

**BY-LAWS OF  
THETA PSI CHAPTER - THETA CHI FRATERNITY  
UNIVERSITY OF WISCONSIN - OSHKOSH**

ARTICLE 1  
NAME, OBJECTS, AND COMPOSITION

Section 1. This organization shall be called the Theta Psi Chapter of Theta Chi Fraternity.

Section 2. Theta Psi Chapter of Theta Chi Fraternity shall be a secret fraternal order and have for its objectives the mutual benefit and assistance of its members; the promoting of good citizenship; and, by all means within its power, the inculcation within the members of the highest ideals of honor, generosity, tolerance, and true commitment.

Section 3. The Theta Psi Chapter of Theta Chi Fraternity shall be composed of male persons of good moral character who have been regularly initiated or pledged to the chapter in accordance with the By-Laws of the Theta Chi Fraternity as well as the By-Laws of the Theta Psi Chapter of Theta Chi Fraternity.

ARTICLE 2  
MEMBERSHIP

Section 1. TYPES OF MEMBERSHIP – Membership in the Theta Psi Chapter of Theta Chi Fraternity is composed of three classes.

- A) Active – Being an undergraduate of the University of Wisconsin – Oshkosh who has either been initiated or affiliated with the Chapter.
- B) Alumni – Being initiated or affiliated by the Chapter who is no longer in attendance of the University.
- C) Honorary – Being as defined by the National By-Laws of Theta Chi Fraternity.

Section 2. ELECTION OF ACTIVE MEMBERSHIP – Shall be done in accordance with the National By-Laws of Theta Chi Fraternity.

Section 3. INITIATION – Shall be conducted in the manner outlined in the Ritual of Theta Chi Fraternity.

- A) No person shall be initiated until his initiation fee is received by the Secretary and has been sent to and acknowledged by the Grand Chapter.
- B) No person shall be initiated until he has a grade point average of 2.25 on a 4.00 scale, both cumulative and for the semester; progress reports must be given to the Librarian for each class.
- C) No new member shall be bided-in/initiated until he is approved by a positive vote of 75% of the Chapter members present and eligible to vote.
- D) A positive vote of 25% of the Chapter members present at Chapter meetings shall be sufficient in deferring the initiation of a new member(s) if it is felt that further discussion concerning said member(s) is needed.
- E) The time, date, place, and place of initiation shall be determined by the Executive Board.
- F) Initiation of a new member shall be considered a major Chapter function and therefore attendance by all members is mandatory.

Section 4. FINANCIAL OBLIGATIONS – Each member of the Theta Psi Chapter shall be responsible for all dues, rents, fines, or assessments incurred by himself

or levied by vote of authority held by active chapter or Standards Board. Failure of any member to meet these obligations constitutes just cause for probation, suspension, or expulsion from the Chapter, as provided in the National By-Laws of Theta Chi Fraternity.

Section 5. SUSPENSION AND EXPULSION – In the situation where a vote on the suspension of a brother is deemed necessary, a negative vote of 2/3 of the members is required to suspend an individual from the Chapter. In accordance with the National By-Laws, a vote to expel must follow which calls for a negative vote of 3/4 of the members in attendance.

- A) The suspension of a brother shall not require a hearing when the conditions of Article 8, Section 7, Paragraph C (The 10-20-30 Rule) have been met.
- B) Any brother who shall fail to meet the minimum academic standard shall be subject to a standards board/suspension hearing as follows:
  - 1) Any brother who is on level three probation and fails to earn a minimum of a 2.25 semester GPA on a 4.00 scale shall be summoned to a standards board hearing.
  - 2) Any brother who repeatedly fails or refuses to comply with the requirements placed upon him by the Librarian or Standards Board and did not appeal within 3 days of the decision shall be summoned to a standards board hearing. The Librarian or Standards Board may impose any action not prohibited by the Chapter for failure to meet academic standards. These requirements include, but are not limited to, mandatory library hours, mandatory study sessions (times, places, and subject), remedial courses, evaluative courses, loss of voting and/or social privileges, and any other action which is intended to benefit the individual or the Chapter.

ARTICLE 3  
NEW MEMBERSHIP

Section 1. NEW MEMBER STANDARDS – It is the duty of the members of this chapter to extend invitation to only those people who:

- are of high moral character.
- show a capacity for leadership and a willingness to use it for the betterment of the chapter as well as the community.
- sets high standards for themselves and continuously work to maintain that standard.
- take their academics seriously.
- are willing to be committed to his fellow brothers and to Theta Chi Fraternity.

Section 2. EDUCATION PROCESS – The administration of the new member period shall be under the direction of the Marshal who shall be responsible for establishing a New Member Education Program approved by the Executive Board. His duties shall include administering that same new member program, distributing a copy of the new member program to each member, and for teaching the new members on the material contained in the Manual of Theta Chi.

- A) All new members shall be required to pass the Educational Program to the satisfaction of the Marshal before initiation will be considered.
- B) Adequate knowledge of the information contained in these By-laws is a mandatory requirement for initiation. Therefore, they shall be placed in the Marshal's New Member Education Program.

Section 3. DEPLEDGING – New members may be depledged upon a negative vote of 75% of the Chapter members present. Any motion to depledge will be entertained at the Chapter meeting the week after the motion is made.

- A) A new member of the Fraternity shall be considered no longer a new member if he does not achieve the minimum grade requirement for initiation after his second semester as a new member.

ARTICLE 4  
OFFICERS

Section 1. EXECUTIVE OFFICERS – The officers of Theta Psi Chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Marshal, Risk Management Chairman, Chaplain, Librarian, and Recruitment Chairman. This will also be the order of ranking.

Section 2. ELECTION OF OFFICERS – Officers shall be elected in the manner provided by the National By-Laws of Theta Chi Fraternity. These elections will be held annually during the week prior to Thanksgiving at the regularly scheduled meeting of the Chapter. If such a meeting is not convenient to the Chapter, by a majority vote of the Executive Board, it shall have the power to move the elections to the next available date.

- A) Officers shall be installed at the next regularly scheduled meeting of the Chapter, following that meeting. The terms of officers shall expire upon the installation of their successor at the next regularly scheduled meeting.
- B) To be nominated for any position on the Executive Board, a member must have a 2.5 GPA either cumulative or semester and shall be in good standing with the University and the Chapter.

Section 3. VACANCIES – In the event of death, removal from office, or resignation of any officer, a successor shall be chosen by majority vote of the Chapter at the next meeting.

- A) No officer shall be removed from office except as provided in the National By-Laws of Theta Chi Fraternity.

Section 4. DUTIES OF OFFICERS – The duties of officers shall be as follows:

- A) The President shall be in charge of all meetings of the Chapter, perform all duties performed by the President of a parliamentary body, and shall have the privilege of voting on all questions and on all candidates for admission to the Chapter.
- B) The Vice-President shall officiate in the absence of the President with the same powers and privileges of the President. He shall be in charge of all committees, and thus all Committee Chairmen shall report to him of their activities. He shall also be an ex-officio member of the Standards Board. Any other duties that the Vice-President shall be responsible for are those which the President wishes to delegate to him.

- C) The Secretary shall keep an accurate, complete, and impartial record of the proceedings of the Chapter, and shall have custody of the By-Laws, Ritual, Minutes, and recordings of the Chapter, except those pertaining to the Treasurer and other officers hereinafter provided for. The Secretary is responsible for new member fees.
- D) The Treasurer shall prepare and maintain an accurate budget for each semester; collect all fees, assessments, and fines, have custody of all funds in the Chapter Treasury and pay out such funds as directed by majority vote of the Executive Board. Receipts will be issued for any financial exchange. When necessary, he shall also submit a monetary check to the Secretary that will be included with New Member submission forms/information which is sent to the Theta Chi International Headquarters. Finally the Treasurer will issue and collect signed promissory notes from each member for dues for each active semester and insurance for both Fall and Spring semesters of each school year.
- E) The Marshal shall plan and conduct a New Member Education Program that has been approved by the Executive Board and is responsible for all pre-initiation activities.
- F) The Chaplain shall lead the Chapter in prayer and ensure compliance with Ritual obligations. The Chaplain shall chair the Ritual Committee. The Chaplain shall oversee the Brotherhood Committee and appoint or remove its members as necessary.

## ARTICLE 5 COMMITTEES

Section 1. EXECUTIVE BOARD – The Executive Board is a committee of the Chapter and shall be composed of the President, Vice-President, Secretary, Treasurer, Marshal, Risk Management Chairman, Chaplain, Librarian, and Recruitment Chairman. The Standards Board Chairman shall be an ex-officio member of the Executive Board but shall not vote. The Executive Board shall have the authority to make emergency decisions for the Chapter, but the decision may be overturned by a negative vote of a majority of the members present. The Executive Board may also appoint and remove non-elective positions and create such committees as may be needed.

- A) The Executive Board shall meet weekly at least one day prior to the Chapter meeting and as close to the regularly scheduled Chapter meeting as possible. The agenda for the Chapter meeting will be discussed at the meeting as well as any other matters that need to be handled at that time. All motions and other items of business to be brought up in the Chapter meeting should be submitted to the Executive Board for consideration prior to the meeting of the Chapter.
- B) In order for a member of the Executive Board to be excused from an Executive Board meeting, 24 hours notice must be given to the President accompanied with a just cause for having to miss the meeting.
- C) Other than the Executive Board (except in absence of the President), the Vice-President shall have authority over all other standing ad hoc committees, and it shall be the responsibility of the chairmen of each committee to report its activities to him. The Committee Chairmen will meet weekly to discuss their activities. Time, place, and date of such meetings will be decided on by the Vice-President but shall be held in the time between the weekly Chapter meeting and prior to the Executive Board meeting.

Section 2. ALUMNI – The Alumni Committee, headed by the appointed Alumni Chairman, shall coordinate all Alumni events, establish and maintain contact with Chapter and area Alumni, and work closely with the Alumni Corporation.

Section 3. PHILANTHROPY – The Philanthropy Committee, headed by the appointed Philanthropy Chairman, shall organize and direct all charitable activities of the Chapter.

Section 4. NEW MEMBER EDUCATION – The New Member Education Committee, headed by the Marshal, shall assist in developing and conducting the New Member Education Program.

Section 5. RECRUITMENT – The Recruitment Committee, headed by the Recruitment Chairman, shall organize and direct all membership recruitment activities.

Section 6. SCHOLARSHIP – The Scholarship Committee, headed by the Librarian, shall plan and conduct all programs to encourage scholarship and improve academic standing of the Chapter and individual members.

- A) The Scholarship Program consists of three levels of probation, which will be outlined in the Scholarship Committee's Program.
- B) Any problems with this policy can be directed to the Librarian in writing and a solution can then be reached by the two parties.

Section 7. RISK MANAGEMENT – The Risk Management Committee is responsible for working to eliminate or at least diminish opportunities for injury or loss.

- A) Fraternity liability is a top priority and it is the duty of this committee to keep the Chapter educated in the area of risk management as well as institute rules to diminish the opportunity for such occurrences to take place that may be a liability problem.
- B) The Risk Management Committee shall oversee the planning and conduct of all social activities and insure compliance with the Theta Chi Risk Management and Standards Manual, and all Housing Policies.
- C) The Risk Manager will be part of the Social Committee.

Section 8. SOCIAL – The Social Committee shall plan and conduct all social activities that are in accordance with the Theta Chi Risk Management and Standards Manual, and all Housing Policies.

- A) The Social Chairman shall report the activities of the Social Committee to the Risk Manager.
- B) The Social Chairman shall be a member of the Risk Management Committee.

Section 9. BROTHERHOOD – The Brotherhood Committee, headed by the Chaplain, shall plan and conduct all brotherhood activities, with the purpose of perpetuating the ideals of fraternal brotherhood.

Section 10. RITUAL – The Ritual Committee shall be responsible for the preparation and organization of the Ritual ceremonies. The Ritual Committee shall ensure compliance with Ritual obligations and shall be responsible for the education of all members and newly initiated brothers in the Ritual of Theta Chi Fraternity. The Ritual

Committee shall be chaired by the Chaplain. The committee shall consist of the President, the Marshal, up to two members at large selected by the committee, and all newly initiated members who have been apart of the Chapter for one semester or less.

ARTICLE 6  
CHAPTER MEETINGS

Section 1. Regular chapter meetings shall be held once each week in Reeve Memorial Union.

- A) Time, date, and place of meeting shall not be changed without prior notification of all the active members of the Chapter.
- B) Special meetings of the Chapter may be called within the provisions of the National By-Laws of Theta Chi Fraternity.
- C) The President of the Chapter, with the concurrence of the Chapter, shall have the power to call off any meeting of the Chapter, and may call a special meeting as soon thereafter as possible to take that meeting's place.

Section 2. Regularly scheduled, as well as specially held meetings, are important functions of the Chapter, therefore attendance is mandatory.

- A) In order to be excused from a Chapter meeting, a member must give prior notice to the President, Vice-President, or Secretary. All members are expected to give 24 hours notice to be excused from any meeting.
- B) Two or more unexcused absences of Chapter meetings per semester by any individual member shall be considered adequate cause for a review of conduct by the Standards Board if it is deemed necessary by the Executive Board. Likewise any additional unexcused absence beyond two, by any individual member of this Fraternity, will be cause for that member's name to be submitted to the Standards Board.
- C) Any member who has two or more unexcused absences from Chapter meetings during any semester shall be considered "not in good standing" with the Chapter. Any member who has one unexcused absence from any Chapter meeting will not be allowed to attend the next social function of the Chapter. Philanthropy Events, Brotherhood Events, and meetings of any kind are not considered social functions for the purpose of this Section. The member may appeal this decision to the Standards Board within one week of the last unexcused absence.
  - 1) Not in good standing shall be defined as follows: any member deemed not in good standing shall be unable to attend all social functions and will lose voting privileges. The Executive Board will decide when a member will return to good standing within the Chapter.

Section 3. THE RITUAL – All chapter meetings shall be conducted according to the Ritual of Theta Chi Fraternity.

- A) The President shall preside over all Chapter meetings. In the event of his absence, the Vice-President shall officiate, with all the powers and privileges of the President. Should the Vice-President also be absent, the highest officer in attendance shall preside.
- B) A majority of those active brothers eligible to vote shall constitute a quorum.
- C) The Chapter shall follow the Order of Business as outlined in the National By-Laws of Theta Chi Fraternity.
- D) The parliamentary procedure authority shall be the most current edition of Robert's Rules of Order.

Section 4. VOTING – All questions coming before the Chapter, except those specifically provided for in these By-Laws, or in the National By-Laws of Theta Chi Fraternity, shall be decided on by a majority vote, the method of balloting being at the discretion of the President. All elections and voting shall be carried on in accordance with the National By-Laws of Theta Chi Fraternity.

ARTICLE 7  
STANDARDS BOARD

Section 1. JURISDICTION – The Standards Board shall be the judicial body of the Chapter and shall hear all violations of the Ritual obligations of Theta Chi Fraternity; the By-Laws of Theta Chi Fraternity; the By-Laws of Theta Psi Chapter of Theta Chi Fraternity; and the Code of Conduct of Theta Psi Chapter of Theta Chi Fraternity. The Standards Board shall maintain a current copy of the By-Laws and shall make revisions as changes are made.

Section 2. COMPOSITION AND ATTENDANCE – The Standards Board shall be composed of five initiated members, and two alternate members, who are appointed by the Vice-President and approved by a majority of the Chapter members. The Chairman shall be appointed by the Executive Board and voted on by the Fraternity. All members will sit on the Board a minimum term of one year.

- A) The Vice-President shall oversee the Standards Board and all of its decisions.
- B) Standards Board members may serve until they resign, or are removed by a negative vote of 2/3 of all initiated members.
- C) In the event a member of the Standards Board is required to appear before the Standards Board, the Vice-President shall appoint a temporary replacement to sit in the members place and to hear and decide the charges against the member and other brothers charged with the same offense.
- D) Those in attendance of a Standards Board meeting will consist of the five initiated members that make up the Standards Board, any alternates as needed, and the Vice-President. All other Chapter members will refrain from attending a Standards Board meeting unless summoned by the Standards Board.

Section 3. AUTHORITY – The Standards Board shall have the authority to fine members up to 50 dollars; require restitution for damages to property or reputation; place members on probationary status; restrict social, athletic, or other privileges as well as recommend to the Chapter that the member be suspended.

- A) The Standards Board may only recommend to the Chapter that a vote for suspension be held, they do not have the authority to suspend a member on their own. If a vote for suspension of a member is done, 2/3 of the active members eligible to vote must vote in favor of suspension for it to pass.

- B) The Chapter may approve sanctions beyond the authority of the Standards Board by a positive vote of 85% of the members present.

Section 4. PROCEDURE – The procedures to be followed by the members of the Standards Board are as follows:

- A) Any member may submit a written allegation to the Vice-President or to any member of the Standards Board.
- B) The Standards Board shall investigate the charges to a reasonable degree, questioning any member of the Chapter as well as any other person relevant to the charge.
- C) The Standards Board must then inform the accused of the charges brought against him and request that he appear before them for a hearing. The Standards Board must give accused members at least one week's notice of the scheduled hearing.
- D) The accused shall have the opportunity to present his case to the Standards Board.
- E) The Standards Board shall come to a majority agreement as to whether disciplinary action is warranted or necessary. Probable cause is enough to find a member guilty of a violation.
- F) The Standards Board shall determine a penalty commensurate with the violation for a member found guilty of said violation and establish a time frame for restitution.
- G) The Standards Board will then report all findings and penalties to the Chapter at the next Chapter meeting.

Section 5. RIGHTS OF THE ACCUSED – The rights of the accused are as follows:

- A) Reasonable rules and time constraints, documented allegations and notice of allegations one week before scheduled hearing, due process, a hearing where the accused is given the opportunity to present his case by offering evidence/testimony, and the opportunity to appeal one time.
- B) The accused does not have the right to confront his accuser, who may remain anonymous if he so chooses.
- C) The first appellate authority shall be a review by the Executive Board upon request. The Executive Board shall have the authority to remand,

with cause, any punishment which is deemed excessive or any fine which meets the requirements of Article 8, Section 6, Paragraph C.

- D) The second and final appellate authority shall be the Chapter. Upon request, the accused member may have his case heard by the Chapter. The Chapter shall have the exclusive power to reverse a judgment by a 2/3 majority. The Chapter may reduce or increase any fine or punishment of any case brought to it on appeal by majority vote except as provided in Article 7, Section 3, Paragraph B.

ARTICLE 8  
FINANCES

Section 1. All chapter funds shall be handled by the Treasurer, except for new member fees, which are handled by the Secretary, with the supervision of the Executive Board.

- A) The Treasurer shall be accountable for all chapter funds. He shall prepare an annual budget for the chapter, and he shall present a current report on the budget and the Chapter's financial situation at every Chapter meeting of each month.

Section 2. The annual budget for Theta Psi Chapter shall begin with the Fall semester and shall be made the preceding year by the close of the Spring semester. Anything outside the budget shall be voted on by the Chapter.

Section 3. All motions involving the expenditure of Chapter funds in an amount greater than \$100.00, other than normal operating expenses, must be approved by a majority vote of the active members present. However, the Executive Board may vote to bypass Chapter considerations if it is deemed necessary.

Section 4. Dues shall be established and adjusted by a 75% vote of the Executive Board members.

Section 5. ASSESSMENTS – The Chapter shall have the power to make any assessments for its operation.

- A) All assessments must be approved by a positive vote of 75% of the active members.
- B) A social assessment may be levied by the Executive Board if necessary.

Section 6. FINES – Fines may be added to accounts of brothers.

- A) Reasons for fines shall include but not limited to the following:
  - 1. Delinquent payment of dues
  - 2. Punishment rendered by the Standards Board
  - 3. Returned checks
- B) The amount of the fine shall be designated according to the severity of the delinquency.

- C) For the purpose of this section, major Fraternity functions shall be defined as any function of the Chapter so designated by the Executive Board.
- D) Fines may be dismissed by the Executive Board upon receipt of an excuse, written and signed by the brother against whom the fine has been levied. The Executive Board shall define the following as proper excuse under provisions of this section:
  - 1. Disabling illness of brother with proper medical excuse.
  - 2. An illness or death in the immediate family.
  - 3. Any other excuses will be reviewed by the Executive Board for approval or denial on a case-by-case basis.

Section 7. DELINQUENCIES – Brothers having financial difficulties must make alternate arrangements for payment of their bill with the Treasurer no later than one week prior to the announcement of said finances. Any terms reached shall be considered binding. If an agreement cannot be worked out to the satisfaction of both parties, the issue may be appealed to the chapter.

- A) Any alternative arrangement made by a brother with the Treasurer for the payment of his financial obligations to the Chapter must be documented, clearly stating the amount involved, the schedule of payments, payment dates, and effective ending dates. This agreement must be written, dated, and signed by both the Treasurer and the brother involved. Such arrangements shall eliminate the need for suspension of the brother.
- B) A brother wishing to suspend himself from the Chapter shall deliver a signed note to that effect to the President, Vice-President, or Secretary of the Chapter. Such shall be voted on by the Chapter just like any other suspension and may only be revoked in like manner. Brothers who are suspended shall be liable for any outstanding bills owed to the Chapter.
- C) The Treasurer shall report to the Executive Board in cases of delinquent payments. If no alternate agreement has been arranged between the Treasurer and the brother, he shall be considered not in good standing.

ARTICLE 9  
HOUSING

Section 1. RESIDENTS – Any active member of Theta Chi Fraternity, or Alumni of Theta Chi Fraternity that resides in the designated Fraternity house.

- A) Undergraduate – All undergraduate members of Theta Chi Fraternity are required to live in the Fraternity house for a minimum of two academic semesters. A lease shall be signed for a period of twelve months.
- B) Alumni – All Alumni of Theta Chi Fraternity are allowed and encouraged to reside in the Fraternity House.
- C) Any undergraduate member, or an Alumni of Theta Chi Fraternity may live in the Fraternity house for more that two academic semesters if he so desires.
- D) No on is allowed to live in the Fraternity house if they are not a current member of Theta Chi Fraternity, or an Alumni of Theta Chi Fraternity.
- E) Priority to live in the Fraternity house shall be active members who have not resided in the Fraternity house previously, active members who have previously resided in the Fraternity house, then any Alumnus member who has no outstanding financial obligations to the Chapter of Alumni.
- F) All residents of the house who act as a host will be responsible for not only their actions but for the actions of any of their guests.

Section 2. FRATERNITY SPONSORED SOCIAL EVENTS

- A) In order for the Fraternity house to be used for a social function, permission must be given by a majority of the residents as well as the Executive Board.
- B) All social functions must follow the proper rules as outlined in the Risk Management Manual
- C) All social functions should be finished by 11:00p Sunday through Thursday, and no later than 1:00a Friday through Saturday. Permission for later events must have a majority vote by the residents and the Executive Board.

### Section 3. QUIET HOURS

- A) Quiet hours are Sunday through Thursday after 11:00p and Friday and Saturday after 1:00a.
- B) If house guests become too unruly after quiet hours, a warning will be given by the house manager. If a second warning needs to be given, all guests will be immediately removed, and the host will be brought in front of the Standards Board.

### Section 4. DRUG AND ALCOHOL POLICY

- A) The premises of the Fraternity shall be SUBSTANCE-FREE as follows:
  - 1) SUBSTANCE-FREE shall be defined to prohibit the use of alcohol, tobacco, or any substance prohibited by law effective June 1, 1998.
- B) As outlined in the State Statutes for the State of Wisconsin, no illegal drugs or drug paraphernalia will be allowed in the house. If any drugs or drug paraphernalia is found in the house by a member of Theta Chi Fraternity, they will be brought up on charges in front of the Standards Board. Punishment may include expulsion from the house as well as suspension from Theta Chi Fraternity.
- C) If any guest is found with drugs or drug paraphernalia, the host will be held responsible. The policy will be the same as outlined in Article 9, Section 4, Paragraph A.

### SPECIAL RULES OF ORDER

- 1) Resolved that debate on all main motions shall be limited to five minutes and the extension of such debate shall be limited to an additional ten minutes, no further extensions are allowed.
- 2) Resolved that each member shall speak no longer than thirty seconds at a time unless no other member has requested the floor.
- 3) Resolved that the originator of a motion shall have the privilege to speak first and last on the motion and shall be allotted two minutes total time for discussion. Be it further resolved that the privilege of the originator shall not yield to motions to limit debate or call the question and his time shall not be counted in the time allotted for debate.
- 4) Resolved that the Chair may exercise a privilege to reserve his right to debate as a member until the end of the debate. Be it further resolved that the privilege of the Chair shall not yield to motions to limit debate or call the question but shall yield to the privilege of the originator and that his time shall not be counted in the time allotted for debate.
- 5) Resolved that main motions not submitted to the Executive Board in writing and legible prior to any meeting of the Chapter shall not be brought before the Chapter for consideration at that meeting. Be it further resolved that the Chair shall at his discretion, grant exception to motions which require immediate consideration and motions which are germane to a motion already on the agenda.

## STANDING RULES

- 1) Resolved that it is the responsibility of the Chair to determine the agenda. The agenda shall be reviewed at the previous Executive Board meeting and shall become the official agenda of the meeting. The Executive Board may by majority vote establish special orders of the day and special orders of the meeting. The agenda shall be subject to amendment in accordance with the rules of order.
- 2) Resolved that the Secretary shall inventory and give an account of all Ritual books at the first Executive Board meeting of each month and shall account for their location and condition.
- 3) Resolved that the Treasurer shall at the first meeting of each month present a report to the Chapter that shall at a minimum contain the current balance, amounts owed by the Chapter, dues outstanding, the status of payment plans, and a report on the current budget.
- 4) Resolved that the Marshal shall submit a New Member Education plan to the Executive Board for approval on or before the second Executive Board meeting of each semester.
- 5) Resolved that the Treasurer shall secure all dues or an executed payment plan by the second Chapter meeting of each semester: This shall be verified by the Executive Board at the Executive Board meeting immediately following the second Chapter meeting.
- 6) Resolved that the first meeting of each month will be a formal ritual meeting.
- 7) Candidates for any office who wish to withdraw as a nominee must do so prior to the start of any speech for any office.
- 8) Any candidate who withdraws as a nominee and violates "Standing Rule #7" shall forfeit the right to vote in the annual elections.
- 9) Prior to the speeches for each office, the President will explain the duties and responsibilities of the office.