

The Bylaws of
The Zeta Alpha Chapter
of
The Phi Kappa Tau Fraternity

Preamble	4
Article I. Officers of the Zeta Alpha Chapter	4
Section 1. Qualifications of Officers	4
Section 2. The Executive Council	4
Section 3. Elected Positions of the Executive Council	4
Section 4. Appointed Positions	5
Section 5. Officer Election Procedure	7
Article II. Operations of the Zeta Alpha Chapter	7
Section 1. Definition of the Operations Councils	7
Section 2. Distribution of Members into Operations Councils	8
Section 3. Operations Council Chancellors	8
Section 4. Ad-Hoc Committees	8
Article III. Membership	9
Section 1. Consideration and Election of New Members	9
Section 2. Process for the Extension of Bids	9
Section 3. Votes of Disassociation	9
Section 4. Votes of Re-Association	9
Section 5. Association Fee	10
Section 6. Initiation Fee	10
Section 7. Chapter Dues	10
Section 8. Additional Fees	10
Section 9. General Requirements	10
Section 10. Initiation Requirements	10
Section 11. Chapter Requirements	11
Article IV. Meetings	11
Section 1. Time and Location of Meetings	11
Section 2. Order and Procedure of Meetings	11
Section 3. Quorum	11
Section 4. Attendance of Meetings	11
Section 5. Excused Absences	12
Section 6. Dress Code	12
Article V. Standards Board Committee	12
Section 1. Chapter Policy	12
Section 2. Standards Board Committee	12
Section 3. Committee Composition	12
Section 4. Absence of a Committee	12
Article VI. Penalties and Fines	13

Section 1. Cause	13
Section 2. Authority	13
Section 3. Appeals	13
Section 4. Members in Arrears	13
Article VII. Authority and Amendment	13
Section 1. Authority of Bylaws	13
Section 2. Amending This Document	14
Section 3. Vote of Adoption	14
Section 4. Amendment Ratification	14
<u>Statutes</u>	
Statute I. Standards Board Procedures	15
Why Have a Standards Board?	16
Who Is On the Standards Board?	16
How Often Does the Standards Board Meet	17
What Does the Standards Board Do?	17
What Cases Should Be Heard by the Standards Board?	17
Recognition and Reinforcement	17
Disciplinary	17
Procedures for Standards Board Hearing (Disciplinary)	19
Before the Hearing	19
During the Hearing	19
Following the Hearing	20
Procedures for Standards Board Hearing (Recognition and Reinforcement)	21
Before the Hearing	21
During the Hearing	21
Following the Hearing	21
Appeals Process	22
Possible Sanctions for Disciplinary Hearing	23
Stage 1	23
Stage 2	23
Stage 3	23
Stage 4	24
Forms	25
Appendix A: Standards Board Referral Form	25
Appendix B: Ex. Standards Board Notification Letter	26
Appendix C: Standards Board Documentation Form	27
Appendix D: Ex. Standards Board Notice of Decision and Sanctions Letter	29
Appendix E: Ex. Standards Board Notice of Recognition	30

Preamble

“We, the Brothers of the Zeta Alpha Chapter of the Phi Kappa Tau Fraternity, upon our most sacred honor, in coherence to our commitment to brotherhood, responsibility to our University, and obligation to our respective communities, do hereby establish and uphold these Bylaws of Operation.”

Article I. Officers of the Zeta Alpha Chapter

Section 1. Qualifications of Officers

- a. For a member to be eligible for the election of or appointment to any office of the fraternity, he must maintain a semester grade point average of at least 2.70 or greater on a 4.00 scale.
- b. Chapter President must hold at least a Junior standing with the University.
- c. If at any time during his tenure the officer’s grade point average drops below 2.70 he shall immediately forfeit his office.
- d. After his office has been vacated, a special election of the Resident Council members shall be held to determine his replacement.
- e. If the officer is forced to forfeit office, the Board of Governors may make an exception to this rule.
- f. Any exceptions will be reevaluated each semester.

Section 2. The Executive Council

- a. The Executive council shall meet once a week at a time agreed upon by the members of the Executive Council.
- b. The President and Treasurer shall also be required to attend all meetings of the Board of Governors.
- c. Executive Council meetings may be called or cancelled at the discretion of the Vice-President.
- d. All Executive Council positions may appoint an assistant at their own discretion.

Section 3. Elected Positions of the Executive Council

- a. Chapter President
 - i. The Chapter President presides over all meetings of the Resident Council, both regular and special, and serves as a chapter representative and secretary on the Board of Governors.
 - ii. The Chapter President is the executive officer of the chapter and appoints all committees and officers not elected by the chapter.
 - iii. The President also acts as an ex-officio member of each Resident Council Committees.
- b. Vice-President
 - i. The Vice President acts in the absence of the Chapter President.

- ii. He is in charge of all committees within the chapter and presides over Executive Council meetings.
 - iii. The Vice President also acts as an ex-officio member of each Resident Council Committees.
- c. Vice President of Alumni Relations
 - i. The Vice President of Alumni Relations directs alumni relations of the Resident Council and works in preparation of Resident Council newsletters, announcements, and other alumni communications.
 - ii. He is also responsible for compiling an up-to-date list of alumni addresses and forwarding any changes to the Executive Offices.
- d. Treasurer
 - i. The Treasurer is responsible for the chapter's financial affairs.
 - ii. He must keep an accurate record of all income and expenses, using a standard accounting system approved by the National Council.
 - iii. He is charged with collecting all bills owed by the Resident Council and disbursing funds only by Resident Council direction.
 - iv. He is required to submit a statement of the Resident Council's financial condition to the Executive Offices and to the chapter twice a year.
- e. Secretary
 - i. The Secretary acts as the official correspondent of the Resident Council.
 - ii. He is responsible for writing, answering and filing all correspondences, except letters directed to other officers.
 - iii. He compiles all reports required by the National Fraternity under the supervision of the Chapter President.
- f. Social Chairman
 - i. The Social Chairman is responsible for the planning and execution of all social events including, but not limited to, fraternity and sorority socials, formals and semi-formals, etc.
- g. Member Orientation Officer
 - i. The Membership Orientation Officer has the responsibility to properly orient associate members to help them reach the goal of initiation into Phi Kappa Tau.
 - ii. He serves as the instructor, counselor, and friend to the associate members.
- h. Recruitment Chairman
 - i. The Recruitment Chairman is responsible for the direction of the chapter's recruitment activities.
 - ii. He designs the recruitment program and directs the recruitment committee meetings.
 - iii. Prior to holding the position, he is required to have gone through recruitment as a brother at least one time.
- i. Philanthropy Chairman
 - i. The Philanthropy Chairman is responsible for developing and maintaining a regular schedule of philanthropy events, ensuring that the chapter conducts at least one event to benefit Phi Kappa Tau's National Philanthropy

- ii. He keeps track of all dollars raised in philanthropy events
- iii. He will report this as required to the Executive Offices, University Greek Life Office, and to other interested parties.
- j. Community Service Chairman
 - i. The Community Service Chairman is responsible for developing and maintaining a regular schedule of Community service events, as well as maintaining a record of volunteer hours served for all active members of the Chapter
 - ii. He will report this as required to the Executive Offices, The University Greek Life Office, and to all other interested parties.

Section 4. Appointed Positions

- a. Scholarship Chairman
 - i. The Scholarship Chairman is responsible for the overall scholarship of the chapter.
 - ii. He presides over all study hour sessions and ensures that the chapter maintains a cumulative grade point average (GPA) that is .10 above the All-Men's GPA at Belmont University.
 - iii. He is in charge of collecting mid-term grade reports from the chapter.
 - iv. He shall attend all Executive Council meetings as a non-voting member.
- b. Brotherhood Chairman
 - i. The Brotherhood Chairman is responsible for cultivating a spirit of brotherhood among active members
 - ii. He is in charge of checking in on members who miss chapter meetings or events
 - iii. He must be responsible for planning events, both formal and informal, for all active members
- c. Sergeant-at-Arms
 - i. The Sergeant-at-Arms is responsible for admitting members to chapter meetings as prescribed in the Ritual and maintains order in chapter meetings.
 - ii. The Sergeant-at-Arms shall be responsible for knowing the bylaws of the fraternity.
 - iii. He shall also be responsible for knowing the National Constitution as well as being the authority on Robert's Rules of Order: Newly Revised.
 - iv. He must also be willing and able to instruct new members in general parliamentary procedures.
 - v. See Article VII more information.
- d. Risk Management Chairman
 - i. The Risk Management Chairman is responsible for developing a comprehensive Risk Management plan for the Chapter, ensuring that all initiated and associate members are knowledgeable about the Phi Kappa Tau Risk Management Policies, reporting all violations and/or incidents to the Chapter President, Chapter Advisor, the Board of Governors, House Corp, the Executive Offices, the Insurance Carrier, and University Officials.
 - ii. He is also responsible for organizing and coordinating all four (4) required risk management workshops, and ensuring the completion and submission of reports

- to the Executive Offices by the required due dates, as well as conducting weekly inspections of the house in conjunction with the House Manager, and maintaining a strong understanding of crisis management procedures.
- iii. He shall ensure that the risk management policies are followed at all events concerning all Brothers and Associates.
 - iv. See Article II Section 1e for more information.
- e. Historian
- i. The Historian is responsible for documenting and organizing the Chapter's activities and events through means of photography, videography, writing or other appropriate mediums.
 - ii. He shall submit an end-of-semester report that includes, but certainly not limited to, outlining the chapter's significant events, chapter achievements, elections and roster.
 - iii. He shall act as a resource and be responsible for the history of Zeta Alpha chapter.
 - iv. See Historian handbook.
- f. Intramural Chairman
- i. The Intramural Chairman is responsible for the organization of an active roster of brothers for intramural events as organized by the University Student Life Center, and ensuring that the chapter is properly represented during said events.
- g. Chaplain
- i. The Chaplain is responsible for the execution of all ritualistic work of the chapter and is charged with saying or directing grace at meals, meetings of the Resident Council, and other appropriate occasions.
- h. Public Relations Chairman
- i. The Public Relations Chairman is responsible for the internal and external promotion of the Chapter, providing media releases for newsworthy plans and accomplishments. The Chairman also serves as official spokesperson for the Chapter. The Public Relations Chairman will be responsible for maintenance of the chapter's website
- i. Campus Relations Chairman
- i. The campus relations Chairman will be responsible for all relationships with other organizations on Belmont's campus. The Campus Relations Chairman will be responsible for obtaining information about other events on Belmont's campus.

Section 5. Officer Election Procedure

- a. All officer Elections will be by secret ballot as outlined by Robert's Rules of Order, but in the case of two or more candidates running for a single position, a simple plurality will suffice.
- b. The current Sergeant-at-Arms will collect all ballots.
- c. The current Secretary and the newest initiated Zeta Alpha member present will count the votes. During the election of the Secretary, the Vice President and the newest initiated Zeta Alpha member present will count the votes.
- d. In the absence of any of these positions, the Chapter President shall appoint a substitute.

Article II.
Operations of the Zeta Alpha Chapter

Section 1. Definition of the Operations Councils

- a. The Resident Council shall create three Operations Councils, each of which will oversee specific fields of operations of Zeta Alpha Chapter.
- b. The Operations Councils, by replacing standing and special committees, shall handle day-to-day operations of their respective fields and shall make proposals to the full Resident Council for discussion and voting.
- c. The purpose of these Operations Councils is to divide responsibilities previously allocated to the Resident Council as a whole and standing and special committees in order to make fraternity operations more efficient and effective.
- d. Phi Council
 - i. The Council of Phi's mission is "To provide a setting for healthy social interaction."
 - ii. The Council of Phi will include the following officers: Social Chairman, Vice President of Alumni Relations, Intramural Chairman, and Brotherhood Chairman.
 - iii. The Council of Phi's responsibility includes but is not limited to the following: Sorority Mixers, Brotherhood Events, Other Social Events, Alumni Newsletters, Alumni Events, Alumni Relations and Intramurals.
- e. Kappa Council
 - i. The Council of Kappa's mission is "To develop our members for lifelong success."
 - ii. The Council of Kappa will include the following officers: Membership Orientation Officer, Scholarship Chairman, Risk Management Chairman and Chaplain.
 - iii. The Council of Kappa's responsibility includes but is not limited to the following: Membership Orientation Program, New Member/Membership Development Retreat, Risk Management Seminars, Scholarship Program, Association & Initiation Ceremonies, and Other Member Development Programming.
- f. Tau Council
 - i. The Council of Tau's mission is "To impact our campus, community, and beyond."
 - ii. The Council of Tau will include the following officers: Philanthropy Chairman, Community Service Chairman and Recruitment Chairman.
 - iii. The Council of Tau's responsibility includes but is not limited to the following: Rush, Recruitment, Philanthropy, Community Service Projects, Student Government Association Relations, Interfraternity Council Relations, Campus-Wide Events.

Section 2. Distribution of Members into Operations Councils

- a. Each member of the chapter shall be assigned to an Operations Council based on personal preference and manpower requirements.
- b. The Chapter President and Vice President shall hold ex-officio seats on all Operations councils.
- c. The Chapter Treasurer and Chapter Secretary shall not serve on any of the three Operations Councils.
- d. The following officers are not restricted to a specific council: Sergeant-at-Arms, Historian and Webmaster.

Section 3. Operations Council Chancellors

- a. Each Operations Council shall be led by a Chancellor who shall act as committee chair.
- b. After annual officer elections, the councils shall be reformed.
- c. Once the councils are formed, the members of each council shall nominate a Chancellor to the Executive Council.
- d. The Executive Council shall approve the Chancellor nominations.
- e. It is recommended that the Executive Council members not be appointed as Chancellors.
- f. Each Chancellor shall make a full report on behalf of his respective Operations Council at each Resident Council Meeting during the Reports by Standing Committees.
- g. The Operations Councils and Chancellors shall not take on any responsibilities of Chapter Officers and/or Executive Council members and shall not supersede Officer powers and roles as defined in the National Constitution and Bylaws of Phi Kappa Tau.

Section 4. Ad-Hoc Committees

- a. The Executive Council shall maintain the power to appoint special committees when deemed necessary.

Article III. Membership

Section 1. Consideration and Election of New Members

- a. A motion for the consideration of any prospective member to receive a bid for associate membership into the fraternity can be brought before any regular meeting of the Resident Council members.
- b. Any motion towards membership will be considered as passed if it receives an affirmation of at least 80% of the votes that are cast.
- c. At the time a motion for membership passes, a deadline for the acceptance of the bid must be agreed upon by a simple majority of the Resident Council members.

Section 2. Process for the Extension of Bids.

- a. When a motion to extend a bid to a prospective member has been accepted in accordance with the afore mentioned guidelines, a formal bid card must be given to that prospective member.

- b. The bid card can be filled out by any Resident Council member but must be signed and authorized by the current Recruitment Chair and Chapter President or Vice President.
- c. After the appropriate signatures have been gained the bid card may be delivered, in a timely manner, by as many Resident Council members as deemed fit by a vote of the Resident Council.
- d. At the time of delivery, the Resident Council members shall instruct the potential member as to the deadline for the acceptance of his bid.

Section 3. Votes of Disassociation.

- a. If there is a concern that any associate member is not carrying out his responsibilities as a fraternity man and other possible avenues for reform have been attempted and failed, a motion for the disassociation of that member may be made.
- b. This motion made be made at any regular meeting of the Resident Council members.
- c. The associate member in question must be given a chance to state his case but may not be present during any deliberation on the matter.
- d. If the motion for disassociation receives an affirmation of at least 80% of the votes that are cast the motion shall be considered passed and the member disassociated.

Section 4. Votes of Re-Association.

- a. If a former associate member of the fraternity wishes to be considered for re-association into the fraternity they may petition the chapter's Executive Council at any time.
- b. Petitions should be in writing and should express, in detail,
 - i. The reasons for leaving the membership (including whether or not the decision to leave was voluntary or involuntary),
 - ii. Why they have decided to be considered for re-association at this time, and
 - iii. Any additional information they deem important for their consideration for re-association.
- c. Upon receipt of this petition, the Executive Council shall reserve time during the next regular chapter meeting for the consideration of this petition.
- d. The petitioner may be given time to speak his case but may not be present during any deliberation on the matter.
- e. If the petition for re-association receives an affirmation of at least 80% of the votes that are cast the petitioner shall be considered re-associated.
- f. Whatever the outcome of the vote may be, the petition will be added to the minutes of that meeting.

Section 5. Association Fee.

- a. All Associate Members shall be required to pay an Associate Member fee as outlined by the National Fraternity.
- b. This fee shall be presented to the Executive Offices, along with the Associate Registration Form, within five days of the Association Ceremony.

Section 6. Votes of Initiation

- a. Associate members shall be judged by the Resident Council to be of good moral character and to have respect for the "ideals and purposes" of the Fraternity.
- b. Any motion towards initiation will be considered as passed if it receives a vote of 80% of the Resident Council present and voting at a Resident Council meeting with a quorum.
- c. A member who did not cast an affirmative vote of initiation may make a motion to reconsider a previous motion of initiation which failed. This motion must be made before the adjournment of the chapter meeting for which the original motion was called.
- d. After the vote of initiation, the member in question will be notified of the result in a timely manner.

Section 7. Initiation Fee.

- a. All members shall be required to pay an Initiation Fee as outlined by the National Fraternity.
- b. This fee shall be due at least two weeks prior to initiation along with the Request for Permission to Initiate Form.

Section 8. Chapter Dues.

- a. This chapter shall charge membership dues to every member.
- b. Dues will be agreed upon by a simple majority of the Resident Council Members upon the recommendation of the Treasurer.
- c. The Treasurer shall determine his proposal for the cost of dues after consulting with the Executive Council and the Board of Governors.
- d. Dues should be paid in a prompt manner.
- e. In the event that a member is not associated until after a substantial part of the semester has passed, his dues may be prorated at the discretion of the Executive Council.
- f. Dues will be collected by a third party vendor and deposited into the chapter's account.

Section 9. Additional Fees.

- a. Any member may be assessed additional fees only upon the recommendation of the Executive Board and approval of the Resident Council or by action of the Board of Governors.
- b. Expenses incurred directly on behalf of the member with his knowledge may be assessed by the Treasurer.

Section 10. General Requirements.

- a. Each member shall be required to adhere to all National and University requirements for scholastic achievement.
- b. Failure to maintain the required grade point average during any term will result in social suspension from the chapter unless completing a requirement of four study hours per week as designated by the Scholarship Chairman.
- c. If the member in question obtains all four study hours he will be off of social suspension the following week.

- d. The member in question will be taken off of social suspension completely at the discretion of the Scholarship Chair.

Section 11. Initiation Requirements.

- a. For a member to be eligible for initiation he must have attained, for a normal load of coursework, a grade point average of 2.40 on a 4.00 scale as outlined by the National Fraternity.

Section 12. Chapter Requirements.

- a. The chapter shall maintain a collective grade point average of at least .10 above the all male grade point average of the university as outlined by the National Fraternity.
- b. Any and all operations of the Zeta Alpha Chapter are required to be alcohol and substance free.

Section 13. Associate Standards

- a. Associates shall be required to uphold the following Associates Standards. Failure to comply with the following standards will result with the corresponding strikes and repercussions. If the number of total strikes meets or exceeds three then the associate's membership shall be called into question.
 - a. Associates shall be required to perform four study hours per week. Failure to do so will result with one strike.
 - i. 2 hours must be completed within library premises unless pre approval from scholarship chair is obtained
 - ii. 2 hours must be completed outside library premises where studying may or may not take place.
 - iii. All 4 hours may be completed in the library. However, all 4 hours cannot be obtained outside the library premises
 - iv. Associates may bank 2 hours (library) to carry over to the other weeks.
 - b. Associates shall be required to have no more than two unexcused absences for all chapter and associate events. Failure to do so will result with one strike.
 - c. Associates shall be required to attend the associate class' philanthropy or community service event. Failure to do so will result with one strike.
 - d. Associates shall be required to pass the National Exam on their first attempt. Failure to do so will result with one strike.
 - e. Associates shall be required to pass all weekly quizzes given by the Membership Orientation officer. If any Associate fails at least two quizzes the penalty will be one strike.
 - f. Associates shall be required to pay dues on time. Failure to do so will result with one strike.
 - g. Associates shall be required to abide by all alcohol and substance policies mandated by the chapter and Belmont University. Failure to do so will result with an immediate hearing with Standards Board.
 - h. Any associate deemed to have behaved in an inappropriate manner by any member of the Resident Council should be required to attend a hearing with Standards

Board.

- i. The Membership Orientation Officer shall be required to read and explain the above standards. All associates are required to agree and sign this document in order to remain an associate of the Zeta Alpha Chapter of Phi Kappa Tau.

Signature: _____ Date: _____

**Successful adherence to the above standards does not guarantee initiation. Membership into the Zeta Alpha chapter of Phi Kappa Tau remains dependent upon a final vote of the resident council.

Article IV. Meetings

Section 1. Time and Location of Meetings.

- a. Members of the Resident Council shall meet once a week at a regularly scheduled time.
- b. The day of the week, time and location for the meetings should be agreed upon by a simple majority of the Resident Council members at least 3 weeks before the end of the previous semester.
- c. Meetings may be called or cancelled at the discretion of the Executive Council.

Section 2. Order and Procedure for Meetings.

- a. The order of business for all Resident Council meetings shall follow the guidelines specified by the constitution, statutes and ritual of the national fraternity.
- b. The procedures of all meetings shall follow the methods laid out in Robert's Rules of Order: Newly Revised.
- c. In the event that a national procedure differs from those set forth by this manual, the national procedure will overrule that of Robert's Rules of Order: Newly Revised.

Section 3. Quorum.

- a. In order for a meeting of the fraternity to be considered official (and for any business requiring a vote to be presented or discussed) at least two-thirds of the Resident Council members must be present.
- b. If two-thirds of the membership is not present, the meeting may take place at the discretion of the presiding officer; however, no motions requiring a vote of the membership may be passed during this meeting.

Section 4. Attendance of Meetings.

- a. All members shall be required to attend the meetings of any councils, boards or committees to which they have been assigned.
- b. Associate members shall be required to attend the open portions of the weekly Resident Council meetings and all associate meetings.

- c. Unexcused absence from two consecutive meetings shall result in social suspension from the next chapter event and possible sanctions to be evaluated by the Executive Council.
- d. If it is believed, by the Executive Council, that the member's attendance at the next event is significant or necessary, then the suspension may be substituted for a future event or another punishment may be sought at the council's discretion.
- e. If a member is frequently absent from meetings or functions without excuse, the Executive Council have the right to decide upon an appropriate punishment to be administered after obtaining the Board of Governors approval.

Section 5. Excused Absences.

- a. Absences from ANY fraternity meeting, event or function shall be considered excused ONLY if notification is given to the Executive Council or Board of Governors *prior to the absence in question*.
- b. The final decision on whether or not an absence will be excused shall reside with the Executive Council or the Board of Governors.

Section 6. Dress Code.

- a. Dress code at most meetings shall be casual unless otherwise specified.
- b. No Hats will be worn during any Chapter Meeting.
- c. Once a month, at the first meeting of every month, the dress code shall be formal with a coat, tie and badge being required.

Article V.
Standards Board Committee

Section 1. Chapter Policy.

- a. This chapter shall, at all times, adhere to the rules and guidelines set forth in the Standards Board Procedure Statute outlined by Statute I of these bylaws.

Section 2. Standards Board Committee.

- a. The chapter shall form a committee to oversee all Standards policies and issues for the chapter.
- b. The committee shall be responsible for the enforcement of all rules and guidelines of the Standards Board Procedure as well as ensuring all members are informed of the policies and procedures along with any updates or changes to them.

Section 3. Committee Composition.

- a. The Vice President shall chair the committee as the Standards Board Chairman.
- b. The board is made up, at the time of election, of one first year, one sophomore, one junior, and the appointed Risk Management Chair (not including the SBC).
- c. Each member will be voted upon by the Residence Council at the time of elections

Section 4. Absence of a Committee.

- a. In the absence of a Standards Board, the Executive Council shall take on its responsibilities.
- b. The Executive Council shall then appoint one of its members to take on the responsibilities of the committee chairman.

Article VI.
Penalties and Fines

Section 1. Cause.

- a. Any member of this fraternity chapter may be subject to a suspension, penalty or fine if they are found to be negligent of their responsibilities as a member of this chapter.
- b. Qualifying circumstances include but are not limited to: excessive absence from meetings or events, failure to complete assigned work, failure to pay dues within the outlined framework, conduct unbecoming of a fraternity member.

Section 2. Authority.

- a. Authority to impose a fine or penalty on any member of the fraternity rests solely with the Executive Council or the Board of Governors.

Section 3. Appeals.

- a. Any dispute of a fine or penalty imposed on a member may be appealed to the Board of Governors.
- b. Appeals must be made within one week of the announcement of the penalty or fine.
- c. In making an appeal the member must only notify the Executive Council or Board of Governors in writing as to their intent.
- d. The appeal should include
 - i. The members name,
 - ii. A description of the fine or penalty, and
 - iii. A brief summary of the reasoning for the appeal.
- e. The Board of Governors shall have the final authority on all appeals cases.

Section 4. Members in Arrears.

- a. If a member fails to meet his financial deadlines he shall be given two warnings over the next thirty days.
- b. In the event that a member has continued to neglect his financial obligation to the chapter for a period of more than thirty days he will be considered in arrears.
- c. Members in arrears shall be considered to be on social suspension from the chapter.
- d. They must still attend all meetings, community service and scholastic activities but they may not attend any social events.
- e. This suspension may be lifted only after all payments have been made current.
- f. If the member continues to be in arrears until after the end of the current semester, and after a final notice has been made by the Executive Council, his financial obligation shall be turned in to the office of financial services for collection of the debt.

Article VII.
Authority and Amendment

Section 1. Authority of Bylaws.

- a. With a two-thirds vote from the Resident Council members these bylaws will be considered adopted by the fraternity chapter.
- b. In the event a motion brought before the fraternity or adopted by the membership is thought to go against these bylaws the bylaws will overrule that motion.
- c. If a motion is so questioned, the matter shall be given to the Sergeant at Arms to evaluate.
- d. The Sergeant at Arms, upon approval of the Board of Governors, shall have the final authority on the matter.
- e. These Bylaws of the Zeta Alpha Chapter of the Phi Kappa Tau Fraternity shall be considered effective when ratified by the Board of Governors and upon written approval of the Chief Operating Officer of the National Fraternity.

Section 2. Amending this Document.

- a. Any member of the fraternity may propose an amendment to these bylaws at any regular meeting of the Resident Council members.
- b. The proposal should consist of three word processed copies.
- c. One copy should be given to the chapter president, one should be given to the chapter Secretary and one should be given to the Board of Governors.
- d. The chapter Secretary shall engage in the first open reading of the proposal, he shall record the submission of the amendment into the meeting minutes and distribute a copy to any member who requests one.
- e. Discussion on the amendment shall be tabled for a week until the next regular meeting of the Resident council.
- f. At this subsequent meeting, the chapter Secretary shall engage in the second reading of the amendment.
- g. The chapter will then debate the issue and make any corrections or changes before calling the matter to a vote.

Section 3. Vote of Adoption.

- a. After an amendment has been called to a vote it must be ratified by a secret ballot of the Resident Council membership.
- b. Members who are unable to attend the meeting may submit an absentee vote to either the Board of Governors or the Executive Council.
- c. A member of the Board of Governors will collect the ballots and tally the results.
- d. If the amendment receives a vote of affirmation from at least two-thirds of the Resident Council members it will be considered adopted.

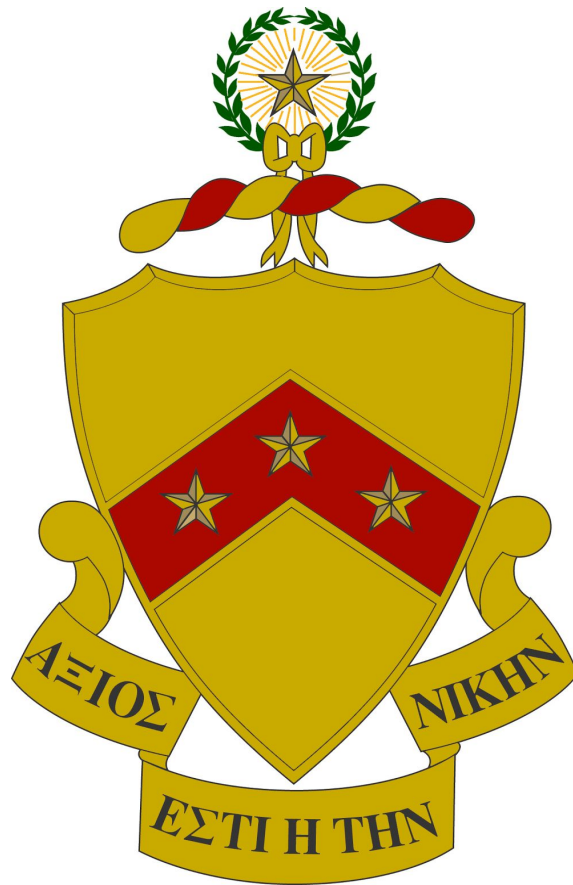
Section 4. Amendment Ratification.

- a. Following the adoption of an amendment by the Resident Council members, an

amendment shall become effective when ratified by the Board of Governors and upon written approval of the Chief Executive Office.

Statute I.
Standards Board Procedures

Phi Kappa Tau Zeta Alpha Chapter



Standards Board Procedures

Why have a Standards Board?

A Standards Board is the method by which members of the chapter hold each other accountable to the commitments we have made when we became members of Phi Kappa Tau. There are a number of benefits to having a Standards Board:

1. It allows the chapter to self-govern their actions and behavior. Addressing issues internally may prevent external involvement in matters of policy violation or behavior that is not congruent with our values.
2. It communicates to the chapter members, and other constituents, that we will make every effort to be who we say we are by holding members accountable for their actions.
3. It is a formal way of recognizing brothers who exemplify and put into action what it means to be a Phi Kappa Tau.
4. It assists in developing a clearer vision about what the chapter values and where it is headed.
5. It provides a formal way for addressing common issues such as academic or financial delinquency, attendance etc. and allows the Executive Board to focus on moving the chapter forward rather than dealing with the little things that are holding us back.
6. It allows the chapter to deal with little issues before they become big problems.

Who is on the Standards Board?

The Vice President serves as the Standards Board Chair (SBC). The board is made up, at the time of election, of one first year, one sophomore, one junior, and the appointed Risk Management Chair (not including the SBC). Each member will be voted upon by the Residence Council at the time of elections. The SBC will chair the committee, but will only have a vote in the case of a tie-breaker. Except for the SBC, no member on the Standards Board can simultaneously serve on the Executive Council.

The members should be elected during the formal election process and should be members that are respected by the chapter and are willing to serve as role models for their brothers. At the very least, Board members must be current with dues, meet the minimum chapter GPA to hold an Executive Office (2.7 on a 4.0 scale), and be in good standing with the chapter.

How often does the Standards Board meet?

The Standards Board meets biweekly (once every two weeks) at a time predetermined by its members. Any additional meetings may be called at the discretion of the SBC or if any referral merits an immediate meeting and hearing.

What does the Standards Board do?

On a biweekly basis, the Standards Board reviews the state of the chapter, both associates and brothers, in regards to risk management, scholarship, financial delinquency, and living according to the values championed by Phi Kappa Tau. The Standards Board shall be responsible for ensuring all members are informed of the policies and procedures associated with risk management along with any updates or changes to them. At its biweekly meeting, the Standards Board may request reports from other officers, including the Scholarship Chair and the Treasurer, to better gain an understanding of the state of the chapter.

In addition, the Standards Board is available to hear cases brought before the board by brothers and associates of Phi Kappa Tau. These cases can be a matter of seeking recognition and reinforcement or a matter of seeking disciplinary action.

The Standards Board aims to be a source of recognition and reinforcement as much as, if not more, than it is a disciplining body. In either case, the Standards Board reserves the right to report directly to the Board of Governors any matter it seems fit.

What cases should be heard by the Standards Board?

Recognition and Reinforcement

- Receiving a good grade on a test, paper etc.
- Going out of his way to help another brother
- Representing the fraternity in campus organizations

- Receiving Greek/university-wide recognition.
- Outstanding performance in a committee/executive board position
- Assisting a brother/person in need
- Outstanding attendance at events
- PKT spirit
- Being a man of character

Disciplinary

- Poor academic performance
- Failure to meet financial obligations
- Poor attendance at events and/or meetings
- Violent behavior on or off chapter property
- Destruction of property (chapter or otherwise)
- Harassment of members, associates or any other individuals
- Possession or use of illegal drugs
- Failure to meet the obligations of an officer
- Behavior not congruent with Phi Kappa Tau's values
- Violation of chapter constitution/by-laws, risk management policies and/or ritual

Procedures for Standards Board Hearing (Disciplinary)

Before the Hearing

1. If any chapter member (active or associate member) wishes to have an active or associate member brought before standards, a formal letter of complaint and/or a Standards Board Referral Form (Appendix A) must be submitted to the Standards Board Chair (SBC).
2. A formal letter or referral form must be based on actual experience and not hearsay.
3. A formal letter or referral is not needed in issues related to financial delinquency, academic deficiency or attendance. Supporting documentation must be submitted to the SBC in each case. The following is considered appropriate documentation:

Financial: breakdown of fees owed

Academic: copy of University-issued grade report

Attendance: dates and events missed.

4. Upon receipt of a formal letter, referral form, or supporting documentation, the SBC must contact the individual who has been charged and inform him that he is required to appear before the Standards Board. NOTE: the individual should be notified within 48 hours of receiving the letter/form/documentation and the meeting should be held within 1 week.
5. The SBC may inform the individual (by phone or by email) of the violations and that he is required to appear before the Board. However, the SBC must follow-up initial contact with official written correspondence to the individual (Appendix B).
6. A member of the Board Of Governors is to be present for all Standards Board hearings.
7. No one except the individual charged and the other members of the Standards Board should have knowledge that a hearing will occur. Confidentiality is of the utmost importance.

During the Hearing

1. The SBC calls the hearing to order and presents the complaint against the individual by either reading the letter of complaint, summarizing the referral form or presenting the documentation. All members of the SBC must be present to call a hearing.
2. The SBC announces to the accused member and the members of the Standards Board which policies, rules, commitments, etc. were violated.
3. The member charged will be given the opportunity to speak and present any witnesses.

4. After the member charged has made his response, members of the Standards Board will be given the opportunity to ask questions of the member charged.
5. At the conclusion of the questioning, the member charged must then leave the room in order for the Standards Board to deliberate and reach a decision. If a decision cannot be reached within 30 minutes, the member charged may be excused and asked to return to meeting within 24 hours to hear the decision.
6. Once a decision is made, the member charged should return to the room and the SBC should read the decision of the Standards Board, including sanctions.
7. Complete and accurate minutes of the meeting must be kept. You may use the Standards Board Documentation Form (Appendix C) for less involved cases (I.e. grades, finances, attendance). However, for more in-depth issues (risk management or social responsibility issues, conduct unbecoming of a brother etc.) minutes should be recorded in the same fashion that minutes for chapter meetings are kept. Detail in recording minutes is crucial. The Standards Board may record the hearing upon the approval of the member charged.
8. All minutes and proceedings must be kept confidential within the members of Standards Board. This includes discussing details with other Executive Council members not on Standards. The exception to this is that the Chapter Advisor and the Chapter President is copied on the final report that details the hearing, the decision made, and the sanctions imposed.

Following the Hearing

1. A written notice of the decision and sanctions must be delivered to the member charged within one week of the date of the hearing (Appendix D). This letter should be copied to the Chapter Advisor and the Chapter President.
2. The notice must include an explanation of the appeals process and a time frame in which the appeal must take place.
3. A copy of the following must be filed in a confidential file:
 - A. Letter of complaint/referral form/documentation
 - B. Letter requesting presence at a Standards Hearing
 - C. Minutes of the hearing/Documentation Form
 - D. Letter outlining sanction and appeals process
4. In the event that a member does not complete his sanctions in the agreed-upon time frame, the Standards procedure will begin again.

Procedures for Standards (Recognition and Reinforcement)

Before the Hearing

1. If any chapter member (active or associate member) wishes to have an active or associate member brought before standards for the purpose of recognition or reinforcement, a formal letter of a Standards Board referral form must be submitted to the Standards Board Chair (SBC).

During the Hearing

1. The SBC calls the hearing to order and reads the Standards Board Referral Form to the members.
2. Members then discuss the means for recognizing and/or rewarding the individual referred to Standards Board.

Following the Hearing

1. A written notice of the recognition (Appendix E) must be delivered to the member within one week of the date of the hearing. This letter should be copied to the Chapter Advisor and the Chapter President.
2. A copy of the letter must be filed in a confidential file with the Standards Board Referral Form attached.
3. The accomplishment should be announced to the Chapter and recorded in the Chapter Alumni newsletter.

Appeals Process

1. The member charged has 15 days after receipt of the notice of decision letter to appeal to the Board of Governors.
2. The appeal must be written and submitted to the BOG chair and copied to the SBC.
3. Upon receipt of the appeal, the BOG will hold a meeting with the charged member (following the Standards Board procedure) listed previously.
4. The BOG will make a decision regarding the members appeal within 1 week and the member charged will be notified via writing. This letter should be copied to the SBC.
5. The member charged has 15 days after receipt of the notice of decision letter to appeal to the National Council.
6. The decision made by the National Council will be final.

Membership Expectations

Dues

- Every brother must sign a contractual agreement for each semester of membership that details the following information:
 - Dates that payments are due
 - Total amount for each payment
 - All punishments/consequences for late payments

Attendance

- Each brother is allowed to miss at most three (3) non-business meetings per semester provided that they provide the secretary with documented excuses.
 - Example excuses: Family/personal emergency, religious observance, night class, etc
- Brothers are expected to attend every business meeting unless documented excuses is presented and approved.
 - Example excuses: Family/personal emergency and religious observance
- This amounts to a total of Three (3) meetings that are allowed to be missed before disciplinary action is taken.
- The Secretary will send e-mail notices to absent brothers each Sunday telling them that they have been marked absent and they have so many allowable absences left before consequences occur.
- A record of each member's tardy times will be kept. Every two (2) tardy times counts as one (1) absence and the absence policy takes effect.
 - Tardy is defined as any brother entering once chapter meeting is official opened.
- Brothers are required to attend all: Rituals, Retreats, Rush Events, and Socials unless documented excuses are presented and approved.
 - Examples excuses: Family emergency, Regularly scheduled classes, etc

Behavioral

- Members must uphold the rules and policies of Belmont University and the National Fraternity.
- Members in arrears for behavioral issues must appear before the Standards Board Committee for a hearing to receive appropriate consequences.

Academics

- Office Status – the previous semester GPA is 2.7 or higher
- Active Status – the previous semester GPA is 2.5 or higher
- Academic Enrichment Status– the previous semester GPA is between 2.0 and 2.5
- Inactive Status – the previous semester GPA is below 2.0

**Note: Only the fall and spring semesters are taken into consideration when determining a brother's academic status*

Community Service

Each brother must complete at least 10 hours of community service per semester.

Sanctions for a Disciplinary Hearing

Dues

- Any outstanding monies owed to the chapter (dues, fines, costs, etc.) for 30 days will be sent to a third party collections agency.
- The information detailing the collections agency's procedures will be included in the contract that each brother must sign.
- Brothers who are unable to pay dues on time without approved excuse will be required to complete 5 (Five) more community service hours

Attendance*

First Offense – brother is absent one more than allotted amount

- The brother must pay a \$10 fine and come early to the following chapter meeting to help prepare the room and stay late to clean the room.

Second Offense – failure to complete sanction for first offense or brother is absent two more than allotted amount

- The brother must pay a \$20 fine.

Third Offense – failure to complete sanction for second level offense or brother is absent three more than allotted amount

- The brother must pay \$20 fine and complete 5 (Five) extra hours of community service
- If the brother continues in his delinquency, his membership will be called to question by the Resident Council.

*Fines collected will be added to discretionary funds

Behavioral

- For a behavioral violation the Standards Board Committee will determine an appropriate monetary fine based on the severity of the violation.
- The minimum amount for fines is \$10.
- The maximum amount for fines is \$150.
- In cases involving property damage, the brother must compensate accordingly for the damages he caused.

- In certain cases that the Standards Board Committee sees fit, the brother in arrears may have an option to work off the fine by means established by the Standards Board Committee.
- If the brother has the option to work off the fine, he may decline the option and simply pay the established fine.
- If the brother agrees to pay the fine, but does not pay within 30 days, then, as with all outstanding monies, the fine will be turned over to a third party collections agency.
- Standards Board Committee also reserves the right to present the case to the BOG and/or the Resident Council if the Standards Board Committee so desires.

**Note: Sanctions for behavioral violations can be appealed by the brother in arrears if he so desires (see appeals process in the Standards Board Procedures Handbook).*

Academic

Academic Enrichment Status

- The brother is required to complete the appropriate amount of study hours per week designated by the scholarship chair.

Inactive Status

- The brother is required attend chapter meetings and community service events.
- The brother is required to complete the appropriate amount of study hours per week designated by the scholarship chair.

Community Service

First Offense – failure to complete ten(10) hours of community service in a semester

- The brother must complete all outstanding hours as well as a creative project in the following semester.
 - Example creative project: Presentation to Standards Board documenting all hours completed, work with the community service chair to create next brotherhood service project, etc

Second Offense - failure to complete ten(10) community service hours for a second consecutive semester or failure to complete the creative project if it was required

- The brother must complete all outstanding hours as well as an additional 5 hours the following semester.

Third Offense – failure to complete all outstanding community service hours as well as creative project

- The brother must pay \$10 for every outstanding community service hour.

Possible Sanctions for a Disciplinary Hearing

Note: At each stage one or more of the sanctions must be decided on by the Standards Board.

Stage 1: Warning

Possible Violations: first time violations for academic, financial, attendance

1. Submit a written apology to all those affected
2. Immediate payment for all damages, debt, fines etc.
3. Referral to campus/community support structure (Heath Education Office, Community Counseling Center, Office of Greek Affairs, Academic Help Center)
4. Sign a payment plan contract
5. Active involvement in at least one chapter committee

Stage 2: Level 1 Probation (not longer than 1 month)

Possible Violations: second time violations for academic, financial, attendance; first time violations for: behavior was harmful to the individual, behavior affected another member or associate, behavior affected the chapter negatively, affected the college/university negatively, affected the community negatively

1. Submit a written apology to all those affected
2. Immediate payment for all damages, debt, fines etc.
3. Referral to campus/community support structure (Heath Education Office, Community Counseling Center, Office of Greek Affairs, Academic Help Center)
4. Loss of social/intramural privileges for the term of probation
5. Possible removal of office for up to the time of the next election cycle.
6. Regular progress meetings with Big Brother
7. Attend an education program that serves to educate member on violation
8. Participate in a community service activity or activities
9. Deliver badge to the Executive Board to be held during the period of probation
10. Loss of rank in room choice etc.
11. Development of written personal Academic Achievement Plan
12. Violation of probation immediately moves individual to Level 2 probation.

Stage 3: Level 2 Probation (not longer than one semester/quarter)

Possible Violations: third time violations for academic, financial, attendance; second time violation: behavior was harmful to the individual, behavior affected another member or associate, behavior affected the chapter negatively, affected the college/university negatively, affected the community negatively

1. Submit a written apology to all those affected
2. Immediate payment for all damages, debt, fines etc.

3. Required meeting with a campus/community support structure (Heath Education Office, Community Counseling Center, Office of Greek Affairs, Academic Help Center or other Professional Help organization)
4. Loss of social/intramural privileges for the term of probation
5. Removal from office for 1 year
6. Removal of privilege of running for office in upcoming election
7. Regular progress meetings with Executive Council or BOG
8. Plan an education program that serves to educate the chapter on the violation
9. Organize a community service activity
10. Weekly grade checks from professors
11. Deliver badge to the Executive Board to be held during the period of probation
12. Make a verbal apology to the Chapter
13. Loss of rank in room choice etc.
14. Loss of ability to be a Big Brother
15. Loss of privilege of living in the house

Stage 4: Membership Suspension

Possible Violations: fourth time violations for academic, financial, attendance; third time violation: behavior was harmful to the individual, behavior affected another member or associate, behavior affected the chapter negatively; second time violation; affected the college/university negatively, affected the community negatively

1. Loss of membership in the National and local chapter of the fraternity.
2. See National Constitution/By-Laws for specifics.

Appendix A:
Standards Board Referral Form

DATE: _____

Name of person submitting:

Name of person being referred to Standards:

Please explain in detail why you are referring this person to the Standards Board. Please include what policies/commitments/rituals this person either upheld or violated:

Signed: _____ Date: _____

**Appendix B:
Example Standards Board Notification Letter**

Date Received:

Date of Standards Meeting:
(date)

Dear Brother _____,

The purpose of this letter is to inform you that you are being referred to the Standards Board for violating the (list policies/commitments etc) of the (chapter designation) Chapter of the Phi Kappa Tau Fraternity.

You are required to appear before the Standards Board on (date and time). The meeting will be held in (location). You will be given an opportunity to review the violation, bring forth any witnesses and provide any evidence you may have. The Standards Board will do the same, in addition to having the opportunity to ask you questions. Please note that confidentiality in all Standards Board matters is of the utmost importance for all parties involved.

If you are unable to attend, you must provide documentation (i.e. class or work schedule) to the Standards Board Chair at least 24 hours in advance of the meeting date. At that time, the meeting will be rescheduled. In the event that proper notice is not given and/or you do not show up for the meeting, the Standards Board will review the violation and issue an appropriate sanction.

If you have any questions regarding this process, please contact (name) Vice President/ Board Chair at (phone number) or ([email](#)) or (name), Chapter Advisor, at (phone number) or (email).

In Phi,

(name)
Vice President/Standards Board Chair

Cc: (name), Chapter Advisor

**Appendix C:
Standards Board Documentation Form**

Date of Standards Meeting: _____ Time: _____ Location: _____

Name of Officer Presiding/Position:

Members of Standards Council present:

Name of Member being brought before Standards:

Violation: _____

—

Please explain the details of the meeting:

Resolution (i.e responsible/not responsible, level of sanction, specific sanctions and timeframe):

I agree to the sanctions listed above and understand that if I do not fulfill the commitment, that the appropriate immediate action (i.e. another standards hearing, review of membership etc.) will be taken.

Signature of Member:

Signature of VP/Presiding Officer:

Signature of Advisor:

Advisor Title:

**Appendix D:
Example Standards Board Notice of Decision and Sanctions Letter**

(date)

Dear Brother _____,

Thank you for meeting with the Standards Board on (date). We appreciate you taking time to come and speak with us regarding your membership in Phi Kappa Tau.

Enclosed you will find the following:

- Your copy of the Standards Board Documentation Form/minutes

Per our discussion the Standards Board finds you (either responsible/not responsible) for violating (list policies/commitments etc). You have been placed on (Warning, Level 1 Probation, Level 2 Probation, Membership Suspension). Therefore, you must comply with the following sanctions and/or take the following steps:

If any or all of these requirements are not met by (due date), you will be expected to appear before the Standards Board and will be immediately placed on (next level of sanctioning).

If you have any questions regarding this process, please contact (name) Vice President/ Board Chair at (phone number) or ([email](#)) or (name), Chapter Advisor, at (phone number) or (email)

In Phi,

(name)
Vice President/Standards Board Chair

Cc: (name), Chapter Advisor

(name), Chapter President
Chapter Confidential Files

**Appendix E:
Example Standards Board Notice of Recognition**

(date)

Dear Brother _____,

On (date) the Standards Board received a form referring you to the Standards Board. Brother (insert name) completed the referral form. The purpose of the referral was to recognize you for (insert actions and policy upheld).

The Standards Board was impressed with your commitment to representing our fraternity well and being a model brother for us all. Thank you for your dedication to the principles of Phi Kappa Tau.

If you have any questions regarding this process, please contact (name) Vice President/ Board Chair at (phone number) or [\(email\)](#) or (name), Chapter Advisor, at (phone number) or (email)

In Phi,

(name)
Vice President/Standards Board Chair

Cc: (name), Chapter Advisor
(name), Chapter President
Chapter Confidential Files

Approved by a two-thirds majority vote.

Amended September 7, 2006.

Amended April 27, 2008

Amended November 13, 2011

Amended February 15, 2015

Amended December 6, 2015