarship shall prepare a written essay of at least 400 words detailing why they deserve to receive the scholarship. This essay should be presented to the Scholarship Director by finals week of the semester prior to when the scholarship will be awarded.

4.4.3. Members interested in applying for this scholarship shall have at least a 2.50 GPA. The Scholarship Committee will determine the scholarship amount, with the minimum being \$200.00 and the maximum being \$500.00. A unanimous vote of the Scholarship Committee shall determine the winner of this award. If a unanimous vote cannot be reached, the vote will go before the Chapter, with a two-thirds ($\frac{2}{3}$) vote being required to choose a recipient of the award.

5. Scholarship Distribution

5.1. Scholarship recipients shall be determined by the Scholarship Committee after grades are received from the Office of Greek Affairs.

5.2. The Scholarship Director shall present the winners of the scholarships at the next general business meeting.

5.3. Funds for these scholarships shall come from the chapter's Iowa State University (ISU) Foundation account.

5.3.1. The Scholarship Director shall notify the Office of Greek Affairs which members will be receiving which scholarships.

5.3.2. The Office of Greek Affairs shall coordinate with the ISU Foundation to ensure that the appropriate amount of money is transferred from the ISU Foundation account directly to the member's university billing account.

- 5.3.3. Funds for the ISU Foundation account shall be replenished by soliciting donors within the Chapter's network. The ISU Foundation account also accrues interest from any and all deposited funds.
- 5.4. The Scholarship Committee shall be responsible for raising funds for the ISU Foundation account.
- 5.5. In the event that there are not enough funds in the ISU Foundation account to cover all of the awarded scholarships, the Scholarship Committee can vote to suspend issuance of any of the awarded scholarships by a unanimous vote of the committee where all committee members are present. If a unanimous vote cannot be reached, the vote will go before the Chapter, with a two-thirds ($\frac{2}{3}$) vote at a general business meeting where quorum prevails being required to suspend issuance of any of the awarded scholarships.

ARTICLE 8: CHAPTER FINANCES

1. Chapter Accounts

- 1.1. The Chapter shall have a General Operating Account and an International Assessment Account. The International Assessment Account shall be comprised of Individual International Assessment Accounts, with one account for each Member that has or will have financial obligations to the International Fraternity. All mentioned accounts may be kept separate by deposit or through appropriate accounting procedures.
- 1.2. All Chapter expenses shall be paid with funds in the General Operating Account. All expenses to be paid to the International Fraternity shall be paid with funds from the International Assessment Account. Funds can only be transferred between accounts with a two-thirds ($\frac{2}{3}$) affirmative vote of the Chapter's voting members.
- 1.3. All monies belonging to the Chapter shall be deposited and disbursed through a bank account established for the Chapter at the Campus Organizations Accounting Office. All funds must be deposited within two business days after collection. The Chapter Adviser must approve and sign each expenditure before payment.
- 1.4. All income is to be deposited into the General Operating Account by the Treasurer.
 - 1.4.1. Members who know or have access to the Chapter's account number may not deposit funds directly into the Chapter's account. If a member other than the Treasurer deposits funds directly into the Chapter's bank account without the Treasurer's prior approval shall be subject to a \$10.00 fine with payment due within three (3) weeks of the day received.

2. Fiscal Calendar

- 2.1. Fall Trimester: September 1st - December 31st
- 2.2. Spring Trimester: January 1st - April 30th
- 2.3. Summer Trimester: May 1st - August 31st

3. Chapter Budget

- 3.1. The Treasurer shall prepare a yearly budget which shall include all expected incomes and expenses for the fiscal year beginning September 1st and ending August 31st.
- 3.2. The Treasurer shall submit the budget to the Executive Board for review and approval by March 31st. A unanimous vote of the Executive Board is required to approve the budget.
- 3.3. Once the Executive Board has reviewed and approved the proposed budget, it will go before the Chapter for discussion and to be ratified. The budget must be approved before the last general business meeting of the spring semester.

- 3.4. Once ratified, any specific expenditure in this budget is considered approved and does not need further approval from the Chapter for its payment or reimbursement, provided the expenditure does not exceed the amount stated in the budget by more than \$100.00 and the appropriate Chapter Account contains sufficient funds to cover the expense. See Section 4.2. for more specific details.

4. Reimbursements and Expenditures

- 4.1. The Treasurer shall not make or approve payment of expenditures that are not included in the approved budget for the current fiscal year.
- 4.2. The Treasurer shall not make or approve payment on expenditures that exceeds more than 15% of amounts stated in the budget.
 - 4.2.1. When the appropriate Chapter Account does not contain sufficient funds to cover the expense, the Treasurer must get a two-thirds ($\frac{2}{3}$) affirmative vote from the Chapter at any general business meeting where quorum prevails in order to make a purchase that would be covered by that Account.
 - 4.2.2. The Chapter shall not reimburse members for purchases of goods or services that were used for Chapter purposes and those costs shall be assumed by the member who purchased them. This policy reflects Campus Organizations Accounting policies on reimbursement.

5. Audits and Reports

- 5.1. The Treasurer shall be required to give a report for the two (2) financial trimesters that encompass the academic year at Iowa State University.
- 5.2. These reports must contain actual income and expenses compared to what was anticipated.
- 5.3. This report is to be given at the last general business meeting of the Summer Trimester.

6. Active, Associate and Academic Suspended Member Dues

- 6.1. The dues required for all Active, Associate and Academic Suspended members are \$450.00 per academic year. This amount shall be split into two (2) lump sums, one (1) for each semester:
 - 6.1.1. Fall Semester (\$250.00)
 - 6.1.1.1. Applied to members' accounts on August 31st
 - 6.1.1.2. Payment due by September 30th
 - 6.1.1.3. \$120.00 for International Fraternity Dues
 - 6.1.1.4. \$120.00 for Liability Insurance
 - 6.1.1.5. \$10.00 for Beta Lambda Chapter Dues
 - 6.1.2. Spring Semester (\$200.00)
 - 6.1.2.1. Applied to members' accounts on January 31st
 - 6.1.2.2. Payment due by February 28th
 - 6.1.2.3. \$0.00 for International Fraternity Dues
 - 6.1.2.4. \$0.00 for Liability Insurance
 - 6.1.2.5. \$200.00 for Beta Lambda Chapter Dues
- 6.2. Payment Plans
 - 6.2.1. Members that are not able to pay the two (2) lump sum payments for Member Dues may be eligible for a Payment Plan by submitting a Payment Plan Request Form. Payment Plans are binding contracts and should be carefully considered before requesting one.
 - 6.2.2. Payment Plans are available to any Active, Associate or Academic Suspended member who is in good financial standing with the chapter.
 - 6.2.2.1. Past financial suspension may make a member ineligible
 - 6.2.2.2. Any past due amounts owed to the Chapter may make a member ineligible
 - 6.2.2.3. Past late payments may make a member ineligible

- 6.2.2.4. All Payment Plan Requests will be reviewed on a case-by-case basis
- 6.2.3. The Treasurer will review all Payment Plan Request Forms and prepare a Payment Plan for the member in need, if that member is eligible for a Payment Plan.
- 6.2.4. Payment Plans must be agreed upon and signed by September 30th for the fall semester and by February 28th for the spring semester with a down payment of at least 10% due at the time of signing.
- 6.2.5. The remaining balance will be split into weekly or biweekly payments, based on the information provided on the Payment Plan Request Form. Payments will be due to the Treasurer by the general business meeting.
- 6.2.6. Payment Plans must be paid in full no later than the last day of the spring semester, and by the last day of the fall semester.
- 6.2.7. Any additional expenses or fees incurred by the member shall not be added to an existing Payment Plan. Payment Plans are only to be used for paying Member Dues. Any additional expenses or fees must be paid in full according to their terms and conditions.
- 6.3. Retired Pay-It-Forward Program
 - 6.3.1. If a member is in their final year as an Active, Associate or Suspended member of the Chapter and they were initiated before January 31st, 2015, then they do not owe any International Fraternity Dues. They will still be responsible for Beta Lambda Chapter Dues, fines and any other incurred expenses.
 - 6.3.2. Any member initiated after January 31st, 2015, shall only be responsible for paying for their current year of International Fraternity Dues, as defined in Section 6.

7. New Member Dues

- 7.1. The first semester dues required for all New Members depend on which semester they initiated:
 - 7.1.1. Fall Semester (\$250.00)
 - 7.1.1.1. Applied to members' accounts the day after their Induction
 - 7.1.1.2. Payment due by the Friday of their Initiation weekend
 - 7.1.1.3. \$120.00 for International Fraternity Dues
 - 7.1.1.4. \$90.00 for Liability Insurance
 - 7.1.1.5. \$30.00 for Initiation Fees (non-refundable)
 - 7.1.1.6. \$10.00 for Beta Lambda Chapter Dues
 - 7.1.2. Spring Semester (\$315.00)
 - 7.1.2.1. Applied to members' accounts the day after their Induction
 - 7.1.2.2. Payment due by the Friday of their Initiation weekend
 - 7.1.2.3. \$120.00 for International Fraternity Dues
 - 7.1.2.4. \$60.00 for Liability Insurance
 - 7.1.2.5. \$30.00 for Initiation Fees (non-refundable)
 - 7.1.2.6. \$105.00 for Beta Lambda Chapter Dues
- 7.2. The \$30.00 Initiation Fee shall be paid by Induction and is non-refundable.
- 7.3. If a New Member does not initiate, either by choice or because they are dismissed from the Chapter, they will be refunded any dues already paid, excluding the \$30.00 Initiation Fee.

8. Transfer Member Dues

- 8.1. The first semester dues required for all Transfer Members depend on which semester they join the Beta Lambda Chapter:
 - 8.1.1. Fall Semester (\$220.00)
 - 8.1.1.1. Applied to members' accounts the day after their six (6) week period of review begins
 - 8.1.1.2. Payment due by the last day of their six (6) week period of review
 - 8.1.1.3. \$120.00 for International Fraternity Dues

- 8.1.1.4. \$90.00 for Liability Insurance
- 8.1.1.5. \$10.00 for Beta Lambda Chapter Dues
- 8.1.2. Spring Semester (\$285.00)
 - 8.1.2.1. Applied to members' accounts the day after their six (6) week period of review begins
 - 8.1.2.2. Payment due by the last day of their six (6) week period of review
 - 8.1.2.3. \$120.00 for International Fraternity Dues
 - 8.1.2.4. \$60.00 for Liability Insurance
 - 8.1.2.5. \$105.00 for Beta Lambda Chapter Dues
- 8.2. If a Transfer Member is not approved to join the Chapter as an Active Member or chooses not to join during the six (6) week period of review, they will be refunded any dues already paid. They will not be refunded any paid dues after they are approved to join the Chapter as an Active Member.

9. Member Account Delinquency

- 9.1. All member payment accounts must be paid-in-full by July 31st, including all outstanding dues, fines or other expenses. If a member's account has not been paid-in-full by July 31st, that member's status shall be automatically changed to Financial Suspension until all outstanding expenses due before July 31st are paid.
- 9.2. If a member has not paid the appropriate amount of dues by the given date, as defined in Sections 6.1. and 7.1., or set up a Payment Plan, that member's status will be automatically changed to Financial Suspension until all outstanding dues are paid-in-full.
- 9.3. If a member has not paid the appropriate amount of dues by the given date, as defined in Sections 6.1. and 7.1., beginning on October 1st for the fall semester or March 1st for the spring semester, the member shall be automatically assessed a fine of \$15.00 for each full calendar month of the academic year they are delinquent until the dues, excluding any incurred fines, are paid-in-full.
 - 9.3.1. No fines shall be incurred for outstanding dues to the Chapter during the months of June, July and August, before classes start.

10. International Fraternity Financial Obligations

- 10.1. Annual International Fraternity Fees for each Active Member consist of Annual International Fraternity Dues and a Liability Insurance Premium, both of which are assessed in September. These International Fraternity Fees are to be paid with funds from the member's Individual International Assessment Account collected during the previous fiscal year. If an Active Member's Account has insufficient funds to cover their Annual International Fees, then they must pay the difference into their Account by the first general business meeting in October. Funds collected during the current fiscal year cannot be used for these International Fraternity Fees.
- 10.2. After the first general business meeting in October, but before November 15th, the Chapter shall make one payment to the International Fraternity for all Annual Fees using funds from each Individual International Assessment Account.
- 10.3. If an Alumni or Suspended Member becomes an Active Member again and they have not already paid Annual International Fraternity Dues or a Liability Insurance Premium for the current fiscal year, then those fees will be assessed by the International Fraternity. Newly reactivated members' International Fraternity Fees will be paid by the Chapter with any available funds from the member's Individual International Assessment Account. If their Account has insufficient funds, then they must pay the difference into their Account before the payment can be made.

11. Fundraising

- 11.1. All income from fundraisers shall be divided in different ways, depending on how much is earned:
 - 11.1.1. **Less than \$100.00 is earned**
 - 11.1.1.1. 80% of the profits shall be deposited into the Chapter's general operating fund.
 - 11.1.1.2. 20% of the profits shall be deposited into a dedicated Philanthropy Account.
 - 11.1.2. **\$100.00 to \$399.99 is earned**
 - 11.1.2.1. 40% of the profits shall be deposited into the Chapter's general operating fund.
 - 11.1.2.2. 40% of the profits shall be divided equally between the members who assisted with the fundraiser. All funds shall be credited towards their payment account.
 - 11.1.2.3. 20% of the profits shall be deposited into a dedicated Philanthropy Account.
 - 11.1.3. **\$400.00 to \$999.99 is earned**
 - 11.1.3.1. 20% of the profits shall be deposited into the Chapter's general operating fund.
 - 11.1.3.2. 70% of the profits shall be divided equally between the members who assisted with the fundraiser. All funds shall be credited towards their payment account.
 - 11.1.3.3. 10% of the profits shall be deposited into a dedicated Philanthropy Account.
 - 11.1.4. **\$1000.00 or more is earned**
 - 11.1.4.1. 10% of the profits shall be deposited into the Chapter's general operating fund.
 - 11.1.4.2. 80% of the profits shall be divided equally between the members who assisted with the fundraiser. All funds shall be credited towards their payment account.
 - 11.1.4.3. 10% of the profits shall be deposited into a dedicated Philanthropy Account.
- 11.2. If any New Members participate in a fundraiser organized by the Chapter-At-Large, they will be classified as members and will be compensated in accordance with Section 11.1.
- 11.3. All income from fundraisers organized and executed by the New Member Class shall be divided as follows:
 - 11.3.1. **Less than \$10.00 is earned**
 - 11.3.1.1. 100% of the profits shall be deposited into a dedicated Philanthropy Account.
 - 11.3.2. **\$10.00 or more is earned**
 - 11.3.2.1. 90% of the profits shall be divided equally between the New Members who assisted with the fundraiser. All funds shall be credited towards their payment account.
 - 11.3.2.2. 10% of the profits shall be deposited into a dedicated Philanthropy Account.
- 11.4. Fundraising income shall never be given to a member in the form of cash, check or electronic balance transfer; it shall only be given as a credit to their payment account.

12. Fines

- 12.1. All fines are to be paid within three (3) weeks or by the end of the current semester, whichever is sooner. Fines may not be placed on a payment plan, existing or otherwise. Members may not directly pay the fines of other members to the Treasurer. Arrangements made between Members on their own is at their discretion.
- 12.2. Academic Fines
 - 12.2.1. Any Active, Associate or Suspended Member receiving a semester GPA between 1.50 and 2.49 shall be assessed a fine of \$10.00.
 - 12.2.2. Any Active, Associate or Suspended Member receiving a semester GPA between 0.75 and 1.49 shall be assessed a fine of \$20.00.
 - 12.2.3. Any Active, Associate or Suspended Member receiving a semester GPA of less than 0.75 shall be assessed a fine of \$30.00.
 - 12.2.4. Any Active, Associate or Suspended Member who fails to complete their required number of study hours shall be assessed a fine of \$5.00 for every hour not completed, for a maximum fine of \$30.00.

12.3. Attendance Fines

- 12.3.1. Any Active or Suspended Member who misses a general business meeting without giving 24 hour notice to both the President and Communication Director shall be assessed a fine of \$5.00.
- 12.3.2. Any Executive Board Member who misses an Executive Board Meeting without giving 24 hour notice to the President shall be assessed a fine of \$5.00.
- 12.3.3. Any Active Member who misses a Required Event without giving 48 hour notice to both the President and Communication Director shall be assessed a fine of \$10.00.
- 12.3.4. Any Member who has three (3) combined unexcused absences (between general business meetings, Executive Board meetings and Required Events) shall be assessed an additional fine of \$20.00, on top of any other fines they may be assessed, as defined in Section 11.3.

12.4. Other Fines

- 12.4.1. Any Member who serves as a representative on the Multicultural Greek Council who misses a required council meeting and a fine is assessed to the Chapter because of their absence, shall be assessed a fine for the same amount plus \$5.00 by the Chapter.
- 12.4.2. If a Member is delinquent in their account, as defined in Section 8.3., they shall be assessed a fine of \$15.00.
- 12.4.3. Any Member who is moved to Administrative Suspension for any period of time shall be assessed a fine of \$20.00 in addition to any other fines they may be subject to. These fines are required to be paid and are not considered part of the member's Chapter or International Fraternity dues.

12.5. Appealing Fines

- 12.5.1. Any Member who has been assessed a fine may appeal said fine within two (2) weeks of assessment, if they believe there has been a mistake.
- 12.5.2. The Member must fill out and submit a Fine Appeal Form. The form must include the Member's name, Iowa State University email address, date of form submittal, date of fine assessment, type of fine issued and reason for appeal.
- 12.5.3. The Fine Appeal Form will be submitted to the Executive Board for review. The Member is allowed to speak in front of the Executive Board for up to twenty (20) minutes. The Executive Board may ask the member to leave the meeting room while they discuss the appeal.
- 12.5.4. A simple majority vote of all Executive Board voting members is required to waive the Member's fine.
- 12.5.5. If the vote fails, the fine is final and will be fully enforced.

ARTICLE 9: RISK MANAGEMENT POLICIES

1. **Hazing**

- 1.1. Delta Lambda Phi International Fraternity, Beta Lambda Chapter and Iowa State University have very strict anti-hazing policies and take all violations very seriously.
- 1.2. Hazing is any intentional, knowing, or reckless action, request, or creation of circumstances that: endangers the health or safety of any individual, causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual, or involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with the university, including but not limited to, any student, campus, fraternal, academic, honorary, athletic, or military organization. It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations.
- 1.3. There shall be no physical, mental, emotional or sexual hazing or any informal initiation in connection with the Chapter's functions. Any mistreatment of New Members (Pledges), Active

Members, Associate Members, Transfer Members, Suspended Members, Alumni Members, Honorary Members, or other persons associated with the Chapter shall be considered a violation of the Chapter's, International Fraternity's and Iowa State University's policies and purposes.

- 1.4. All violations should be reported to the Beta Lambda Chapter President, Delta Lambda Phi International Fraternity Risk Management Board and the Office of Greek Affairs at Iowa State University.

2. Abusive Behavior

- 2.1. The Fraternity does not tolerate or condone any form of abusive behavior on the part of its members, whether physical, mental or emotional, directed toward either members or non-members. Such behavior includes, but is not limited to hazing, bullying, and fighting.

3. Sexual Harassment Policy

- 3.1. No form of sexual harassment between any Initiated Member, New Member, or Rushee, or between any members of these groups and any other person will be tolerated or condoned within the Delta Lambda Phi Risk Management Policy.

3.2. Definitions for this Policy

- 3.2.1. Member: any man who has successfully completed the New Member Education Program and has been initiated by ritual into Delta Lambda Phi.
- 3.2.2. New Member: any man who has been successfully inducted by ritual into Delta Lambda Phi.
- 3.2.3. Rushee: any man who has expressed interest in Delta Lambda Phi or does not fit the descriptions of Member or New Member.
- 3.2.4. Special: any man who is classified as Alumni, Associate or Honorary. This group will follow the policy as a Member.
- 3.2.5. Sexual Harassment: any uninvited or unwanted physical, verbal or visual sexual advances; requests for sexual favors or engagements; or other sexually oriented conduct that is offensive or objectionable to the recipient.

3.3. Rules for Non-Fraternal Relationships

- 3.3.1. Because the primary goal of the New Member Education Program is education and incorporation of a New Member Class into the Chapter, all Members are required to maintain a strictly fraternal and platonic relationship between all New Members, Rushees and any man who has expressed interest in becoming a Member.
- 3.3.2. Any sexual harassment or other inappropriate contact between Members, New Members and Rushees is a violation of this sexual harassment policy. Therefore, no sexual harassment, dating or other inappropriate intimate contact shall be allowed between:
 - 3.3.2.1. A Member and any New Member or Rushee
 - 3.3.2.2. A New Member and any Member, New Member or Rushee
 - 3.3.2.3. A Rushee and any Member, New Member or Rushee
- 3.3.3. For the purposes of this policy, the act of asking someone out on a date, with romantic or sexual intentions, is the same as actually dating.
- 3.3.4. Conduct as described above that occurs with a man or men from a different chapter or colony of Delta Lambda Phi is considered a violation.
- 3.3.5. In accordance with the International Risk Management Policy, non-fraternal relationships between Members and New Members or Rushees may be allowed only if the relationship was pre-existing
 - 3.3.5.1. Pre-existing is defined as having existed at any time before the individual was interested in joining Delta Lambda Phi and exists at present.
 - 3.3.5.2. A relationship is defined as any intimate, romantic or sexual association, acts or intentions between any number of individuals.

- 3.3.5.3. The relationship must be brought to the attention of the Chapter at a general business meeting before the date of Induction, or it will be considered a violation of this policy.
- 3.4. Rules for Reporting Violations
- 3.4.1. It is the duty and responsibility of all Members, New Members and Rushees to report any and all violations of the Sexual Harassment Policy.
- 3.4.2. Violations must be reported to the entire Chapter at the earliest general business meeting after the violation.
- 3.4.3. If an individual is associated with another colony or chapter, the violation shall be reported to the appropriate person of the accused's chapter or colony.
- 3.5. Rules for Confirming Violations
- 3.5.1. If an alleged violation has been reported during a general business meeting, the Veil of Secrecy shall be automatically invoked.
- 3.5.2. The entire Chapter must discuss the alleged violation. There shall be no time limit.
- 3.5.3. The person(s) accused of a violation must address the Chapter, if present.
- 3.5.4. After discussing the alleged violation, the Chapter shall vote on whether the accused is guilty or not. A two-thirds ($\frac{2}{3}$) affirmative vote of the Chapter's voting members is required to find the accused guilty. If found guilty, the accused shall be penalized, as detailed in Section 3.6.
- 3.6. Rules for Penalties for Policy Violations
- 3.6.1. Rushees: a Rushee found in violation of the Sexual Harassment Policy shall not be offered a Bid for the current semester.
- 3.6.2. New Members: a New Member found in violation of the Sexual Harassment Policy shall be dismissed from the Chapter.
- 3.6.3. Members: a Member found in violation of the Sexual Harassment Policy shall be placed on Administrative Suspension
- 3.6.3.1. A second vote may be taken to expel the member from Delta Lambda Phi. A three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members is required.
- 3.6.4. Special Members: a Special Member found in violation of the Sexual Harassment Policy shall have their appropriate membership status revoked for one year.
- 3.6.4.1. After the one year suspension period, the Chapter shall vote on the reinstatement of the Special Member. A simple majority affirmative vote of the Chapter's voting members is required.
- 3.6.4.2. A second vote may be taken to expel the member from Delta Lambda Phi. A three-fourths ($\frac{3}{4}$) affirmative vote of the Chapter's voting members is required.
- 3.7. Rules Regarding Administration of this Policy
- 3.7.1. Article 9, Section 3.1. through 3.6.4.2. must be read to the Chapter at the general business meeting immediately prior to the first Rush event.
- 3.7.2. This policy, definitions and instruction for reporting must be explained to all interested men during Rush and the full text must be made available for individual reference.
- 3.7.3. This policy, definitions and instruction for reporting must be given to each New Member Class at the first meeting of the New Member Education Program. This meeting must include a discussion of the ethics and administration of the Sexual Harassment Policy. Each New Member must be provided the full text of this rule.
- 3.7.4. Failure on the part of a Member to report a violation of the Sexual Harassment Policy will result in immediate Administrative Suspension for six (6) weeks.

ARTICLE 10: NEW MEMBER RECRUITMENT PROCESS

1. Rush and Recruitment

- 1.1. At the beginning of each semester, the Chapter shall have a formal Rush and Recruitment period. This period shall be defined by the Vice President, with the input of the Executive Board.
- 1.2. The purpose of this period is to give Potential New Members an introduction to the Chapter, information about joining and an opportunity for them to meet the current Members of the Chapter.
- 1.3. The Rush Program shall be defined in the Semester Intake Guide and approved by the Office of Greek Affairs.
- 1.4. The Chapter Membership should make it its goal to attend and participate in as many Rush events as possible and to get to know the Rushees.

2. Bids and Bid Night

- 2.1. A person does not need to attend any Rush and Recruitment events in order to be considered by the Bid Extension Committee. They just need to show interest in joining the Chapter and meet the New Member requirements, as defined in Article 3, Section 1.
- 2.2. Bids are formal invitations to join the Chapter via an Induction Ritual and to participate in the New Member Education Program.
- 2.3. Bid Night
 - 2.3.1. At the end of every semester's Rush and Recruitment Period, the Chapter shall have a special meeting called Bid Night, in which the Bid Extension Committee shall meet. At this meeting, the committee will issue Bids for New Membership to all men approved by the committee's voting members, including the President.
 - 2.3.2. The date and time of the meeting shall be decided upon by the Vice President and must be announced at least fourteen (14) days in advance, like any other special meeting.
 - 2.3.3. In order to be eligible to vote to extend a Bid, an Active Member must have attended at least 60% of all Rush and Recruitment events for the current semester.
 - 2.3.4. The Vice President shall serve as Chair of the meeting and will present information about each Rushee or Potential New Member.
 - 2.3.5. Discussion about each Rushee or Potential New Member will have a twenty (20) minute limit. This can be extended by a simple majority vote.
 - 2.3.6. Voting to extend Bids shall be done for each Rushee or Potential New Member individually. A simple majority of the Committee's voting members is required to extend a Bid.
 - 2.3.7. Once all voting is complete, the Bids shall be signed by the President and Vice President and delivered to each recipient by the Chapter. If a Bid is not extended to any Rushees or Potential New Members, the Vice President shall contact them to tell them the results of the vote. All Bid discussions are protected by the Veil and should not be disclosed to Rushees or Potential New Members.
- 2.4. Reconsideration of Bids
 - 2.4.1. The Chapter may decide to reconsider Bids issued or not issued after Bid Night.
 - 2.4.2. The Bid Extension Committee may be reconvened by a two-thirds ($\frac{2}{3}$) vote of the Chapter's voting members.
 - 2.4.3. All requirements and procedures for the Bid Extension Committee shall remain the same in cases of reconsideration.
 - 2.4.4. The Bid Extension Committee may chose to review all Rushees and Potential New Members or just specific ones, at the direction of the Chair.
- 2.5. Summer Bid Extension
 - 2.5.1. If a person expresses interest in joining the Chapter during the Summer, and they meet all of the requirements defined in Article 3, Section 1, they may receive a Bid.

- 2.5.2. If the President, Vice President and New Member Director are in unanimous agreement, they may extend a Bid to a Potential New Member in the Summer without the Chapter's approval.
- 2.5.3. The Bid recipient will be Inducted in the Fall and will become a member of the Fall New Member Class.
- 2.6. Late Semester Bid Extension
 - 2.6.1. If a person expresses interest in joining the Chapter after the semester's Induction Ritual, and they meet all of the requirements defined in Article 3, Section 1, they may still receive a Bid.
 - 2.6.2. The discussion to extend a bid to the Potential New Member will be brought up at the next general business meeting.
 - 2.6.3. The Potential New Member is encouraged to attend the general business meeting in order to answer questions and provide information about why they would like to join.
 - 2.6.4. Once all questions have been asked, the Potential New Member will be dismissed from the meeting. The Chapter will have twenty (20) minutes to discuss extending a Bid to the Potential New Member, which may be extended by a simple majority vote.
 - 2.6.5. Discussion should include when the Potential New Member will be Inducted and begin their New Member Education Program. This should be decided upon before voting to extend a bid.
 - 2.6.6. Once discussion has ended, a simple majority vote of the Chapter's voting members is required in order to extend a Bid to the Potential New Member.
 - 2.6.7. Once voting is complete, if a Bid is extended, the Bid should be delivered to the recipient by the Chapter, as usual. If a Bid is not extended, the Vice President should contact the Potential New Member to tell them the results of the vote. All Bid discussions are protected by the Veil and should not be disclosed to Rushees or Potential New Members.

3. New Member Education Program

- 3.1. Following Induction, all New Members will go through the New Member Education Program. This is a six (6) to eight (8) week period where New Members meet with the New Member Director to learn about the International Fraternity and Chapter.
- 3.2. This period is also an opportunity for the Chapter to observe the New Members to ensure that they will be a good fit for the Chapter and uphold the values of Delta Lambda Phi.
- 3.3. The New Member Education Program shall be developed by the New Member Director with input from the Executive Board and International Fraternity Office.
- 3.4. Requirements of the Program
 - 3.4.1. All New Members shall be required to create a Paddle for their Big. This Paddle should include the Greek letters of Delta Lambda Phi, the New Member/Little's name, the Big's name, the New Member's class designation and a personal message written on the back of the Paddle. The Paddle is a gift and represents the relationship between the Little and Big. It must be completed by Initiation.
 - 3.4.2. The New Member Class shall plan, organize and execute either a Service Project or Fundraiser, at the direction of the New Member Director. This Service Project or Fundraiser must be planned, organized and executed by the entire New Member Class. It must be completed by Initiation.
 - 3.4.3. The New Member Class shall plan, organize and execute an event called Night of Madness. The event must be completed during the New Member Education Program and before Initiation. The New Member Director shall inform the New Member Class of the requirements and expectations for this event.
 - 3.4.4. All New Members shall take a Final Exam administered by the New Member Director that covers material discussed throughout the Program. The New Member Director may decide to have other exams, like a Midterm, but there must be a cumulative Final Exam.

- The structure of the exam and passing grade shall be determined by the New Member Director.
- 3.4.5. All New Members shall attend at least two (2) general business meetings before Initiation. If scheduling does not allow, they must discuss this with the New Member Director.
 - 3.5. The New Member Director may require any other projects, assignments, or readings of the New Member Class in order to pass the Program.
 - 3.6. The New Member Director reserves the right to pass final judgement on or dismiss any New Member from the Program.
 - 3.7. The New Member Director shall inform and make recommendations to the Chapter on the progress of New Members and whether they should be Initiated or not.

4. Initiation

- 4.1. A New Member who has successfully completed the New Member Education Program and has met the requirements as defined in Article 3, Section 1 may become an Active Member of the Chapter.
 - 4.1.1. The Chapter must meet after the completion of the New Member Education Program and before Initiation to vote on which New Members shall be initiated to Active Membership.
 - 4.1.2. Discussion for each New Member shall be limited to twenty (20) minutes, which can be extended by a simple majority vote.
 - 4.1.3. Voting to allow Initiation shall be done for each New Member individually. A two-thirds ($\frac{2}{3}$) vote where quorum prevails is required to allow Initiation. The President shall be allowed to vote.
 - 4.1.4. All New Members shall be informed of the Chapter's decision. If allowed to Initiate, the New Member must pay any and all outstanding dues before Initiating.
- 4.2. A New Member who decides not to Initiate shall not be required to pay any additional fees or dues, other than the \$30.00 non-refundable Initiation Fee.
 - 4.2.1. Any amount already paid by the New Member shall be refunded to them, except for the \$30.00 non-refundable Initiation Fee.

ARTICLE 11: AMENDMENTS

1. Amendment Approval Process

- 1.1. Any Active, Associate or Suspended member may create and submit an amendment to this Constitution.
- 1.2. All amendments must be submitted to the President, who will take it to the Executive Board for review.
- 1.3. The Executive Board will review the amendment at their next regularly scheduled meeting to ensure the amendment is properly written and valid.
- 1.4. Once reviewed and approved by the Executive Board, the proposed amendment will be brought to the Chapter at the next general business meeting for First Reading.
- 1.5. At the general business meeting, the proposed amendment shall be read to the Chapter by its author. The author of the amendment shall also answer Questions of Intent.
- 1.6. The amendment shall be tabled until the first or third general business meeting of the month, provided that it is at least seven (7) days away. This seven (7) day period gives the Chapter time to read and discuss the proposed amendment. Exceptions for this policy may only be made if the amendment is required to ensure that the Constitution is in good standing with the International Fraternity Office or Iowa State University at the President's discretion.

- 1.7. Once the amendment has been reintroduced to the Chapter at the first or third general business meeting of the month, the Chapter can discuss it for up to thirty (30) minutes, which can be extended by a simple majority vote, granted that there is a three-fourths ($\frac{3}{4}$) quorum of Chapter voting members present.
- 1.8. Once discussion has closed, the Chapter will vote on whether to approve the amendment or not. Any amendment to the Constitution will require a two-thirds ($\frac{2}{3}$) affirmative vote of the Chapter's voting members.
- 1.9. The Communication Director shall update the Constitution with any approved amendments. The Communication Director shall also have the power to make grammatical, clerical and typographical amendments to the Constitution without further approval. These amendments cannot change the meaning of any part of the Constitution.
- 1.10. Any changes to the Constitution must be recorded in the Minutes of the applicable meeting.

