



Iota Phi Chapter of Alpha Tau Omega
Chapter Bylaws
Belmont University



Updated as of April 17, 2013
Revised as of March 2, 2014



Whereas, the Iota Phi Chapter of the Alpha Tau Omega Fraternity exists by virtue of a charter granted by the National Fraternity of Alpha Tau Omega; and

Whereas, the Iota Phi Chapter is interested in developing a spirit of loyalty to Belmont University, and in promoting the social, educational, cultural, and spiritual development of its members; and

Whereas, these objectives can best be obtained in an atmosphere of brotherly love and friendship where each person knows what is expected of him; and now

Therefore, for the better accomplishment of its objectives, the following Chapter Bylaws and House Rules are hereby ordained and established by the Iota Phi Chapter of the Alpha Tau Omega Fraternity.

|| NOTICE: The bylaws here in normal type are the (1)rules that govern Iota Phi. At the end of the document, the words after the badge are from the (2)National Fraternity's Bylaws, Policies and Procedures, and are added after local bylaws for easy reference for chapter procedure. After that is (3)Robert's Rules of Order quick reference, for meeting clarity. ||

Article 1- Authority

- 01-101 These Bylaws are established under the authority of the National Fraternity of Alpha Tau Omega and, in case of any conflict, the Bylaws, *Policies and Procedures* of the National Fraternity shall take precedence. Nothing in conflict with the Bylaws, *Policies and Procedures* shall be allowed to exist in the Iota Phi Chapter.
- 01-201 Reference herein made to the Bylaws means the Bylaws, *Policies and Procedures* of the Alpha Tau Omega Fraternity dated April 1996, or as later amended or changed.
- 01-301 Reference herein made to the "Fraternity" or "ATO" means the National Fraternity of Alpha Tau Omega.
- 01-401 The Bylaws, after adoption by a majority vote of active members, shall be in effect and shall supersede and replace all bylaws rules, and regulations previously adopted by the chapter, which may be in conflict with them.

Article II- Membership

- 02-101 Election to membership shall be in accordance with Article II of the ATO Bylaws and Section 10 of the *ATO Policies and Procedures*.
- 02-201 Election to membership shall be by secret ballot pursuant to Paragraphs 10-0601 and 10-0602 of the *ATO Policies and Procedures*.
- 02-301 Membership shall consist of all undergraduate initiates and all affiliates who are properly enrolled at Belmont University. Members may not be initiated if enrolled at other locations including satellite campuses.
- 02-401 Members initiated at other chapters of ATO may be affiliated in accordance with the ATO Bylaws.

Article III- Election of Officers

SECTION A

- 03-101 Officers of the chapter and their rank shall be as follows:
1. President
 2. Vice President
 3. Chaplain
 4. Treasurer
 5. Secretary
 6. Risk Management Officer
 7. Historian
 8. Recruitment Officer
 9. Membership Education Officer
- 03-102 The following Committee Chairmen shall be appointed with a unanimous decision from the newly elected Executive Council with the Vice President presenting an applicant whom he deems fit for the position: [^{with...}amd sep 2104]
- a. Public Relations/Social Media Officer
 - b. Social Service/Community Service Officer
 - c. Alumni Relations Officer
 - d. Scholarship Chairman
 - e. Social Chairman
 - f. Intramural Chairman
 - g. Inter-fraternity Council Representative
 - h. Leadership Development Chairman
 - i. Brotherhood Development Chairman

- 03-201 Election of Officers shall be held at the last meeting of November and the last meeting of April each year.
- 03-202 Election of officers shall be conducted according to the provisions of Paragraphs 9-0702 through 9-0708 of the ATO *Policies and Procedures*.
- 03-301 Only eligible members who hold a zero balance with the Fraternity shall be eligible for election to office.
- 03-401 Any officer or committee chairman who allows his financial indebtedness to the Chapter to remain delinquent more than thirty (30) days shall be required to go before the judicial committee to evaluate his standing in the office which he holds.
- 03-402 The term of the President, Vice President, Chaplain, Treasurer, Secretary, Sergeant-at-Arms/Risk Management (added for clarity and to match Article III Section A, subsection 03-101), Door Keeper/Recruitment (added for clarity and to match Article III Section A, subsection 03-101), and Historian shall serve one (1) year. The term for Membership Educator shall be one (1) semester.
- 03-403 Whenever a vacancy shall occur in an elected office, an election shall be called within seven (7) school days and the elected officer shall fill the remainder of the term of his predecessor.

SECTION B [previously Amd. Art. IV, moved here 3/2014]

- 03-203 Newly-elected officers shall take over their respective duties upon official installation as prescribed in the Ritual, which shall take place at the meeting immediately following elections, or whenever deemed appropriate, but before the end of the academic semester.
- 03-501 All officers, committee chair positions and appointed positions will be voted on by the chapter at large and appointed by a simple majority vote.
- 03-502 For election of officers, committee chairs and appointed positions, should no nominee achieve a simple majority of the vote, the nominees with the highest and second highest number of votes shall contest the position in a special election.
- 03-503 The following positions will be charged with leading a committee as well as carrying out the duties outlined in Article V of the chapter bylaws:
- a. Brotherhood
 - b. Public Relations/Social Media
 - c. Social Service/Community Service
 - d. Social

e. Brotherhood Development

- 03-504 The following appointed positions will be charged with carrying out the duties set forth by the Vice President as well as Article V of the chapter bylaws where they may apply:
- a. Inter-fraternity Council Representative(s)
 - b. Intramural
 - c. Scholarship
 - d. Leadership Development
 - e. Alumni Relations
- 03-505 Both committee chair and appointed position holders will continue to maintain all powers and responsibilities as previously stated in Article V of the chapter bylaws or as to the discretion of the Vice President.
- 03-506 All eligible chapter members having an interest in being considered for nomination to either a committee chair or appointed position will be required to submit a written request to the newly elected Vice President when he announces the application process for these positions. [^{when... amd sep 2014}]
- [03-507, 03-508 removed with Sep 2014 Amendment]
- 03-509 As per the discretion of the Vice President and the Executive Committee, one member may hold more than one committee chair or appointed position. Should the Executive Committee decide that it is necessary or proper for one member to hold more than one position, it shall be established that the chosen positions be combined prior to the election of the member to those positions in order to ensure that the member runs only once.
- 03-510 Should it become necessary or proper for a member already holding a committee chair or appointed position to undertake the duties of another committee chair or appointed position after the election of positions has already occurred, the Vice President may propose a special election during the new business section of any regular or special chapter meeting to approve the member selected by the Vice President to thereby undertake the duties of the second committee chair or appointed position.
- 03-511 Should no member fulfill the requirement for consideration for nomination for any position the Executive Committee will be responsible for nominating at least one member who has not already been nominated for any other position.

Article IV- Duties of Officers

04-101 President

- a. He shall perform all duties as required by Paragraphs 9-0801 through 9-0804 of the *ATO Policies and Procedures*.
- b. He shall be liaison officer between the chapter and university administration, National Fraternity and alumni.
- c. He shall be responsible for an annual goal setting retreat at the beginning of his term.
- d. He shall be the co-signer on all checks drawn on chapter funds.
- e. He shall be the official representative to the biannual Congress.
- f. He shall be a member of the Executive Committee.

04-102

- g. He shall present the calendar of events, which is to be created as outlined by Article 04-201, Section g and Article 06-201, Section c, to the chapter for a vote at the first meeting of each semester.
[moved here from Amd. Art. 5, 3/2014]

04-201 Vice President

- a. He shall perform all duties as required by Paragraph 9-0901 of the *ATO Policies and Procedures*.
- b. He shall be the chairman of the other committee chairs, and appoint the chairs.
- c. He shall be the co-signer on all checks drawn on chapter funds in the president's absence.
- d. He shall be the chairman of the Executive Committee.
- e. He shall be the chairman of the Judicial Committee,
and will appoint the delegates.
- f. In the President's absence, the Vice President is to assume the duties of the President.

04-202

h. He shall meet with the committee chairs at the end of every semester to coordinate a preliminary calendar of events. This preliminary calendar is to be presented to the E.C. prior to the first meeting of every semester.

[moved here from Amd. Art. V, 3/2014]

04-301

Chaplain

a. He shall perform all duties as required by Paragraph 9-0951 of the *ATO Policies and Procedures*.

b. He shall be the spiritual leader of the chapter.

c. He shall be responsible for the correct performance of the ATO Ritual.

d. He shall open and close the chapter meeting with prayer.

e. He shall be a member of the Executive Committee.

f. He shall facilitate the prayer circle at the end of each chapter meeting.

[moved here from Amd. Art. V, 3/2014]

g. He shall lead the chapter in the Lord's Prayer following the prayer circle.

h. He shall be the chairman of the Spiritual Development Committee.

i. He shall be a member of the Judicial Committee.

04-401

Treasurer

a. He shall perform all duties as required by Paragraph 9-1001 through 9-1003 of the *ATO Policies and Procedures*.

b. He shall have responsibility of the chapter funds.

c. He shall advise the chapter on all expenditures.

d. He shall sign all checks drawn on chapter funds.

e. He shall be a member of the Executive Committee.

f. He shall be a member of the Finance Committee.

g. He shall oversee the development of a semester budget and recommend it to the chapter for approval.

h. He shall be a member of the Judicial Committee.

04-501

Secretary

a. He shall perform all duties as required by Paragraph 9-1201 through 9-1203 of the *ATO Policies and Procedures*.

b. He shall maintain an adequate correspondence and reference file for chapter records.

c. He shall post the minutes of the chapter meetings immediately following each week's meeting.

d. He shall keep an accurate account of attendance at all chapter meetings and functions.

e. He shall be the recorder for the Executive Committee.

f. He shall send the minutes of each meeting to the chapter's Leadership Consultant as well as to the President and the Board of Trustees.

g. He shall be a member of the Judicial Committee.

h. He shall maintain an expansive knowledge of local bylaws, ATO Policies and Procedures, and University Codes of Conduct so that he may be a resource of information for the chapter. [amd sep 2014]

04-502

h. He shall send an e-mail to all members at the beginning of each week stating the activities for that week. The email shall also contain a link to the calendar on the chapter's website. He shall also announce all activities at the meeting each week in a chapter newsletter. If a committee chair or other brother in charge of an event in a particular week wishes to have an additional reminder sent out on the day of the event, he must notify the Secretary by 10 P.M. the night before. The Secretary will send out an email between 12 and 9 A.M. the day of an event if a second reminder has been requested. Emails not about events but of great importance to the chapter do not have to go through the Secretary. However, all announcements and/or reminders about events must only be sent by the Secretary and in accordance with this process. If the Secretary is temporarily unable to carry out this duty, he may

designate an Executive Committee member to be in charge of communication during his absence.

[moved here from Amt. Art. V, 3/2014]

04-601 **Risk Management (Sergeant-at-Arms)**

- a. He shall perform all duties as required by Paragraph 9-1901 through 9-1903 of the *ATO Policies and Procedures*.
- b. He shall be in charge of implementing the ATO Risk Management Policy. He must comply with all National requirements regarding this policy and notify the chapter of any and all changes.
- c. He shall maintain an inventory of all chapter property.
- d. He shall be a member of the Judicial Committee.
- e. He shall perform all duties as required by Paragraph 9-1301 through 9-1303 of the *ATO Policies and Procedures*.
- f. He shall be a member of the Executive Committee.
- g. He shall be responsible for keeping order at all chapter meetings.
- h. He shall pass out the list of rules of conduct for meetings at the beginning of each semester.

04-602

- i. His term will begin the day after the Annual Report from the previous year is due and will run until the day the of the following Annual Report is due.

[moved here from Amd. Art. V, 3/2014]

04-701 **Historian**

- a. He shall perform all duties as required by Paragraph 9-1101 through 9-1107 of the *ATO Policies and Procedures*.
- b. He shall complete all forms and reports required by the National Fraternity regarding chapter membership.
- c. He shall maintain an up-to-date file on the addresses of all chapter alumni and of alumni of other chapters living in the area.

- d. He shall be a member of the Alumni Relations Committee.
- e. He shall be a member of the Executive Committee.
- f. He shall be responsible for all forms of documentation and in charge of the Annual Report.

04-801 **Recruitment Officer (Doorkeeper)**

- a. He shall be the chair of the Recruitment Committee.
- b. He shall be a member of the Membership Education Committee.
- c. He shall perform all the duties as required by paragraphs 9-1401 through 9-1403 of the *ATO Policies and Procedures*.
- d. He shall be a member of the Executive Committee.
- e. He shall maintain all chapter ritual equipment.
- f. He is responsible for the set up and tear down of all ritual equipment at all formal meetings.
- g. He shall organize the recruitment program of the chapter.
- h. He shall coordinate the preparation of all chapter recruitment publications.
- i. He shall enlist the aid of members and alumni in carrying out the program.

[added "g" through "i" from Membership Recruitment Chairman 05-501, on 3/2014]

04-901 **Membership Education Officer**

- a. He shall perform all duties as required by paragraphs 9-1501 through 9-1505 of the *ATO Policies and Procedures*.
- b. He shall serve as the Membership Education Chairman.
- c. He shall be a member of the Executive Committee
- d. He shall provide for the fraternal education of all pledges and active members.

- e. He shall formally pledge all prospective members in accordance with the ATO Pledging Ceremony.
- f. He shall ensure that the pledges do not undergo any form of hazing as defined by Paragraphs 10-3001 through 10-3005 of the ATO Policies and Procedures.
- h. He shall serve on the Leadership Development Committee.
[moved "d" through "i" from 05-101, formerly Membership Education Chariman, on 3/2014, then removed a duplication of "a".]

Article V- Duties of Chairmen

05-201 Public Relations/Social Media Chairman

- a. He shall perform all duties as required by paragraphs 9-1601 through 9-1603 of the ATO *Policies and Procedures*.
- b. He shall prepare and cause to be published periodic newsletters regarding chapter activities.
- c. He shall be the liaison between the campus/local media and the chapter.
- d. He shall be the chairman of the Public Relations Committee.
- e. He shall be responsible for maintaining and updating the chapter website and other chapter related social media.
- f. He shall be responsible for assisting other officers and committee chairman in posting information on the chapter website.

05-301 Social Service/Community Service Chairman

- a. He shall perform all duties as required by paragraphs 9-1701 through 9-1705 of the ATO *Policies and Procedures*.
- b. He shall maintain the records of the member's social service hours and report them to the secretary.
- c. He shall be the chairman of the Social Service Committee.

05-401 Alumni Relations Chairman

- a. He shall perform all duties as required by Paragraphs 9-1801 through 9-1803 of the ATO *Policies and Procedures*.

- b. He shall attend all meetings of the local alumni organization.
- c. He shall schedule and organize special alumni/chapter functions.
- d. He shall assist the Historian in maintaining an up-to-date biographical/address file on all chapter alumni and alumni of other chapters in the area.
- e. He shall be the chairman of the Alumni Relations Committee.
- f. He shall prepare and cause to be published at least one alumni newsletter each semester.
- g. He shall reside in representation of the Chapter on the board of the Chapter Alumni Association.

05-601 **Scholarship Chairman**

- a. He shall be responsible for establishing a scholarship program for the chapter.
- b. He shall ensure that all National Fraternity, ATO Foundation, and local scholastic honors and awards are submitted.
- c. He shall be the chairman of the Scholarship Committee.

05-701 **Social Chairman**

- a. He shall be in charge of planning and directing the social program of the chapter.
- b. He shall be the chairman of the Social Committee.

05-801 **Intramural Chairman**

- a. He shall be responsible for organizing all athletic activities in the chapter.
- b. He shall maintain the chapter athletic equipment and uniforms.

05-1001 **Inter-fraternal Council Representative(s)**

- a. Each shall attend all IFC meetings and report the outcome to the chapter.
- b. Each shall be the official representative to the IFC.

- c. Members are held accountable by ATO standards and IFC meeting rules when serving this position.

[05-2001, Greek Council Representative, removed because of lack of greek council at University, on 3/2014]

05-3001 Leadership Development Chairman

- a. He shall provide for a continuation of each members education after the initiation.
- b. He shall educate and encourage members to enroll in the True Merit Character Program.
- c. He shall educate and encourage members to attend the Leadershape Institute.
- d. He will make known to the chapter the leadership opportunities and programs offered by ATO National.
- e. He shall be chairman of the Leadership Development Committee.

05-4001 Brotherhood Development Chairman

- a. He shall advise those who are referred to his committee by the Judicial Committee.
- b. He shall be the chair of the Brotherhood Development Committee.
- c. He shall report the committee's meetings to the Judicial Committee.

[05-6001 to 05-8001 moved here from Amendments, which was Amd. Art. VI, on 3/2014]

05-6001 Spiritual Development Chairman

- a. He shall consider the spiritual development of the entire fraternity, and the foundation that ATO was built upon, at all ATO sponsored gatherings.
- b. He shall facilitate any events to further the brotherhood's spirituality outside of meetings.
- c. He shall be the chairman of the Spiritual Development Committee.

- 05-5001 **Brotherhood Chairman**
- a. He shall be responsible for handling and supervising the special events of the fraternity.

 - b. He shall be the chairman of the Brotherhood Committee.

- 05-5001 **Bylaw Chairman**
- a. He shall be responsible for learning, understanding, and recalling the local bylaws, national policies and procedures, university rules, IFC bylaws, and other relevant documents and local laws.

 - b. He shall be the point of reference for brothers during and out of meetings for interpretation and description of the bylaws, especially voting procedure and proper conversational conduct.

 - c. He shall assist brothers in drafting amendments, and be responsible for editing the local bylaws when it has been ordered, immediately notifying the chapter after any changes.

05-8001 [previously Finance Committee chairman. Removed with Amendment Sep 2014. Treasurer absorbed duties.]

Article VI- Standing Committees

06-101 Possible Standing Committee Chairs / Appointed Positions

- a. Alumni Relations Officer
- b. Brotherhood Chairman
- c. Finance Chairman
- d. Intramural Chairman
- e. Leadership Development Chairman
- f. Membership Education Chairman
- g. Public Relations/Social Media Officer
- h. Marketing Chairman
- i. Membership Recruitment Chairman
- j. Property/Inventory Chairman
- k. Scholarship Chairman
- l. Social Chairman
- m. Social Services/Community Service Chairman
- n. Webmaster
- o. Spiritual Development Chairman
- p. Inter-fraternity Council Representative
- q. Brotherhood Development Chairman
- r. Bylaw Chairman

["a" through "q" moved here from Amd. Art. VII, on 3/2014, therefore dissolving that Amd. Art.] ["r" added with Amendment Sep 2014]

06-201 The Executive Committee shall have the following powers and responsibilities:

- a. Delegate and act for the Chapter when it is impossible or impractical for that body to meet.
- b. Construe, interpret and enforce these Bylaws.
- c. It shall make any necessary additions or revisions to the schedule of events brought to it by the Vice President. This body shall vote on a calendar that will be presented by the President as outlined in Article 04-101, Section g of these Bylaws.

06-202 Any decision made by the Executive Committee may be amended or reversed by a two-thirds (2/3) vote of the chapter.

Article VII- Finances

07-101 Members of the Chapter shall pay dues on a semester basis.

- a. Membership dues will be two hundred and seventy five (275) dollars per semester and will be increased by twenty five (25) dollars on a biannual basis.
- b. All early payments will be reduced by an appropriate amount decided by the financial committee (3-5%).
- c. Any members having not paid dues by the close of the 3rd Sunday after the semester begins shall be required to go before the judicial committee.
- d. Any member carrying a balance by the midpoint of the semester (Fall/Spring Break) shall be suspended from all chapter functions until the balance is paid.

07-201 Members financially unable to adhere to the above payment structure may submit and follow an alternate plan no later than the second meeting of the semester to be approved by the Executive Committee and signed by the Treasurer.

Payment plan submittals must exhibit the following criteria:

1. Typed
2. Based on the full dues amount (not the early or late assessments)
3. Include an explanation for the alternate plan
4. Must cover the span of one semester or less
5. Must be signed by the applicant

6. Must be signed by the Treasurer and kept on file

07-301 Pledges are responsible for National Pledge and Initiation Fees as well as local member dues.

- a. The Treasurer and Finance committee shall be responsible for instituting a suitable amount for the pledges' local portion.
- b. The pledge fee shall be paid no later than 24 hours after the Pledge Pinning Ceremony.
- c. Initiation Fees shall be paid no later than two weeks before the Initiation Ceremony.
- d. Pledges may have the same payment plan options as members as described in section 07-201 of the Iota Phi Bylaws.

07-401 Budget

- a. The budget must receive approval from the Executive Council before it is submitted to the chapter.
- b. The budget must be approved by simple majority vote of the chapter before the start of the semester.
- c. Any changes from the original approved budget must be presented to denote in the Treasurer's report.

07-401b

- a. The budget should be drafted before the third meeting of the chapter for any given semester.
- b. The budget must be approved by an appropriate vote of the chapter by the third meeting of the semester.
["a" and "b" moved here from Amd. Art. VIII, 3/2014]

Article VIII- Judicial Committee

08-102 The Judicial Committee shall be composed of nine (9) members:

1. Vice President
2. Chaplain
3. Treasurer
4. Secretary
5. Risk Management

6. A member of the Board of Trustees (selected among themselves)
7. One (1) member from the Sophomore class
8. One (1) member from the Junior class
9. One (1) member from the Senior class

Each member from the Sophomore, Junior and Senior class delegates shall be nominated by themselves and appointed by the Vice President. If there are no applicants from a class, then the Vice President may petition the Board of Trustees to appoint a second member from a class. The term for the Sophomore, Junior and Senior representatives shall be one (1) year, being appointed in the fall semester. The Vice President shall serve as Chairman of the Judicial Committee. The Chaplain shall serve as mediator.

[Appointment process revised in order to comply with National Procedure, Sep 2015]

08-201 The Judicial Committee shall meet once a month at the discretion of the Vice President and may meet at such other times deemed necessary by the Vice President and/or committee. The quorum to do business shall consist of seven (7) of the members of the Judicial Committee.

08-301 The duties of the Judicial Committee shall be to serve as the Chapter Judiciary Board to which all disciplinary problems are referred to for action; the committee shall refer to the Rules of the National Chancellor in regard to disciplinary matters.

08-302 Any member of the Judicial Committee directly related to the violation being voted on may not be present during the discussion and voting process unless approved by the remaining members of the committee.

08-303 A member or chapter may be disciplined for the following;

- a. Any violation of the Bylaws of Iota Phi or the bylaws or house rules of any chapter thereof.
- b. Any conduct prejudicial to the interests of the fraternity or of any chapter thereof.
- c. Any offense against the laws of any city, county, state, or federal government.

08-304 A member who has been found guilty by any court of law anywhere of an offense, felony or misdemeanor, involving moral turpitude may be regarded to be guilty of conduct prejudicial the interests of the Fraternity. Failure on the part of a member to pay his indebtedness shall be regarded as prejudicial to the interests of the chapter.

08-401 The following sanctions are suggested but not limited to the following:

- a. Monetary fines
- b. Social Probation
- c. Community Service
- d. Inactive Status
- e. Expulsion from the Fraternity

08-501 The Judicial committee will contact a brother who does not meet the following GPA requirements to make them aware of the sanctions that are to be immediately in effect.

- a. An active brother with below a 2.0 GPA following a semester will have their membership reviewed by the Judicial Committee.
- b. An active brother with below a 2.0 GPA during a semester will immediately be (1) put on social probation, (2) required to have 3 study hours a week, and (3) will be assigned a willing brother to be a tutor.
- c. An active brother that has earned below a 2.5 GPA for two consecutive semesters will immediately be (1) put on social probation, (2) required to have 3 study hours a week, and (3) will be assigned a willing brother to be a tutor. Another semester under a 2.5 will result in serious membership reconsideration by the judicial board and EC.
- d. An active brother that has earned below a 2.5 GPA during one semester will be immediately assigned (1) mandatory weekly check-ins on academic progress with the Scholarship Chair.
- e. (1)The GPAs examined will be based off semester GPA and not cumulative GPA. (2) GPAs will be reviewed at the end of each official grading period, being mid-terms and finals.
- f. To determine the sanctions above, the Judicial Committee, will have access to your Belmont GPA.
- g. The sanctions listed above can be appealed to the local judicial board by email or facsimile to the Vice President, who has final ruling on prejudicial conduct of the chapter. If the above sanctions are determined to have been broken, judicial may call the brother in to administer additional punishment as listed in Article VIII, Section 08-401.

Article IX- Risk Management

09-101 Hazing is prohibited. Hazing is defined in Paragraphs 10-3001 through 10-3005 of the ATO *Policies and Procedures*.

09-201 The Chapter and its members shall comply with all Fraternity, Belmont University, Inter-fraternal Council, Insurance rules, policies, and procedures and local, state and federal laws relating to Risk Management.

Article X- Board of Trustees

- 10-101 The Board of Trustees shall maintain their own set of Bylaws, policies, and procedures.
- 10-102 Should a contradiction arise between the Chapter's and the Board of Trustees Bylaws, policies, and procedures, the chapter shall remit to the Board of Trustees.
- 10-201 The President, Vice President, and another member nominated by the chapter and elected with a two-thirds (2/3) vote of the quorum should attend each BOT meeting to discuss current chapter operations.

Article XI- Amendments

- 11-101 An amendment to these Bylaws may be proposed by any active member or Executive Committee member in the new business portion of a meeting. The Chapter will discuss and recommend revisions.
- 11-201 The Executive Committee or active member proposing the amendment (if applicable) will deliberate and draft a proposal in no less than seven (7) days, and will bring the proposal before the chapter in old business. The President may entertain a motion to vote on the proposed amendment at this time, according to parliamentary procedure.
- 11-401 Amendments must be consistent with the ATO National Bylaws and ATO *Policies and Procedures*. The Board of Trustees must be notified no less than seven (7) days in advance of any vote on a proposed amendment to the Bylaws, and may override any vote of the Chapter if it believes that the amendment would be in conflict with the National Bylaws and *ATO Policies and Procedures*, or would otherwise be detrimental to the Chapter.
- 11-501 The Secretary shall be allowed to correct any grammatical errors in the Bylaws providing the meaning of the law is not altered.
- 11-502 These Bylaws may be amended by a favorable vote of two-thirds (2/3) of the active members present and voting at any regular or special meeting.
[moved here 3/2014 from Article I for clarity]
- 11-602 Proposed amendments must be read at a chapter meeting and posted for at least six (6) days before being eligible to be voted upon. They shall be adopted only after two readings, not less than one week apart, at each of which they shall have received a favorable vote of two-thirds (2/3) of the active members present and voting.
[moved here 3/2014 from Article I for clarity]

Article XII- Interpretation

- 12-101 The Chairman of the Board of Trustees shall have authority in constructing or interpreting these Bylaws should a dispute as to their interpretation arise.
- 12-201 All petitions for construction or interpretation of the Bylaws must be in writing.
- 12-301 The petition must identify the section(s) of the Bylaws at issue, the proposed construction or interpretation advanced by the petition, and a description of the impact of the proposed construction or interpretation.
- 12-401 Copies of any petition for construction and interpretation of the Bylaws must be delivered by hand, U.S. Mail, or facsimile to all interested parties. Interested parties shall include the Chairman of the Board of Trustees, President of the Chapter, and any other member or group who would be directly affected by the petition.
- 12-501 Any interested party may send a written response to the petition within seven (7) days of the receipt of the petition.
- 12-601 The decision of the Chairman of the Board of Trustees constructing or interpreting the Bylaws shall be final.

|| AMENDMENTS ||

[Amendments that pertain to specific sections are added in that section throughout the bylaws]

Amended Article I - Meetings

- 05-0101 Regular meetings of the chapter shall be held weekly during the college year on such days and times as the chapter decides.
- 05-0102 The time and place of regular meetings may be change at any time by a two- thirds vote of the members of the chapter present and voting.
- 05-0103 One meeting each month shall be designated a "formal" meeting. Appropriate attire for formal meeting is dress pants, dress shirt, dress shoes, tie and pin. Coat is optional except at Initiation, when coat is required. Formal

meetings shall be opened, conducted and closed in accordance with the Ritual.

- 05-0104 No fewer meetings per month shall be held than those prescribed in Paragraph 0601 of the *ATO Policies and Procedures*.
- 05-0201 The President may cancel a regular meeting at any time he feels necessary. Special meetings may be called by the President at his discretion upon any instance requiring the immediate attention of the chapter.
- 05-0301 Meetings shall be opened and closed in the manner prescribed in the Ritual.
- 05-0401 Any parliamentary procedure in meetings not covered by the Ritual, National Bylaws and *ATO Policies and Procedures*, or Bylaws of the chapter, shall be governed by Robert's Rules of Order.
- 05-0501 Executive Committee meetings of the chapter shall be held weekly during the college year on such days as the Executive Committee decides.
- 05-0502 Executive Committee shall be comprised of the eight (8) highest-ranking officers. Executive Committee meetings are open to all committee chairmen and members at large upon invitation or with approval of Executive Committee. 05-0601 A majority of the members of the active chapter shall constitute a quorum for the transaction of business.
- 05-0701 Attendance at all meetings is required of all members unless excused by the President within one (1) hour of the meeting or by written request approved by the majority vote of the Judiciary Committee.
- 05-0801 All business to be brought before the chapter shall first be presented to the President in writing. The President may at his discretion allow other business to be brought before the chapter.
- 05-0901 Meetings shall be closed with the Lord's Prayer.

Amended Article II - Attendance

- 14-0101 Members are required to attend all regular meetings and functions of the chapter during the college year.

- 14-0201 Absences from meetings, initiation/installation and retreats will fall into two categories:
- a. Excused
 - b. Unexcused
- 14-0202 Excused absences from meetings, initiation/installation and retreats shall be granted prior to the meeting according to Article V 05-0701.
- 14-0203 The Secretary shall report all absences not excused at the time of the meeting to the Judiciary Committee.
- 14-0301 The Judicial Committee shall be charged with determining whether an unexcused absence merits punishment. The Judicial Committee may punish members who are habitually absent and/or apathetic to the chapter.
- 14-0302 Fines shall be collected by the Treasurer and added to the chapter funds.
- 14-0303 Excuses can be granted by the committee chair. Unexcused absences from committee meetings shall be reported to the Judiciary Committee by said committee chair.
- 14-0401 Examples of unacceptable excuses to apathy, schoolwork, sleep, employment, forgetfulness, tardiness Failure to arrive before the end of the reading of the minutes will result in an absence. Acceptable excuses for missing regular, special and formal meetings include but are not limited to formal religious services, serious or contagious illness, and death or serious illness of a family member.
- 14-0501 It is the responsibility of the individual Member seeking an excused absence to make a request, in writing, to the Judicial Committee that an absence be excused. The request should include the date of the infraction, a description of the infraction, and the circumstances the member feels warrants the excuse. It is the responsibility of the Member making the request to provide documentation or other proof supporting his claim is warranted. A request that the absence be excused must be made within fourteen (14) days of the infraction or the infraction will not be excused.
- 14-0601 The calendar of events for a given semester must be presented to the chapter by the President for a vote by the first meeting of each semester.
- 14-0602 A 2/3 majority is required for approval of the calendar of events.
- 14-0603 The calendar should be posted on the website of the Iota Phi chapter within one week of being approved by the chapter.

14-0701 Any changes made to the calendar after approval by the chapter must be approved by E.C. The change must be announced at the very next chapter meeting by the President and also in an email to the chapter from the Secretary. The calendar posted on the website must also be updated to reflect any changes.

14-0702 Only those events listed in the original calendar approved by the chapter can be considered mandatory as described in Article 14-0101.

14-0806 A chapter meeting quota system to monitor attendance at all chapter meetings shall be instated per the following:

- a. Each member will have two (2) unexcused absences per semester to use at their discretion
- b. Excused absences will not count towards a member's two (2) unexcused absences per semester
- c. Members must submit all absences to the Secretary no less than 1 hour in advance of that day's meeting
- d. The Secretary shall keep an up-to-date and accurate record of attendance for the chapter, and shall provide a specific member's attendance record to them upon request
- e. Absences will restart at the beginning of each semester
- f. Refer to articles 14-0201, 14-0202, and 14-0401 of the Bylaws for further explanation of excused and unexcused absences

14-0805 [removed Sep 2014 Amendment]

14-0903 Any member who exceeds the limit of two (2) unexcused absences per semester from chapter meetings will incur the following consequences:

- a. The first unexcused absence after the allowed two (2) will result in an immediate \$25.00 fine for normal meetings, and an immediate \$50.00 fine for formal meetings
- b. Any member, upon receiving a third unexcused absence, will be also be referred to the Judicial Committee by the Secretary
- c. Upon receiving a fine, a member may accept it or appeal it to the Brotherhood Development Committee

[the following 02-501 to 801 added to Amd. Art. II for clarity on 3/2014]

02-501 Attendance at all chapter meetings and mandatory events, as defined by 14-0301, is required of all members. If you miss a meeting, you must fill out Form 501 by the next meeting to give to the Vice President. The Judicial Committee will then review your reason and deem it either

excused or unexcused with possible punishment as deemed by Article 20-801 (currently: 14-0301).

02-502 All absences go through the Secretary or President 24 hrs in advance, unless extraneous circumstances arise.

02-503 Absences include but are not limited to:

- a. Contagious Illness
- b. Belmont registered events (sports, clubs, etc.)
- c. Illness/Death in family
- d. Religious Services
- e. Other such reasons at the discretion of the Judicial Committee

02-801 It is the responsibility of the individual Member seeking an excused absence To make a request, in writing, to the Judicial Committee that an absence is excused. The request should include the date of the infraction, a description of the infraction, and the circumstances the member feels warrants the excuse as outlined in Form 501. A request that the absence be excused must be made within fourteen (14) days of the infraction or the infraction will not be excused.

Local Bylaw Notes

[Revisions from 3/2014 done by Brother Hughes, local roll 310]

[Amended Sep 2014 by chapter vote, presented by Brother Hughes, local roll 310]

[Grammar/Typo edits and change of 08-102 to comply with nationals done by Brother Hughes, local roll 310]

[Added 08-501 by amendment, chapter vote, presented by Brother Robben, local roll 320]

[Revisions of 08-501, chapter vote, done by John Fuszner, local roll 384]



NATIONAL FRATERNITY BYLAW GUIDE

The following Policies and Procedures listed are for easy reference from the National Bylaws for the purpose of clarity during meetings and daily occurrences, and are copied with exact wording. It is suggested to read the entirety of the Bylaws for a more complete understanding. Relevant policies to the local fraternity are within Section 2 (P), Art. 9 through 13.

Meetings

9-0601

Each chapter shall hold at least two regular meetings monthly during the regular academic year. The President shall be responsible for familiarizing himself and the chapter with the aspects of the Ritual at least twice a year. A majority of the undergraduate members shall constitute a quorum.

9-0602

The President may call such special meetings as he deems necessary.

9-0603

Meetings shall be opened, conducted, and closed in the manner prescribed by the Ritual.

9-2901

If any officer shall be absent from a meeting, the officer next in rank shall discharge his duties.

10-1801

Each undergraduate member shall, if possible, attend every meeting of his chapter.

Internal Elections

9-0706

Before each election, the President shall read the names of those qualified. To be qualified for election to office, a person must:

- Be a member of the Fraternity and an undergraduate member of the chapter.
- At the time of election, not be financially delinquent to the Fraternity or any subordinate entity thereof.
- At the time of election, have a cumulative grade point average of at least 2.5/4.0 and have passed with at least an average of 2.5/4.0 the hours elected during the

institutions regular unit (semester, term, quarter, etc.) in which he was last in attendance preceding his election.

- Have provided to the Chief Executive Officer all pledge and membership fees and records required by him and the Policies and Procedures.

*The provisions of [the third bullet point] may be waived by the chapter's Board of Trustees.

9-0702

The President, Vice-President, Chaplain, Treasurer, and Secretary shall be elected by a majority vote of the qualified undergraduate members present at a regular meeting of the chapter. The Risk Management Officer, Historian, Sergeant-at-Arms, Doorkeeper, Membership Education Chairman, Public Relations Officer, Social Service Coordinator, Alumni Relations Officer, Assistant Treasurer and such other chapter officers as may be provided for in chapter bylaws, shall be elected or appointed in a manner prescribed, with the duties established by chapter bylaws, which shall not be inconsistent with the Bylaws or Policies and Procedures, All officers must remain students in good standing at the host institution during their term of office, and shall be elected (or appointed as the case may be) for a term not to exceed one year and until their successors have been elected (or appointed) and qualified.

Discipline

9-0830

The President, when finding that probable cause exists to believe that a member or pledge is or has been involved in conduct prejudicial to the interests of the Fraternity, with notice to the Board of Trustees, may suspend any member or pledge. This suspension shall last no longer than twenty calendar days. During this time period, the Vice-President shall conduct an investigation and shall present his findings to an Executive Board of the Chapter. Such Executive Board shall proceed as provided in the rules of the National Chancellor.

9-0831

When a member or pledge is more than sixty days in arrears in his Chapter indebtedness, the President of the Chapter may, with the approval of the Board of Trustees, suspend the member or pledge until such indebtedness is settled or until disciplinary proceedings under the rules of the National Chancellor have been concluded.

10-1401

The Executive Board of a chapter, the chapter's Board of Trustees or the Chief Executive Officer may suspend a member for low or unsatisfactory scholarship when such member's record threatens or jeopardizes the scholastic standing of the chapter, utilizing the procedures contained in the rules of the National Chancellor.

11-0101

A member, chapter or alumni association may be disciplined for the following:

- (a) for any violation of the Bylaws or Policies and Procedures or the bylaws or house rules of any chapter thereof;
- (b) for any conduct prejudicial to the interest of the Fraternity or of any chapter thereof;
or
- (c) for any offense against the laws of any city, county, state, or federal government.

A member who has been found guilty by any court of law anywhere of an offense, felony or misdemeanor, involving moral turpitude may be regarded to be guilty of conduct prejudicial to the interests of the Fraternity. Failure on the part of a member to pay his indebtedness shall be regarded as prejudicial to the interests of the chapter.

(Editing Note: The procedure and rules pertaining to discipline by a chapters judicial board is listed in the Appendix of the National Bylaws, Article I, Section 4).

Old Members

10-0103

All members who are not undergraduate members are alumni members.

10-1101

After four years of pledgeship and undergraduate membership or the attainment of an undergraduate degree (whichever period is shorter), a chapter may release an undergraduate member from his obligations as such. To be relieved of his obligations prior to the period mentioned above, and undergraduate member must submit in writing a petition to his chapter setting forth valid reasons for such release. If this petition is approved by a two-thirds vote of his chapter and by the Board of Trustees, he may be released for a length of time to be determined by the chapter, during which the member will forfeit all chapter privileges, and thereafter shall automatically assume his obligations as an undergraduate member or an alumnus member as the case may be. The Board of Trustees will notify the chapter and the Chief Executive Officer of their approval or disapproval.

Membership Voting

9-0501

No chapter shall initiate a person unless the Treasurer thereof shall have collected from such person the initiation fee required by the Policies and Procedures and paid the same to the Chief Executive Officer.

10-0601

The method of election to membership in the Fraternity shall be governed by chapter bylaws. Election to membership shall be at least two weeks prior to the date fixed for initiation, and no pledge shall be elected to membership in the chapter in which he is proposed if he is disapproved by at least 15% of the undergraduate members of the chapter voting in the negative.

Pledge Voting

10-0201

Only Males who have been acquainted with the principles and beliefs of the Fraternity and who meeting the following qualifications may be elected to pledgeship.

10-0203 Is seeking scholastic achievement

10-0204 Is of high moral character and integrity.

10-0205 Is truly seeking the fraternal brotherhood of the Fraternity based upon the principles and beliefs with which he has been acquainted.

10-0206 Qualifies for election to pledgeship as further provided by the Policies and Procedures and chapter bylaws.

10-0401

The method of election to pledgeship shall be governed by chapter bylaws. The nomination of each person to pledgeship shall be disapproved if at least 20% of the undergraduate members of the chapter vote in the negative, except in the case of a direct relative of a member, which shall require at least 30% voting in the negative. (*Editing note: These are the same percentages to depledge a pledge during the pledgeship process, according to the bylaw 10-0402*)

10-1201

No man who has not completed a quarter or semester in the college or institution he is attending shall be pledged whose scholastic rank in secondary school was in the lowest third of his class, and no man who has completed a quarter or semester in college or institution he is attending shall be pledged if he is on academic probation by the college or institution. Exceptions to this section may be made only upon written permission of the Board of Trustees.

Resignation

10-1001

No member may resign from the Fraternity unless he has paid all dues, calls, and assessments levied by the Fraternity and any chapter thereof. He shall submit an official letter of resignation to the Chief Executive Officer, which shall include a statement reaffirming the person's initial vow to continue to abide by the eternal oath of secrecy and obedience, after severance. Resignation becomes effective upon receipt of the letter of resignation. The person shall surrender his badge to the Chief Executive Officer. One who has tendered his resignation may be reinstated to membership by submitting a written petition to the Chief Executive Officer as specified in Section 11 of the Policies and Procedures.

9-0705

If at any time in the course of his office the President for some reason permanently vacates his office, the Vice-President will immediately assume his duties and responsibilities until, at the earliest possible date, and election shall be held to elect a duly qualified person to the office of President for the duration of the regularly scheduled term. In the case of a vacancy

in an office other than that of the President, the President shall appoint an interim officer to fill the post until a meeting can be held at the earliest possible date to elect the new officer.

Miscellaneous

10-1802

It shall be the duty of each undergraduate member to study the history, Bylaws and Policies and Procedures, Ritual, usages, and traditions of the Fraternity and of his chapter. The President of each chapter shall enforce this section.

11-0501

Any member or pledge may report any suspected violation of the Bylaws or Policies and Procedures to the Chief Executive Officer, who will immediately investigate the complaint.

10-1606

Upon the death of an undergraduate member, the members of the chapter by which he was initiated and if an affiliate, the members of the chapter with which he was affiliated, shall wear their badges draped in mourning for thirty days.

[National Reference Guide added by Brother Hughes, roll 310, on 3/2014. Updated 9/2014.]

ROBERT'S RULES OF ORDER REFERENCE

The rules listed below govern our meetings, and are presented for quick reference.

Taken from [robertsrules.org].

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

[Roberts rules added by Brother Hughes, roll 310, on 3/2014]