

**LAMBDA CHI ALPHA FRATERNITY**

**IOTA THETA ZETA**

**CHAPTER BYLAWS**

**ARKANSAS STATE UNIVERSITY**



**REVISED APRIL 2018**

# Iota Theta Zeta Chapter Bylaws

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# Iota Theta Zeta Chapter Bylaws

## ARTICLE 1 — NAME

This body shall be officially known and designated as the Iota Theta Zeta of Lambda Chi Alpha Fraternity at Arkansas State University in Jonesboro, Arkansas.

## ARTICLE 2 — OBJECTIVES

**The objectives of this chapter shall be as follows:**

First: To maintain at Arkansas State University located in Jonesboro, Arkansas, an undergraduate unit of the Lambda Chi Alpha Fraternity in accordance with its ideals, standards, traditions, and laws as set forth in its Ritual, Constitution and Statutory Code, Grand High Zeta Edicts, and the authorized rulings and orders of its general officers.

Second: To build membership, ideals, spirit, organization, and physical equipment of this Zeta so that affiliation therewith shall always be regarded as an honor and a privilege of which only the most outstanding men are worthy.

Third: To foster a spirit of genuine brotherhood among its members, to make welcome within its home all initiates in good standing of other Zetas who may visit it, to do all within its power to increase the friendly bond between the chapters, to develop as much as possible a universal consciousness of fraternalism in Lambda Chi Alpha, to emphasize the fact that its badge and ritual are sacred, and that membership is for life, and that its brotherhood is universal within its membership.

## ARTICLE 3 — LAWS

**This chapter shall be governed by the following laws:**

First: Ritual.

Second: Constitution.

Third: Orders of the Grand High Zeta.

Fourth: University Regulations.

Fifth: Chapter Bylaws.

Sixth: Chapter Minutes.

Seventh: Interfraternity Council.

## ARTICLE 4 — RESPONSIBILITIES OF MEMBERS

**Each active member and associate shall have the following specific obligations:**

A. To abide by the laws, customs, traditions, and usages of the Fraternity.

B. To pay promptly all legally assessed dues, service charges, and fines.

C. To attend all regular meetings, all performances of the Initiation Ritual, and all official functions of the Fraternity or its Chapters when possible.

D. To assist with maintenance of the Fraternity House and abide by House Rules, as established by the House Corporation.

E. To assist in the recruitment of new members.

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## ARTICLE 5 — MEETINGS

### SECTION 1. Regular business meetings.

Regular meetings shall be held at 7 p.m. on every Sunday during the academic year at the fraternity house. The first meeting of each month during the academic year shall be a formal meeting at the discretion of the High Phi. The High Alpha has the power to call additional meetings or change the meeting date and/or time with 24 hours' notice to the chapter.

### SECTION 2. Special meetings.

Special meetings may be called by the ranking officer or two members of the High Zeta with 24 hours' notice to the chapter.

### SECTION 3. Quorum.

A majority of members and associates in good standing of the active Chapter shall constitute a quorum at any regular or special meeting of this Chapter.

### SECTION 4. Majority.

Unless otherwise specified, a majority vote shall be ample for any action by this body. A majority is defined as more than half of the voting members and associates in good standing present at any properly called meeting.

### SECTION 5. Who may attend.

Active members, associate members, and alumni of the Iota Theta Zeta and members of the Grand High Zeta or their official representatives may attend business meetings without examination except as to their identity, when necessary. Members of other Zetas of Lambda Chi Alpha and other persons may attend by invitation only. Persons under the influence of alcohol or narcotics shall not attend meetings. Members not in good standing may attend only at the request of the officers.

### SECTION 6. Attendance Policy.

Attendance at regular and special meetings shall be compulsory for all members and associate members, except as provided below. Attendance at all designated official Lambda Chi Alpha events shall be compulsory for all members and associate members, except as provided below.

A. A fine as set by the High Zeta, shall be imposed on any member who is absent without excuse from from any regular chapter meeting or designated official Lambda Chi Alpha event.

B. Excuses for absences shall be submitted to the High Alpha or High Gamma prior to the time of the meeting or event. The High Zeta will determine the validity of the excuse.

### SECTION 7. Who may vote.

Active members in good standing with this Chapter are entitled to vote. Alumni members may be allowed to vote by special action of the Chapter. Honorary members may not be allowed to vote, but their advice and suggestions will always be welcome. Associate members in good standing with the Chapter may vote on all matters except those pertaining to ritual, vote of initiation, and vote of termination.

### SECTION 8. Behavior in meetings.

Disorder in a regular or special meeting will not be tolerated. No use of tobacco or alcohol shall be allowed. All persons present should conduct themselves in accordance with the teachings of our Ritual. Any person who does not abide by the above regulations or who becomes unduly rude or offensive to others present is subject to expulsion by the High Alpha, High Pi, or Sergeant-at -arms; and is subject to being fined; and/or both.

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## **SECTION 9. Order of Business.**

The following shall be the order of business during regular business meetings.

- A. Call to order.
- B. Formal opening ceremony (first meeting of each month).
- C. Roll call and reading of previous meeting's minutes.
- D. Reading of the suspension list.
- E. Officers' reports,
- F. Announcements.
- G. Reading of communications.
- H. Old business.
- I. New business.
- J. Proposal of names of prospective members (during recruitment).
- K. Balloting on these names (during recruitment).
- L. Pass the gavel (truth session — optional).
- M. Formal closing ceremony (first meeting of each month).

## **SECTION 10. Rules of order.**

Robert's Rules of Order, in absence of any chapter or national rules to the contrary, shall govern the conduct of the meetings of this Chapter. The following additional rules shall be enforced:

- A. A member shall be addressed as "Brother."
- B. Officers will be addressed by their non-ritualistic titles (i.e., Brother High Alpha, etc.)

## **SECTION 11. Visiting brothers.**

Visiting brothers, upon giving satisfactory evidence of their membership, may be admitted to meetings and, during announcements, shall be introduced by the High Alpha, and given an opportunity to briefly address the Chapter.

## **SECTION 12. Meeting room.**

The meeting room of the chapter house will be known as the Roy E. Dawson Meeting Room.

## **ARTICLE 6 — OFFICERS**

### **SECTION 1. Officers.**

The officers and their duties of this Chapter shall be those provided in accordance with Article 3, Section 6, Code 3-8 of the Constitution and Statutory Code.

### **SECTION 2. Rank of elected officers.**

- A. High Alpha
- B. High Beta
- C. High Theta
- D. High Gamma
- E. High Tau

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F. High Iota

G. High Rho

H. High Kappa

I. High Delta

J. High Phi

K. High Sigma

L. High Epsilon

M. Two at-large members of the Executive Committee and one alternate.

## **SECTION 3. High Zeta.**

The High Zeta of the Chapter shall consist of the High Pi, who is appointed by the Grand High Pi, and the following officers elected by the Chapter: High Alpha, High Beta, High Theta, High Gamma, High Tau, High Iota, High Rho, High Kappa, High Delta, High Phi, High Sigma, and High Epsilon.

## **SECTION 4. Other officers, committees.**

Each elected officer, except the High Alpha and the at-large members of the Executive Committee, shall have the authority to appoint an assistant and/or committees to help carry out his duties as needed. Such appointments must be confirmed by the High Zeta. The assistants shall be termed "Low Beta," "Low Theta," etc.

## **SECTION 4. Appointed chairmen.**

The following chairmen shall be appointed each semester by the High Alpha. Each shall have the power to appoint assistants and/or committees to aid in their duties.

A. Athletic director

B. Sergeant-at-arms

C. T-shirt coordinator

## **SECTION 5. Election dates.**

Officers named in Section 2 above shall be elected at the last regular chapter meeting of the fall semester. Nominations from the floor may be made at the election meeting and at the regular chapter meeting just prior to that.

## **SECTION 6. Officer terms.**

The term of office for officers named in Section 2 above shall be one year, starting with the first regular meeting of the spring semester meeting.

## **SECTION 7. Vacant offices.**

Offices not occupied shall be filled by election as soon as possible following the creation of a vacancy in an office.

## **SECTION 8. Removal from office.**

A member of the High Zeta may be removed from office by a two-thirds vote of a quorum of the Chapter at any regular or special meeting, upon motion of a Member or of the Executive Committee, provided that the motion to remove shall have laid on the table for one week.

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## ARTICLE 7 — STANDING AND SPECIAL COMMITTEES

### SECTION 1. Executive Committee.

A. The High Pi, High Alpha, High Tau, and two at-large members shall constitute the Executive Committee. The alternate at-large member may exercise full voting privileges in the absence of any member of the committee, except the High Pi or High Alpha. The High Beta shall be an ex-officio member of the committee without a vote unless he has been elected as an at-large or alternate member, or is voting in the absence of the High Alpha. The High Alpha, or in his absence the High Beta, shall preside over meetings of the Executive Committee.

B. The Executive Committee shall act for the Chapter in all matters not requiring the vote of the entire membership and not otherwise provided for in the Laws of the Fraternity or the bylaws of the Chapter. It shall have the following specific powers and duties:

1. Preparation of the annual budget of the Chapter to be approved by a majority vote of the Chapter.
2. Sole authority in the hiring, dismissing, and determining of salaries for all regular compensated employees of the Chapter, granting the right of any member of the Chapter to request a vote of the Chapter to confirm such action.
3. Declaring a vacancy in the High Zeta or other elective and appointive offices caused by permanent disability, disqualification, resignation, or removal from office, and filling such vacancy, other than High Alpha, by appointment or special election when necessary, granting the right of any member to request a majority vote of the Chapter on the dismissal, the new appointment, or both. Code 3-5 of the Statutory Code shall apply in the case of replacing the High Alpha.
4. Authority to impose any penalty in an informal hearing as provided in Code 7-3(a) of this Statutory Code.
5. Representing the Chapter in all transactions with the House Corporation.

### SECTION 2. In addition there will be the following committees:

- A. Scholarship Committee
- B. Philanthropic Committee
- C. Bylaws Committee
- D. Membership Committee

### SECTION 3. Scholarship Committee.

The Scholarship Committee shall consist of the High Sigma, High Pi, and two members of the active Chapter. It shall keep a record of the scholastic standing of every associate and active member.

A. Members not having the required grade point average as per the Lambda Chi Alpha Constitution and Statutory Code must maintain minimum study requirements set by the High Sigma, subject to the approval of the Executive Committee.

B. Any brother or associate member not completing his four hours of study hall or documented study time will be fined according to the Fees and Fines Schedule set by the Executive Committee.

### SECTION 4. Philanthropic Committee.

The Philanthropic Committee will consist of the High Beta and High Theta, and three members of the active Chapter appointed by the High Theta.

### SECTION 5. Bylaws Committee.

The Bylaws Committee shall consist of five active members of the Chapter and the High Pi. They shall be appointed by the High Beta with one member being appointed to serve as the chairman. The five active

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members will serve on this committee for the duration of their active membership. Any vacant position thereafter shall be filled through the appointment of the High Beta after consulting the Bylaws Committee chairman for suggestions.

A. The committee shall review the Bylaws annually for the purpose of drafting amendments to update the present copy. The committee shall also have the responsibility of making sure that the Chapter's actions are in accordance with the Constitution and Statutory Code.

B. The committee shall also be responsible for screening proposed amendments to the Bylaws in order to determine whether they should be submitted to the general membership for a vote. If proposed amendment fails to receive a majority vote in the Bylaws Committee, it cannot be brought up for a vote by the active Chapter.

## ARTICLE 8 — MEMBERSHIP

### SECTION 1. Requirements for membership.

A. Membership in this Chapter shall be confined to men who meet the requirements of Article 4, Section 3 of the Constitution and Statutory Code.

B. Candidates for initiation must have the grade point average as required by the Constitution and Statutory Code in order to be initiated.

C. To be considered for initiation, the associate member must be enrolled in the university and have at least 12 hours during the semester of their association or they must have accumulated 30 credit hours.

### SECTION 2. Voting on candidates.

A. Voting on candidates for association and initiation shall be in accordance with Article 4, Sections 2 and 3 of the Constitution and Statutory Code.

B. The number of favorable votes necessary to accept a candidate for association and initiation shall be 80 percent favorable vote of those present and voting.

C. Association with Lambda Chi Alpha shall include the following steps:

1. Preliminary investigation.

2. Offer of membership (bid) by an authorized appointee of the Membership Committee after a chapter vote.

3. Answering of associate member and signing of the Obligation of an Aspirant as printed in the Report of Initiation form as supplied by the International Office.

4. Presentation of an Associate Member Pin.

### SECTION 3. Notification of parents.

When a prospective member has associated himself with the Fraternity, the Membership Committee shall notify immediately his parent or guardian.

### SECTION 4. Acknowledgement of recommendations.

The Membership Committee shall acknowledge receipt of all recommendations of prospective members made by alumni and others, and shall notify all who recommend prospects as to the action by this Chapter on them.

### SECTION 5. Termination of associate membership.

An associate membership may be terminated as stated in Article IV, Section 2, Code 4-6, of the Constitution and Statutory Code.



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## **SECTION 6. Financial Obligations of Members.**

To be on active and sustaining status, the associate member or member must have met all financial obligations to the Chapter.

## **SECTION 7. Affiliation.**

Members of other Zetas becoming students or instructors at Arkansas State University may affiliate with this Zeta, and thereby receive all rights of membership therein, provided that they are able to present an Official Transfer Certificate, properly signed by the High Alpha and High Tau of their initiating Zeta, or those from which they were most recently affiliated, and must assume their share of financial support of this Zeta.

## **SECTION 8. Mandatory attendance groups.**

All active members including initiated and associate members will be divided into five groups at the beginning of each scholastic year (August through May) and be required to attend the functions as designated by the High Zeta.

- A. The names of these groups will be as follows: Lambda, Chi, Alpha, Iota, and Theta.
- B. Only the members of the group or groups mandated to attend the said function will be required to do so.
- C. Any member may get a replacement member to take his spot for a said function, but he must notify a member of the High Zeta of this replacement prior to the event in order to be excused.
- D. Not attending the mandated function will result in a fine to that member, as set in the Fees and Fines Schedule.

## **SECTION 9. Beta points.**

All active members including initiated and associate members will be required to participate in the Beta Points System, as set in place by the current High Beta. Any brother who has fallen into negative Beta Points by the end of the academic year (August through May) will be automatically recommended for expulsion, and the Executive Committee will host a hearing on the matter with the individual to determine the action that will be taken.

## **ARTICLE 9 — INITIATION**

### **SECTION 1. Time.**

Regular initiations of this Chapter shall be held once each semester.

### **SECTION 2. Manner.**

Initiation shall be conducted in strict accordance with Article IV, Section 5 of the Constitution and Statutory Code.

## **ARTICLE 10 — FINANCE**

### **SECTION 1. Funds.**

The chapter funds are hereby established as follows:

- A. Reserve Fund: This will be maintained separately from the general fund. Each month during the 10 months of the academic year, \$5 from the monthly dues of each associate and initiated member shall be placed in the Reserve Fund.
- B. General Fund: All other receipts shall be placed in the general fund and shall be disbursed in accordance with the budget set up by the High Tau, for current operations of the Chapter.

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## **SECTION 2. Parlor Fee.**

A monthly parlor fee shall be set in the chapter budget, to be assessed to all members who do not reside in the chapter house for at least 10 months. This fee will be placed in the general fund. Associate members do not have to pay the parlor fee during their associate membership period and the following semester, but will have to pay thereafter if not living in the house at the beginning of their second year.

## **SECTION 3. Associate member dues and fees:**

Associate members shall pay a monthly fee, as set in the chapter budget, from the time of association until initiation.

A. An Association Fee shall be set by the International Fraternity and is to be paid prior to said event.

B. An Initiation Fee shall be set by the International Fraternity and is to be paid prior to said event.

## **SECTION 4. Financial management.**

A. A budget showing projected income and expenses, as well as a schedules of fees and fines, shall be presented by the High Tau and approved by the Executive Committee before the start of the fall semester. The budget, which will cover the year from Sept. 1 through Aug. 31, shall be approved by a majority vote of the Chapter at its first or second regular meeting of the fall semester. All members must receive the proposed budget for review at least one week in advance

B. Changes in the budget during the year must be approved by the Executive Committee.

## **SECTION 5. Local academic dues.**

The monthly dues shall be set as part of the budgeting process. This fee includes monthly dues, the semester social fee, and the reserve fund. The parlor fee is not included in the chapter dues, but it will be added onto the chapter dues if the to live in the chapter house is not fulfilled. International insurance and dues are set by the International Fraternity and are also not included in the monthly chapter fee.

## **SECTION 6. Financial suspension.**

a. Financial suspension: Any initiated brother or associate member who is more than one month behind on his financial obligations to the Chapter.

b. Any initiated brother or associate member who is on financial suspension will therefore be on social suspension. Members on social suspension will not be allowed to attend any social functions of the Chapter.

## **SECTION 7. Financial hardship.**

No provisions for local hardship shall be made unless the member is on hardship with the International Fraternity.

## **SECTION 8. Special assessments.**

Special assessments as required may be levied by a three-fourths vote of the Chapter.

## **SECTION 9. Rent.**

Rent will be set as part of the budgeting process and collected with monthly dues and other fees. Damage deposits may be required by the House Corporation.

## **SECTION 12. Maintaining a full house.**

All initiated brothers of Iota Theta Zeta must fulfill two semesters of living in the fraternity house. In the event that the house is not at full occupancy during the regular school year, the Executive Committee may propose an assessment under Section 8 of this article.

## **SECTION 13. Financial penalty.**

Any associate member or initiated member who is on financial suspension (as defined in Section 6 of this article) will be charged a late fee as set in the Fees and Fines Schedule of the annual budget.

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## ARTICLE 11 — PENAL ACTION

### SECTION 1. Definitions.

Members found guilty of an offense against the fraternity shall be subject to penal action. These penalties are defined in Article 7, Section 3, Code 7-1 of the Constitution and Statutory Code.

### SECTION 2. Fines.

The following fines may be assessed without trial, as set in the Fees and Fines Schedule of the annual budget:

A. Meetings: The fine for meeting absence is defined under Article VI, Section 6a.

B. Initiation: A fine will be assessed for failure to attend each part of the initiation ritual without prior permission from the High Zeta.

C. Disruptive behavior in chapter meetings: Disruptive behavior will be defined as loud or annoying behavior that disturbs the efficient conduction of business during chapter meetings. All fines will be due at the conclusion of each chapter meeting, as assessed by the Sergeant-at-arms. Unpaid fines will be added to individual accounts. Fines will be monetary for the first and second offenses.—The third offense calls for immediate expulsion from the meeting, until a vote of termination or vote of initiation, if applicable.

### SECTION 3. Unused dues and fines.

Money paid to the treasury of the Chapter as dues or fees shall not be refunded in cases of resignation or expulsion, but shall be used or placed in the fund for which they were collected.

### SECTION 4. Immorality.

No member shall use or attempt to use the chapter house for any immoral purpose nor shall any member permit the use of the house by another person for such a purpose.

### SECTION 5. Conduct damaging to the Fraternity.

The following offenses shall be considered as conduct damaging to the fraternity and proof of any one of them may be considered sufficient grounds for reprimand, suspension, or expulsion:

A. Divulging the secrets or private affairs of the Fraternity or Chapter to any non-member.

B. Making slanderous remarks against the fraternity or this Chapter.

C. Exhibiting a non-cooperative or persuasive attitude toward the chapter affairs and personal responsibilities to the Chapter.

### SECTION 6. Repeat offenders.

Any brother or associate member who is brought up in front of the Executive Committee three times during any one semester will automatically be on suspension from all fraternity functions except regular business meetings.

## ARTICLE 12 — COMMUNICATIONS

### SECTION 1. Newsletter.

The chapter publication shall be known as The Leader. It will be published twice yearly in association with the alumni association. The contents of the chapter publication shall be developed exclusively to the interest of Iota Theta Zeta.

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## **SECTION 2. Other communications.**

The chapter will work with alumni leaders to establish and maintain contact with alumni of Iota Theta Zeta and to keep them informed of chapter and alumni activities. Various other media may be established for that purpose.

## **ARTICLE 13 — SOCIAL FUNCTION RULES**

### **SECTION 1. Inactive brothers attending social functions.**

If a brother is not actively paying dues, said brother must pay a fee, as set by the Fees and Fines Schedule of the annual budget, to attend any official Lambda Chi Alpha social event. To attend the event, the brother must pay the fee to the High Alpha, High Iota, or High Tau before the social event takes place.

### **SECTION 2. Guest list.**

All brothers and associate members are allowed to have no more than three guests per function. Guest names must be turned in to the High Iota by the deadline he sets. The High Iota will keep a permanent record of guests attending social functions.

### **SECTION 3. Social probation.**

A brother or associate member on Social Probation will not be allowed to attend any official Lambda Chi Alpha social function. Any brother or associate member attempting to attend these social functions while on Social Probation will be placed on suspension from all official fraternity functions except regular business meetings for the rest of the semester.

### **SECTION 4. Risk management at social functions.**

If a brother or associate member attempts to hamper the risk management activities at any social function, said brother or associate member will be automatically suspended from the next social function.

## **ARTICLE 14 — AMENDMENTS**

### **Amendments to these Bylaws.**

The Bylaws may be amended after a formal motion has been moved and seconded, it shall be presented to the Bylaws Committee for its approval. If the proposed amendment receives a majority vote of the Bylaws Committee, it will be presented to the voting membership after laying over for at least one week thereafter. A two-thirds vote of the voting membership present shall be required for amendment of the Bylaws. When amended, the changes and/or additions to the Bylaws shall be typed up and inserted in all copies of the Bylaws currently in use. These Bylaws and any amendments thereto shall become effective when approved by the headquarters of the general fraternity and the High Pi.