

**Phi Delta Theta International Fraternity**  
Manitoba Alpha Chapter Bylaws

Revised: August 2014 at Chapter Retreat

## **Article I. Chapter Mission Statement**

Section I.01 Manitoba Alpha will strive for sustainable growth in all aspects of the fraternity consisting of:

- (a) Tradition- Maintaining, upholding and furthering development of positive and meaningful traditions.
- (b) People- Encourage and develop members who are responsible and self-motivated.
- (c) Community- To give back to the community through philanthropy.

## Article II. Statement of Policy

Section II.01        The Manitoba Alpha Chapter of Phi Delta Theta (hence forth referred to as The Chapter) believes that fundamental policies and regulations are necessary for the successful operation and conduct of this chapter and for the strengthening of the Fraternity and the institution as a whole. Nothing in the following policies shall be construed or interpreted so as to violate any provisions of the Bond or *The Code* of our International Fraternity.

### Section II.02        Continued Statement of Policy

- (a) The Chapter believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority and loyalty to the principles of higher education.
- (b) The Chapter further believes that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college students.
- (c) The Chapter further believes that a fraternity has a solemn obligation in the development of its pledges/associates and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges/associates and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.
- (d) The Chapter does not allow hazing (as defined in section 2.5) to be committed to or by its members to any person affiliated or not with Phi Delta Theta.

- (e) The Chapter defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations includes paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

Section II.03        The chapter recognizes the importance of risk management and adheres to the Phi Delta Theta Risk Management Policies.

Section II.04

- (a) Any or all these policies and bylaws may be stricken or altered by a 2/3 vote of the chapter. A member with voting privileges may motion to add, delete or amend a bylaw at any active chapter meeting. The motion will be tabled for two weeks, giving time for the motion to be discussed at meetings. After two weeks the motion may be brought up and voted on.
- (b) Executive officers at the annual executive retreat are required to review, update and change the bylaws as necessary.

### **Article III. Chapter Discipline**

Section III.01      Disciplinary investigations will be conducted by the Judicial Board.

Section III.02      The judicial board shall consist of the Archon, President, and Vice-president. In the event that one or more of these members is either 1) unavailable, 2) being investigated, or 3) feels the need to recuse themselves, that member shall be replaced by one of the members from this tiered list:

- (a) Warden (for the Archon only)
- (b) Treasurer
- (c) Another member of the executive committee
- (d) A senior member of the chapter agreed upon by the executive

Section III.03      Loss of membership - (sec. 153 of the Code)

Section III.04      Discipline by Chapter - (sec. 154 of the Code)

Section III.05      Cause for Discipline - (sec. 155 of the Code)

Section III.06      Procedure for Discipline - (sec. 156 of the Code).

Section III.07      Reconsideration and Appeals - (sec. 157 of the Code)

Section III.08      Discipline of an Alumnus member by the Chapter - (sec. 158.1 of the Code)

## Article IV. Meetings

Section IV.01 Formal meetings of the chapter shall be held at least once per week throughout the academic year at a regular date, time, and location as determined by the president. The secretary will notify all members if a meeting is changed.

Section IV.02 All power of the chapter shall be invested in the regular meeting. Special meetings may be called as provided in *The Code* (see Sections 78 & 79).

Section IV.03 Each brother shall be allowed two absences from regular meetings each year, unless deemed acceptable by the executive committee. After that, a fine of \$5.00 shall be assessed for additional absences. If a brother acquires more than three additional absences, he shall be summoned to appear before the executive committee to explain his reasons for the absences.

Section IV.04 Once an active member has missed 5 meetings in a semester, the executive committee will instruct the Disciplinary Board to investigate and make recommendations for disciplinary action.

Section IV.05 Each brother shall be neatly dressed when attending the first meeting of the month. Dress for this meeting will be shirt, tie, pin, and appropriate matching attire (NO JEANS). Failure to do so shall be considered absence from the meeting which will result in a \$5.00 fine unless the President is notified with a reasonable circumstance prior to the meeting.

Section IV.06 There shall be no food, alcohol, or tobacco products permitted at meetings.

Section IV.07 All regular chapter meetings shall be conducted under the guidelines of Robert's Rules of Order, except as otherwise provided in *The Code* of the Fraternity. The duly appointed parliamentarian shall provide interpretations about the correct procedures according to Robert's Rules.

Section IV.08 Every member must attend mandatory meetings set by the chapter; failure to abide by this will result in mandatory 500 push-ups or a \$20 fine.

Section IV.09 If a member holding a position is absent from a meeting, a full report must be submitted to the Vice President 24 hours prior to the meeting.

Section IV.10 If a member is caught under the influence of drugs and/or alcohol during a meeting they will be immediately ejected and fine \$20 for being ejected and \$5 for missing a meeting.

Section IV.11 Members not present for the opening roll call shall be considered absent from the meeting and fined \$5, unless a reasonable explanation is given to the President prior to the meeting.

Section IV.12 A disruptive member in an active chapter meeting, will be given two warnings, and if failing to abide by the aforementioned warning, will be asked to leave the meeting by either the President or Warden. A \$5 dollar fine will be served to the member in question.

Section IV.13 Minor offenses shall be subject to a bucking, otherwise known as a \$1 fine voted on by unanimous thumbs down vote of the active chapter.

- (a) The initiating member of the vote does not require permission from the chair to begin the vote and may start it at any time by voting thumbs down and declaring what the offense was.
- (b) Each voting member, excluding the one charged with the offense must then vote by either thumb up or thumb down; abstentions are not permitted.
- (c) If one member votes thumbs up, the accused is saved the bucking and the member who initiated the vote is charged the fine.

Section IV.14 Alumni in attendance are granted one collective vote. The official holder of the vote is the alumni member with the lowest bond number for the chapter. The alumni vote is completely disregarded when assessing quorum.

Section IV.15 Any member who wishes to add to, amend or delete any bylaws shall be required to prepare before meeting 2 written copies of the desired addition amendment or deletion and a reason as to why the addition amendment or deletion is desired. One copy will go to the secretary and the other can be reviewed by each member.

## Article V. Election of Officers

Section V.01 The officers of the chapter shall be those prescribed in *The Code* of the Fraternity as well as the house manager, rush chairman, scholarship chairman, and social chairman.

Section V.02 (Specify the length of term for each chapter office – see Section 114 of *The Code*). The officers shall hold their positions from 1 March of scholastic year following their election until 28 February of the following year.

Section V.03 Elections shall be held according to *The Code* (see Sections 113, 113.1, 114, 114.1, 115). The election shall be held the first meeting of February, to allow the new officers to become acquainted with their officer's responsibilities.

- (a) Exception: The President will be elected earlier so as to comply with General Headquarters Schedule. He will not assume the office of the president or abdicate his current office(s) until 1 March in line with the general elections.

Section V.04 A majority vote shall be required to elect all chapter officers. In the event that the first ballot does not result in a majority vote for a single candidate, the candidate receiving the fewest votes shall be eliminated and be allowed to return to the room at the end of the first ballot. A second ballot shall then be taken to determine the candidate with the majority of votes as in the first ballot. This process is to repeat until either:

- (a) One candidate receives a majority vote. The candidate receiving the majority will be considered elected.
- (b) A vote is taken between only two candidates. The winner of that vote shall be considered elected.

Section V.05 Qualifications – (See Sections 113.1, 149, 154 of *The Code*.) Include a minimum grade point average.) Members seeking an officer's position must hold a minimum GPA of 2.25 per academic term, with the exception of executive officers who must hold a minimum GPA of 2.5 per academic term.



Section V.06 At the first executive committee meeting of the new term, the committee shall appoint assistants for the treasurer, rush chairman, and Phikeia educator. The committee should appoint a sophomore or junior, if at all possible, from the list of interested and capable brothers. The assistants shall serve for one year.

## **Article VI. Duties of Officers**

Section VI.01 The powers and duties of the officers shall be those prescribed by *The Code* of the General Fraternity, and, in addition, those hereinafter provided.

Section VI.02 The recruitment chairman shall be in charge of all membership recruitment activities throughout the school year and during the summer. He shall formulate a membership recruitment program for the entire year and present it to the chapter for its approval. He shall plan and organize activities well in advance. The recruitment chairman shall also see that all rush recommendations are properly and promptly acknowledged.

Section VI.03 The Phikeia educator shall operate a constructive and educational Phikeia program for the Phikeia. Prior to the pledge period, the Phikeia educator shall propose a Phikeia education program of not less than eight, nor more than ten, weeks and present it to the chapter for its approval.

Section VI.04 The house (or lodge) manager shall be in charge of the physical appearance and proper maintenance of the building. He shall promptly have all repairs made and periodically check the furnace, boiler, electrical system, hot water tank, plumbing, fire extinguishers and other fixtures in the building in order to prevent extensive damage. He shall also be in charge of assigning brothers their share in the maintenance of the structure. The housing manger will also be responsible for collecting rent monies from members living in the house on behalf of the housing committee on the 15<sup>th</sup> of every month.

Section VI.05 At the conclusion of him term, each officer shall evaluate the program and put in written form his suggestions and recommendations for the more successful operation of his office. During his term, he shall also keep a schedule as to what has transpired along with pertinent comments. All this material should be kept in a permanent file for reference and continuity.

## Article VII. Committees

Section VII.01 The committees of the chapter shall be: executive, risk management, recruitment, finance, and scholarship, and all ad-hoc committees deemed necessary by the executive committee (all described in *The Code* – See Sections 125.3, 127, 127.1, 127.2, and 128).

Section VII.02 The executive committee shall meet weekly and other committees should meet at least once a month. With the exception of the executive committee, all committees will be headed by the respective officer of that area and consist of not less than two (not more than five) additional brothers. All committees shall be in charge of planning and organizing programs in their respective areas and shall report on their activities at chapter meetings.

- (a) The executive committee shall be chaired by the Vice-President and will consist of the President, Vice-President, Treasurer, Social Chair, Rush Chair, Philanthropy Chair, and Secretary.

## **Article VIII. Financial Responsibilities**

Section VIII.01 Member accounts receivable shall be paid (monthly, quarterly or semiannually) to the treasurer.

Section VIII.02 Each member shall be responsible for the payment of \$633 for chapter dues due in full on the 15<sup>th</sup> of September. Dues may also be paid in two term payments of \$345 due on the 15<sup>th</sup> of September and the 15<sup>th</sup> of January respectively.

Section VIII.03 Any member or Phikeia who has not paid his bill in full at the end of the academic year must sign a promissory note which shall be due no later than 60 days from signing. Any member who has not fulfilled his financial responsibilities by the beginning of the following academic year shall have his membership revoked under financial delinquency.

Section VIII.04 Any income and expenditure of the chapter done by or through any officer shall be documented in detail and a file containing all transactions, descriptions and receipts shall be kept by the treasurer. The said file shall be available for viewing by any active member of the chapter.

Section VIII.05 Financially delinquent actives with no payment plan approved by the treasurer will not be allowed to cast a vote or attend social events. They will, however, be counted for quorum.

## **Article IX. Phikeia**

Section IX.01 Selection of Phikeia shall be as prescribed in *The Code*.

Section IX.02 Phikeia shall be required to have a minimum 2.25 grade point average for initiation.

Section IX.03 Pledging and initiation requirements

- (a) Completion of Phikeia project assigned by Phikeia educator.
- (b) Vote required for pledging, de-pledging, initiation and affiliation. (See Sections 133, 138.1, 139.1, 151 of *The Code*)

## **Article X. Filling of Chapter House**

Section X.01        The chapter house must remain fully occupied insofar as possible at all times to allow for financial solvency. The house must be filled with brothers before anyone is allowed to live out, unless otherwise specified by the executive committee. (This excludes athletes and dorm counsellors, who must live in dorms and brothers who live with their parents.) The method used to fill the house – Bond number, Seniority, Lottery, etc., must be determined by the chapter.

Section X.02        The President, Treasurer, Rush Chairman, House Manager, and Phikeia educator, shall be required to live in the house. Except in the case said position holders have made other arrangements with the executive committee

Section X.03        If a brother chooses to move out of the house, he shall do so only with permission from the housing committee.

Section X.04        If a brother is allowed to live out of the chapter house, he shall be expected to pay \$5.00 a month. The proceeds from parlor, social, and chapter dues will be disbursed to:

- (a) House manager - to be put towards upkeep of house, cleaning supplies, other amenities as required.
- (b) Social Chair – to be used as petty cash for socials.
- (c) Scholarship Chair – to be used as petty cash for study time.

## Article XI. Chapter House Laws

Section XI.01 Chapter finance – Dues, assessments, building fund, savings/emergency, etc.

Section XI.02 House/lodge rules (in addition to Section 98 of *The Code*)

- (a) Quiet hours are to be 11p.m – 7a.m. every day, on Tuesdays and Thursdays, time will be set aside (5p.m – 10p.m) for brothers to study, study times subject to change during exam periods and summer months.
- (b) Kitchen rules and use - it is the duty of the housemen to clean the kitchen every day except for Wednesdays. On Wednesdays there will be 2 appointed members to cook dinner for the chapter after which 2 other members will clean up, these members will change weekly. Members will be reimbursed for the cost for dinner upon presentation of receipts. Failure to cook/clean on designated day will count as an unexcused absence from meeting
- (c) Required conduct on chapter property:
  - (i) *Backyard-* All fires will be restricted to the fire pit which will be placed no less than 10 feet from any part of house as well as a safe distance from the overhead lines. When guests or brothers are visiting in the backyard members are required to clean up before vacating the premises.
  - (ii) *House –* All tenet rooms in the house will be treated with respect even if not occupied. Main rooms will be cleaned after each use.
- (d) Sanctions for improper or destructive use of house equipment – Any action deemed dangerous or destructive by the executive committee will go before the disciplinary committee for further action against perpetrator(s).
- (e) Visitation hours to second and third floors are as dictated by the housemen and are subject to change during summer/school months. Basement and main floor are open to visitation to any member and guest 24 hours a day.

## **Article XII. Firearms and other Weapons**

Section XII.01     “The Chapter agrees with all laws, bylaws, rules and regulations, as set by municipality of Winnipeg, the province of Manitoba, and federal government of Canada, regarding firearms.”

Section XII.02     A member is required to submit written notice of storage by written letter to the executive and housing committees.

## **Article XIII.     Member Expectations**

Section XIII.01    Members are expected to attend all mandatory Manitoba Alpha events as outlined by the executive committee. Failure to do so more than 3 times in a semester without a plausible excuse to three or more executive members will result in a \$10 fine.

Section XIII.02    Every member of the chapter is required to read *The Bond* and *The Code* at least once before Sept.15<sup>th</sup> of every school year. A special meeting may be held if deemed necessary by the president.

## **Article XIV. Scholarship, Community Service and Incentives**

Section XIV.01 The Scholarship committee chair shall keep a scholarship file for each member. Each member is expected to submit a copy of the syllabus for each course that he is taking on the 15<sup>th</sup> of September for the fall term and on the 15<sup>th</sup> of January for the winter term. Each member is also required to submit a copy of an official or unofficial transcript as soon as new grades are available at the end of each term.

Section XIV.02 Any member enrolled full time as defined by the university with at least a 3.00 term GPA for 2 consecutive terms, excluding the summer term, is eligible to receive a 5% reduction in chapter/fraternity fees up to a maximum of \$25.00 for the next school year that he will be an active for.

Section XIV.03 Any member satisfying the conditions of section 13.02 title XIV of the bylaws is eligible to receive an additional 5% reduction in chapter/fraternity fees for every 0.5 above the expected 3.0 term GPA.

Section XIV.04 Any member doing 32 hours of community service or more per term for 2 consecutive terms is eligible for a 10% reduction in chapter/fraternity fees for the next school year that he will be an active for. This cannot be combined with the awards listed in Title XIV section 13.02 and 13.03 of the bylaws and only the highest % reduction will apply.

## **Article XV. Compliance with UMSU and UMSU Student Clubs Policies and Procedures**

Section XV.01 Phi Delta Theta will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document