

Bylaws and House Policies

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Of The B^Δ Chapter

Updated December 1, 2001

Bylaws

Article I. MEETINGS

SECTION 1. SCHEDULE

1. Chapter Meetings shall be held every Monday of the regular academic year, unless canceled by the Executive Committee.
2. The Executive Committee as necessary shall call summer meetings.

SECTION 2. PROCEDURES

1. The president shall preside over all chapter meetings.
2. All meetings shall be conducted using the Ritual for the Conduct of Chapter Meetings.
3. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. In the event of a contradiction, these bylaws take precedence.

SECTION 3. ATTENDANCE

1. All members shall be required to attend regularly scheduled chapter meetings.
2. Members shall be entitled TWO excused absences per Semester, if necessary, for academic reasons. The Secretary must be notified of this absence at least 2 hours in advance. Under special circumstances, such as serious illness or a family crisis, a member could be excused from an additional meeting by making contact with a member of the executive committee.
3. A member who fails to comply with the attendance policy shall be required to perform two hours of community service arranged by the Philanthropy chairman.
4. A member who accrues two or more unexcused absences in a quarter shall be prohibited from attending the next formal.

Article II. VOTING

SECTION 1. QUORUM

1. Quorum shall consist of a majority of the eligible voting members of the chapter

SECTION 2. ELIGIBILITY TO VOTE

1. All members of the chapter shall have one vote, with the following exceptions.
 - A. Inactive members shall not be eligible to vote.

SECTION 3. VOTE TO RECONSIDER

1. A 3 / 4 majority shall be required to reverse a previous decision.

SECTION 4. VOTE OF CONFIDENCE

1. A vote of confidence may be called on an officer or member at any regular meeting.
2. A 3 / 4 vote shall be required for the removal of an officer.
3. In the event of the entire Executive Committee being removed, the House Manager shall take over as chairman of the house until the next election.

Article III. SCHOLASTIC ELIGIBILITY

SECTION 1. GPA

1. Every member shall maintain a 12 credit, 3.00 GPA each regular academic semester.
2. Mandatory study hours as outlined in Section 1(A) will be enforced for those who fail to achieve a 3.00 GPA.

SECTION 1(A.) MANDATORY STUDY HOURS

1. For those members, achieving less than a 3.00 GPA as stated in Section 1.2, who mandatory study hours are applicable to, will abide by these following guide lines for attending Mandatory Study Hours:
 - A. Members who achieve less than a 3.00 GPA and greater than a 2.50 GPA are required to serve two hours of mandatory study hours per week as arranged by the scholarship chair.
 - B. Members who achieve less than a 2.50 GPA and greater than a 2.00 GPA are required to serve three hours of mandatory study hours per week as arranged by the scholarship chair
 - C. Members who achieve less than or equal to a 2.00 GPA are required to serve four hours of mandatory study hours per week as arranged by the scholarship chair
 - D. All associate members are to attend 3 study hours per week as arranged by the scholarship chair.
2. For those members who fail to practice, without the explicit excusal by the scholarship chair, the mandatory study shall be subject to the judicial board by the scholarship chair.
 - A. At the first meeting of October, the scholarship chair shall present the names of those who fail to practice mandatory study hours the previous month to the judicial board in formal meeting, and likewise the first meeting of each month thereafter.
 - B. The judicial board shall decide on the punishment for those who fail to practice mandatory study hours.

SECTION 2. TRANSCRIPTS

1. All members shall submit an unofficial transcript to the Scholarship Chairman at the end of each semester. Failure to do so will result in social probation as outlined above.

Article IV. SYMBOLIC OFFICERS

SECTION 1. GENERAL

1. The symbolic officers of Beta Deuteron Chapter shall consist of the president, vice-president, secretary, treasurer, sentinel and inductor.
2. All symbolic officers shall reside in the chapter house throughout their term in office.
3. Symbolic officers shall submit weekly reports to the chapter.

SECTION 2. DUTIES OF THE PRESIDENT

1. The president shall preside over all chapter meetings.
2. The president shall be responsible to all Grand Chapter officers and to the International Headquarters staff for the proper conduct of the chapter.
3. The president shall assist the treasurer in preparing the annual chapter budget.
4. The president shall read and cosign all forms prepared by other officers for forwarding to the International Headquarters of Phi Sigma Kappa.
5. The president shall have the authority and the responsibility to affix his signature to charges for expulsion (T-9 form) in all cases where a majority of legal quorum of the chapter agrees to prefer charges involving violation of member's sacred pledge to Phi Sigma Kappa, or misconduct that has brought discredit to Phi Sigma Kappa and Beta Deuteron Chapter.
6. The president shall make a speech to the membership at the end of his term.
7. The president shall be responsible for the maintenance and upkeep of the President's Continuity File.

SECTION 3. DUTIES OF THE VICE-PRESIDENT

1. The vice-president shall perform the duties of the president in his absence.

2. The vice-president shall serve as an ex officio member of all house committees and shall have direct supervision of all committee chairmen.
3. The vice-president shall evaluate chapter committee performance.
4. The vice-president shall carry out any other duties or responsibilities assigned by the executive committee or the president.
5. The vice-president shall be responsible for the maintenance and upkeep of the Vice-President's Continuity File.

SECTION 4. DUTIES OF THE TREASURER

1. The treasurer shall be chairman of the chapter finance committee and conduct regular finance committee meetings.
2. The treasurer shall collect or supervise the collection of all fees and dues owed the fraternity.
3. The treasurer shall keep a record of and make all payments on a timely basis for the fraternity.
4. The treasurer shall supervise the assistant treasurer.
5. The treasurer shall prepare quarterly and yearly budgets to be presented to the chapter.
6. The treasurer shall present a financial report to the chapter at the end of his term.
7. The treasurer shall be responsible for all Grand Chapter "T" forms.
8. The treasurer shall be responsible for the maintenance and upkeep of the Treasurer's Continuity File.

SECTION 5. DUTIES OF THE SECRETARY

1. The secretary shall take minutes at all regular meetings.
2. The secretary shall keep an accurate record of all minutes on file.
3. The secretary shall keep an up-to-date record of attendance at all chapter and executive committee meetings.
4. The secretary shall keep a file on each member with the appropriate information.
5. The secretary shall prepare or supervise chapter correspondence, including weekly telephone calls for chapter meetings and chapter events.
6. The secretary is responsible for all Grand Chapter "S" forms and other miscellaneous communications with the Grand Chapter of Phi Sigma Kappa.
7. The secretary shall transfer revised bylaws and all other materials to his successor within two weeks of leaving office.
8. The secretary shall be responsible for the accurate maintenance of the chapter bylaws and house policies.
9. The secretary shall be responsible for the maintenance and upkeep of the Secretary's Continuity File.

SECTION 6. DUTIES OF THE SENTINEL

1. The sentinel has the responsibility of safeguarding the chapter portal and acting as the sergeant-at-arms during all rituals.
2. The sentinel must see that none of the secrets and rituals of Phi Sigma Kappa are ever placed in danger of being revealed to strangers by members of Phi Sigma Kappa fraternity.
3. The sentinel shall keep the ritual equipment in proper condition at all times, seeing that the cloth equipment is cleaned and neatly pressed, and that all equipment used in rituals are in working order.
4. The sentinel shall be responsible for the complete and proper execution of Phi Sigma Kappa rituals.
5. The sentinel shall be responsible for the maintenance of chapter archives including chapter supplies and historical records. He shall also see that all plaques, trophies, the chapter charter, and all achievements are kept in good condition and are properly and securely displayed.

6. The sentinel has charge of the Grand Chapter and Fraternity flags and should see that they are properly displayed on the following occasions: Founder's Day, Beta Deuteron Chapter's Founder's Day, Homecoming, and while international officers are visiting the chapter.
7. The sentinel has the responsibility to see that knowledge of the fraternity's rituals is properly taught to new initiates.
8. The sentinel shall serve as the chapter ritual expert at all formal meetings.
9. The sentinel shall be responsible for the maintenance and upkeep of the Sentinel's Continuity File.

SECTION 7. DUTIES OF THE INDUCTOR

1. The inductor shall be the chairman of the membership education committee.
2. The inductor has the responsibility of transferring new members into active brothers, educated in the principles and traditions of Phi Sigma Kappa; and in all aspects of scholastic, co-curricular and social development. He shall see that the new members properly fulfill all duties and obligations.
3. The inductor shall be responsible for the preparation of the candidates for initiation into Phi Sigma Kappa.
4. The inductor shall be responsible for the annual examination of the chapter.
5. The inductor shall be responsible for the implementation of the big brother/little brother program.
6. The inductor shall be responsible for the maintenance and upkeep of the Inductor's Continuity File.

Article V. NON-SYMBOLIC OFFICERS

SECTION 1. GENERAL

1. The non-symbolic officers of the fraternity shall be the following:

Recruitment Chairman	Scholarship Chairman
Philanthropy Chairman	Social Chairman
Fundraising Chairman	Alumni Relations Chairman
Athletics Chairman	Public Relations Chairman
House Manager	Historian
Steward	Judicial Board Chairman
Assistant Treasurer	Interfraternity Council Representative
Brotherhood Development Chairman	
Special Committee Chairmen, as appointed by the President	

2. The chapter shall elect the Judicial Board Chairman and Assistant Treasurer for one-year terms.
3. The president shall appoint all other non-symbolic officers for one-year terms.
4. All non-symbolic officers must submit weekly reports to the vice-president.
5. All non-symbolic officers shall be prepared to report and field questions at meetings.
6. Each non-symbolic officer shall submit a report to the vice-president at the end of his term.
7. Non-symbolic officers shall submit a proposed annual budget to the treasurer.
8. Each non-symbolic officer shall be responsible for his corresponding Continuity File.

SECTION 2. RECRUITMENT CHAIRMAN

1. The Recruitment Chairman shall preside over the Recruitment Committee.
2. The Recruitment Chairman shall be responsible for all Interfraternity Council Recruitment Rules and activities.

3. The Recruitment chairman shall submit a calendar of events to the Executive Committee by the eighth week of the academic semester for the following quarter.
4. The Recruitment Chairman shall be responsible for the process of bidding, name generation, and constant contact with prospective members.
5. The Recruitment Chairman shall be responsible for involving the entire active membership in the recruitment process.
6. The Recruitment Chairman shall be responsible for the coordination and execution of the Super Selection program each fall.
7. The Recruitment Chairman shall be responsible for organizing and executing year round recruitment events and activities.

SECTION 3. SCHOLARSHIP CHAIRMAN

1. The Scholarship Chairman shall preside over the Scholarship Committee.
2. The Scholarship Chairman shall keep an up-to-date test file.
3. The Scholarship Chairman shall furnish the Interfraternity Council with a list of members and their student identification numbers.
4. The Scholarship Chairman shall foster an attitude of scholarship through creative scholarship programming.
5. The Scholarship Chairman shall be responsible for the upkeep and maintenance of the computer room, library, and their contents.
6. The Scholarship Chairman shall furnish a time management planner to each member at the beginning of each academic semester.
7. The Scholarship Chairman shall furnish a list of members' majors to each member at the beginning of the school year.

SECTION 4. PHILANTHROPY CHAIRMAN

1. The Philanthropy Chairman shall preside over the Philanthropy Committee.
2. The Philanthropy Chairman shall be responsible for organizing at least one philanthropic event each academic semester.
3. The Philanthropy Chairman shall be responsible for the publication of each event with aid from the Public Relations Chairman.

SECTION 5. SOCIAL CHAIRMAN

1. The Social Chairman shall preside over the Social Committee.
2. The Social Chairman shall be responsible for the planning and execution of all chapter parties and the sorority exchanges.
3. The Social Chairman shall assist special event chairmen in planning Homecoming, Formals, Moonlight Girl Week, and Spring Jam.
4. The Social Chairman shall prepare and present a social calendar to the Executive Committee for approval by the eighth week of each academic semester for the following semester.
5. The Social Chairman shall adhere to all risk-management policies (i.e. alcohol policies) of the Grand Chapter of Phi Sigma Kappa and the Interfraternity Council when executing social activities.

SECTION 6. FUNDRAISING CHAIRMAN

1. The Fundraising Chairman shall preside over the Fundraising Committee.
2. The Fundraising Chairman shall be responsible for the organizing at least one fundraising event per academic semester.

SECTION 7. ALUMNI RELATIONS CHAIRMAN

1. The Alumni Relations Chairman shall attend all Triton Corporation meetings and stay informed of the activities of the Triton Corporation.
2. The Alumni Relations Chairman shall coordinate Founder's Day and Homecoming activities with the designated alumni volunteers.

3. The Alumni Relations Chairman shall aid and encourage alumni fundraising efforts.

SECTION 8. ATHLETICS CHAIRMAN

1. The Athletics Chairman shall coordinate teams for intramural athletics and Greek events.
2. The Athletics Chairman cannot be a team captain, but may participate on a team.
3. The Athletics Chairman will report game results to the chapter.

SECTION 9. PUBLIC RELATIONS CHAIRMAN

1. The Public Relations Chairman shall preside over the Public Relations Committee.
2. The Public Relations Chairman shall be responsible for the coordination of Spring Jam and Homecoming fraternity and sorority bidding.
3. The Public Relations Chairman shall send all appropriate thank you notes, special invitations, holiday cards, etc.
4. The Public Relations Chairman shall be responsible for furthering the fair name of Phi Sigma Kappa and the Beta Deuteron Chapter through positive interaction with the University of Minnesota faculty, administration and non-Greek students, members' parents, University of Minnesota fraternities and sororities, and our surrounding community.
5. The Public Relations Chairman shall be responsible for all publications, ads, and other external communication to the Grand Chapter of Phi Sigma Kappa, the University of Minnesota, and surrounding area.

SECTION 10. HOUSE MANAGER

1. The House Manager shall preside over the House Management Committee.
2. The House Manager shall be responsible for the maintenance and upkeep of the chapter house.
3. The House Manager shall organize weekly work duties and levy fines for unfinished duties.
4. The House Manager shall organize work parties and levy fines for unexcused absences.
5. The House Manager shall sit on the Finance Committee.
6. The House Manager shall be responsible for scheduling biannual fire inspections.
7. The House Manager shall be responsible for the creation and implementation of an annual maintenance calendar.

SECTION 11. HISTORIAN

1. He Historian shall preside over the History Committee.
2. The Historian shall work with the Secretary and Public Relations Chair to see that articles are sent for publishing in the Signet.
3. The Historian shall see that a scrapbook is kept of the fraternity events.

SECTION 12. STEWARD

1. The Steward shall coordinate, with the cook/caterer, the ordering and purchasing of food.
2. The Steward shall act as supervisor of the cook/caterer.
3. The Steward shall sit on the Finance Committee.
4. The Steward is responsible to see that the kitchen, dining room, and dishes are clean.
5. The Steward shall be responsible for a biannual health inspection of the kitchen.

SECTION 13. JUDICIAL BOARD

1. There shall be a Judicial Board composed of the Judicial Board Chairman and one representative from each academic class. These representatives shall be appointed by the Judicial Board Chairman and accepted by a $\frac{3}{4}$ vote of the active chapter.
2. The Judicial Board Chairman shall be responsible for the enforcement of Beta Deuteron Chapter Bylaws, punishments, fines and probations.

3. The Judicial Board Chairman shall preside over all formal Judicial Board sessions.
4. The Judicial Board Chairman shall give notice to defendants of a Judicial Board hearing no less than 48 hours prior to the session.
5. Any decision of the Judicial Board may be overridden by a $\frac{3}{4}$ vote of quorum of the Beta Deuteron chapter.
6. If a Judicial Board representative or the Judicial Board Chairman calls a Judicial Board hearing, or is a defendant in a Judicial Board hearing, he shall not sit on the Judicial Board for that particular session or sessions resulting from it.
7. In the event that the Judicial Board Chairman or Judicial Board representative is ineligible to sit on the Judicial Board for an incident then the chapter shall hold a special election to fill the Judicial Board for that particular incident. The board shall return to normal upon the conclusion of the incident that caused its alteration.
8. Both parties shall submit an outline of the case to the Judicial Board Chairman 24 hours before the session.
9. All Judicial Board hearings must be held within fourteen days of the request.
10. The Judicial Board Chairman in light of new evidence may grant a single appeal of the Judicial Board decision.

SECTION 14. ASSISTANT TREASURER

1. The assistant treasurer shall assist in bill collecting and other duties designated by the treasurer.
2. The assistant treasurer shall sit on the finance committee.

SECTION 15. INTERFRATERNITY COUNCIL REPRESENTATIVE

1. The duties of the Interfraternity Council representative shall be to attend all Interfraternity Council legislative meetings and to report all information to the executive committee and the chapter, and to inform any specific committee chairman or officer of any material pertinent to his office.
2. The IFC representative shall post Interfraternity Council legislative meeting minutes and give an additional copy to the chapter secretary.
3. The IFC representative shall act as a liaison between the Beta Deuteron chapter and the Interfraternity Council.
4. The IFC representative shall vote on behalf of the Beta Deuteron chapter at all Interfraternity Council legislative meetings.

SECTION 16. BROTHERHOOD DEVELOPMENT CHAIRMAN

1. The duties of the Brotherhood Development Chairmen shall be to organize positive programming that aids in the Promotion of Brotherhood, the Stimulation of Scholarship, and the Development of Character.
2. The Brotherhood Development Chairmen will continue the upkeep of the Beta Deuteron resource archive located in the library file cabinet.
3. The Brotherhood Development Chairmen will coordinate a minimum of two guest speakers per semester in relation to any topic that promotes item one listed above.
4. The Brotherhood Development Chairmen shall coordinate and conduct an annual Brotherhood Weekend Retreat.
5. The Brotherhood Development Chairmen will be responsible to post the weekly "Phi Sig" fact of the week.

ARTICLE VI. EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

1. The Executive shall be composed of the following members:

President	Vice President	Secretary
Treasurer	Sentinel	Inductor

SECTION 2. DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet weekly during the academic year.
2. The Executive Committee shall meet at least monthly during the summer.
3. The Executive Committee shall act on behalf of the chapter during the summer. The chapter must ratify all such actions taken during the first meeting of the next academic year.

ARTICLE VII. FINANCES

SECTION 1. RESIDENTS

1. Residents shall pay room, board, and dues as determined by the yearly budget as single, lump sum payments on a pay period determined by the Treasurer.
2. Residents shall pay a damage deposit to be returned at the end of the residency, whereas the presiding House Manager shall make all determinations as to the eligibility to receive the damage deposit back, depending on the condition of the room. The damage deposit shall consist of \$40 to be held in a separate checking account by the House Manager.

SECTION 2. TOWNSMEN AND DORM MEMBERS

1. Townsmen and dorm members shall be billed in the same manner as residents deleting house fees and lunch/dinner commissary.

SECTION 3. FIFTH YEAR SENIOR STATUS

1. Any active member who has not graduated after four years of membership and wished to remain active may apply with the Executive Committee before the end of their fourth year.
2. With fifth year status a member may pay a special bill determined by the treasurer.

SECTION 4. BILL PAYMENT POLICY

1. In case of a change in Treasurer, the House will honor any written policies signed by previous Treasurers unless overruled by a majority of the Executive Committee.

SECTION 5. COMMITTEE EXPENDITURES

1. The president and treasurer must approve all committee expenditures. The treasurer regulates the budget for each committee.

SECTION 6. RESTRICTION OF USE OF FUNDS

1. This organization shall not provide financial gain incidentally or otherwise to its directors, officers, or membership. This does not restrict the payment of wages, salaries, or incentives by the organization for services rendered.

SECTION 7. DISTRIBUTION OF FUNDS

1. After disestablishment and after all liabilities of this organization are rectified, the last presiding president and treasurer will hold the remaining money in trust for our organization for three years following the organization's last meeting. If, after that period, our organization has not reestablished, the funds shall be distributed to the Grand Chapter of Phi Sigma Kappa.

ARTICLE VIII. SENIORITY

SECTION 1. TABULATION

1. All points will be tabulated by the President and Vice President whenever necessary.

SECTION 2. CRITERIA

1. 5 points per active semester.
2. 5 points per live-in semester.
3. 2 points per summer live-in.

4. 5 points per semester as President.
5. 3 points for being Summer Recruitment Chairman
6. 4 points per semester as Vice President or Treasurer.
7. 2 points per semester for other symbolic officers.
8. 1 point per semester for Assistant Treasurer, 2 points for Recruitment Chairman.
9. 1 point for being Spring Jam or Homecoming Chairman.
10. 1 point per semester for other non-symbolic offices.
11. 2 points for every semester a member meets or exceeds the all-men's average GPA.
12. 3 points for every semester a member achieves a GPA of 4.0.

SECTION 3. STIPULATIONS

1. Members who are not registered and attending classes at an accredited university or technical college shall not receive seniority points.
2. Members who achieve less than a 2.00 GPA shall not receive seniority points.

ARTICLE IX. HOUSE RESIDENCE

SECTION 1. RESIDENCY AVAILABILITY

1. Residence in the Chapter House each Fall Semester shall be determined by seniority. Each Spring Semester, every member, in order of Ritual Number shall be given the opportunity to live in the Chapter House for the next academic year.

SECTION 2. RESIDENCY REQUIREMENTS

Thereafter, as a requirement of membership, members shall reside in the chapter house on a reverse seniority basis until the house is filled to capacity, i.e. the most recently initiated members will be required to live in the chapter house. Exceptions to this requirement are as follows:

1. No member shall be required to live in until the fall semester following his initiation.
2. Recognizing the importance of their service to Phi Sigma Kappa and the campus community, Residence Hall Assistants will be exempted from this requirement.
3. Members who find it necessary to live at home with their parents for financial reasons will be exempted from this requirement.

SECTION 3. ROOM OCCUPANCY

1. The Chapter President shall occupy room 1.
2. One resident shall occupy room 00.
3. Two residents each shall occupy rooms 2, 3, 4, 5, 6, 7, 8, 10, 11, and 12.
4. Four residents shall occupy room 9.

ARTICLE X. ASSOCIATE MEMBERSHIP POLICY

SECTION 1. EXTENDING A BID

1. A $\frac{3}{4}$ vote of the chapter, whenever possible, is required in order to extend a bid to a prospective member. If impossible to gain chapter approval, the recruitment committee may vote to extend a bid. The chapter must ratify this vote as soon as possible.

SECTION 2. REQUIREMENTS FOR INITIATION

1. All financial obligations must be satisfied.
2. All associate members must have achieved a 12 credit, 2.4 or higher GPA in the semester immediately prior to their initiation.
3. All associate members must submit a transcript to the Scholarship Chairman prior to initiation.
4. A $\frac{3}{4}$ vote of quorum is necessary for initiation.

ARTICLE XI. SELF-SUSPENDED MEMBER (SPECIAL ACTIVE) POLICY

SECTION 1. APPLICATION

1. A member must approach the Executive Committee with his reasons for wanting to be designated as a self-suspended member.

SECTION 2. CONDITIONS OF SELF-SUSPENDED STATUS

The self-suspended member is not allowed to:

1. Participate in Phi Sigma Kappa athletic functions.
2. Park in the Chapter lot between the hours of 7 am to 4 pm.
3. Attend formal parties and exchanges, except Moonlight Girl at a special rate determined by the Treasurer.

SECTION 3. APPLICATION FOR ACTIVE STATUS

1. Special Active members must approach the Executive Committee with their intentions to become active again.
2. A majority vote of the Executive Committee is required to allow a member to become active again.

SECTION 4. NONCOMPLIANCE

Failure to comply will result in:

1. Initial infraction (warning by President).
2. Second infraction (filing of T-9 form).

SECTION 5. SELF-SUSPENDED (SPECIAL ACTIVE) FEE

1. Self-suspended members must pay their portion of the National Membership Census Fee, and the National Insurance Fee.

ARTICLE XII. AMENDING OF BYLAWS OR HOUSE RULES

SECTION 1. PROPOSALS

1. A proposed change must be submitted to the Executive Committee. The change must then be presented to the chapter at the next scheduled chapter meeting. It will be voted on at the chapter meeting following its presentation.
2. The proposal must be typewritten and include the article, section, and paragraph.
3. The proposal must be posted prominently in the house for at least one week prior to a vote.
4. The President may suspend the waiting period at his discretion

SECTION 2. VOTE

1. A ¾ vote quorum vote of the chapter is necessary to pass the proposal.

House Policies

ARTICLE I. HOUSE CONDUCT

SECTION 1. BEHAVIOR

Unacceptable, illegal and/or offensive behavior shall be subject to punitive actions as determined by the Judicial Board.

SECTION 2. MANDATORY EVENTS

1. All primary events listed below are mandatory:
 - elections
 - Initiations, all three major parts

2. Failure to attend (without an excused absence approved by the President), will result in a \$50 fine for each day of the event.

SECTION 3. QUIET HOURS

1. Quiet hours will extend from 11:00 PM to 9:00 AM Sunday through Thursday, and from 3:00 AM to 9:00 AM on weekends. Courtesy Quiet Hours are always in effect.
2. Exceptions may be made for official House functions as determined by the President.
3. Another resident of the house CAN report any persons in violation of this policy. A written warning of this first infraction must be handed in to the House Manager and to the resident in violation. A second infraction of this rule in the same semester reported to the House Manager will result in Judicial Board action.

SECTION 4. STUDY HOURS

1. Study hours will extend from 8:00 PM to 10:00 PM Sunday through Thursday. In addition, study hours will be in effect from the Saturday before finals week until finals are done.
2. The library and entire basement will be a designated study area.
3. Exceptions may be made for official house functions as determined by the president.
4. Another resident of the house CAN report any persons in violation of this policy. A written warning of this first infraction must be handed in to the House Manager and to the resident in violation. A second infraction of this rule in the same semester reported to the House Manager will result in Judicial Board action.

SECTION 5. RESTRICTIONS

1. Use or possession of illegal substances may be grounds for immediate termination of The Lease and expulsion from the Fraternity and premises for other suitable punishment as determined by the Executive Committee.
2. Possession of fireworks or explosives on the premises is forbidden and subject to the same penalties as illegal substances.
3. Possession of firearms is forbidden.
4. Air conditioners will not be allowed in the chapter house.
5. Tobacco products (including cigarettes, cigars, and chewing tobacco) are allowed in residents' rooms only.
6. First time violations of this policy will require a written complaint from the resident making the complaint, to be submitted to both the House Manager and the resident in violation. Any further infractions of this policy in the same semester will result in Judicial Board action.

SECTION 6. VANDALISM

1. Vandalism is defined as the physical theft or destruction of, or gross disrespect for the chapter house, property, or its furnishings.
2. Residents are fully responsible for all vandalous acts committed by themselves or their guests. If no member takes credit for the act, the member with highest pin present at the time of the incident will be held responsible for finding reimbursement.
3. The responsible individual shall pay the chapter one hundred and fifty percent of the full replacement cost (unless outlined in Section 6, part 5 of the House Policies) to include replacement and punitive damages. This is to be paid in full within thirty days of the incident; additional judicial board action to be determined depending upon severity of incident.

4. Failure to reimburse the chapter and/or repeated offenses will be premises for suitable punishment as determined by the Executive Committee including immediate termination of the Lease and expulsion from the Fraternity.
5. Special charges shall apply for the following items:
 - Window screens shall have a minimum one-hundred and seventy five (175) dollar replacement fee.
 - Window glass shall have a minimum three hundred and fifty (350) dollar replacement fee.
 - Significant wood trim and paneling shall have a minimum replacement and/or restoration fee of one thousand (1000) dollars.
 - Room and other fire doors shall have a minimum four hundred (400) dollar replacement fee, room locks and casing shall have a minimum one hundred and fifty (150) dollar replacement fee.
6. Room doors are under no circumstance to be broken down or into. Residents are responsible to make sure their individual doors close and latch on their own according to municipal code. Failure to do so will result in the room occupant(s) being charged to upgrade the mechanism up to full compliance of the code, to be paid within thirty days of failure. The chapter will not pay for new room locks or doors unless from ordinary wear and aging. Section 6, Part 6 will go into effect pending the replacement of current substandard doors.

Article II. House Management

SECTION 1. CLEANING

All members are expected to share in the responsibility of keeping the House clean and orderly.

-Each resident is responsible for maintaining the order and cleanliness of his own room and for removing his own waste to the trash dumpsters outside (not the house receptacles). Failure in maintaining a clean environment in individual rooms will be subject to Judicial Board action.

-In addition, each resident will be assigned a specific area of the House to keep clean and orderly each week. The House Manager will post these assignments in writing each week.

SECTION 2. WORK PARTIES

All members are expected to participate in as many as two extensive cleaning efforts each semester.

-The House Manager will post notice of these work parties at least two weeks in advance.

-In addition, all members attending a party held at the House are required to participate in the necessary clean up at 12:00 P.M. the following afternoon unless special arrangements are made with the House Manager prior to the party.

SECTION 3. FINES

Failure to perform the above (SECTIONS 1, 2) will result in a fine if arrangements are not made with the House Manager within one week.

-Fines for failure to do weekly work assignments will be \$25 per person.

-Fines for missing post-party clean-ups will be \$40 per person.

-Fines for missing Work Parties will be \$20 per person.

SECTION 4. WORK WHEEL MAKE-UP

1. If an individual does his work wheel he is eligible to do another work wheel from that due date that has not been completed for a \$10 credit.

2. Work wheels for credit will be given by the House Manager's approval only.

Article III. Commissary

SECTION 1. MEALS

1. Meal service will include lunch and dinner Monday through Friday prepared by the Cook or Caterer. The kitchen will be open for breakfast if prepared by the resident.
2. Lunch will be served 11:00 A.M. -1:00 P.M. Dinners will be served from 5:00 P.M. - 7:00 P.M.
3. Late lunches and dinners may be arranged with the cook.
4. The kitchen will be open on weekends for residents to prepare meals from leftover food specially marked for weekend consumption by the Steward. This privilege however may be revoked if necessary.

SECTION 2. COOK

The cook will be selected and compensated by the Steward. Note: All complaints must be made to the Steward, not the Cook directly.

SECTION 3. CLEANING

Responsibility for cleaning the kitchen and dining area, as well as cleaning, sterilizing and putting away the dishes will be divided among the residents.

SECTION 4. PENALTIES

1. Failure to complete kitchen clean-up duties, as determined by the Steward, will result in a monetary fine of \$25 for each occurrence.
2. A member who irresponsibly dirties the kitchen or eats a late meal not set aside for him shall be denied commissary privileges for one week or be fined \$25.

Article IV. Room Selection

SECTION 1. METHODS OF SELECTION

Room selections for fall semester shall be coordinated by the vice-president during the previous spring semester according to the following criteria:

1. The Chapter President shall reside in Room 1
2. Active Members, according to seniority points
3. Alumni
4. Associate Members
5. Non-members

SECTION 2. KEYS

Keys of cars obstructing other cars in the parking lot must be left in the mailroom in the member or resident's mailbox. A parking permit indicating ownership should be prominently displayed in the car.

SECTION 3. DISABLED VEHICLES

1. Any disabled vehicles left in the lot for more than one week will be towed.
2. Owners of disabled vehicles may apply to the Executive Committee for a one-week extension on the towing date.
3. Owner's needing further extension must apply to the Executive Committee each week.
4. The Executive Committee reserves the right to turn down applications for extensions.

Article VI. Monetary Collections

SECTION 1. PRODECURE FOR RESIDENTS

Collections of room and board, fines, deposits, and other monies owed to the fraternity shall be complete before residence in the chapter house will be allowed.

-Exemptions and/or payment schedules may be arranged with the Executive Committee by signing a promissory note or other legally binding agreement as agreed in writing by the Executive Committee.

-Academic year collections:

-Billings in writing stating the amount due and the collection date will be furnished to the member or placed in his mailbox in a timely fashion.

-OUT

September 1
October 1
November 1
December 1
January 1
February 1
March 1
April 1
May 1

DUE

September 7
October 7
November 7
December 7
January 7
February 7
March 7
April 7
May 7

-The first collection will also include a one-time security deposit, which will be placed in an account separate from the chapter's checking account.

-This money may be applied towards unpaid rent or repairs for any damage.

-Summer Collections

-Collections will take place on a schedule established by the Treasurer.

-The first collection will also include a one-time security deposit.

-This money may be applied towards unpaid rent or repairs for any damage.

SECTION 2. PROCEDURE FOR NON-RESIDENT MEMBERS

Collection of all dues, fees, and assessments and other debts owed to their fraternity by a member who is not a resident will be on the same dates, in the same manner, and will carry the same penalties as described herein.

SECTION 3. PUNITIVE ACTION

1. Failure to meet the requirements of SECTIONS 1 and/or 2 will result in the following action:

-Failure to pay all monies owed to Phi Sigma Kappa by the due date will result in a \$10 fine to be added to the Resident and/or Member's bill.

-For accounts 30 days past due, voting privileges are automatically suspended. Additionally, The Resident and/or Member must approach the Executive Committee to explain their delinquency, or forfeit their right to attend official Chapter Social Functions.

-For accounts 60 days past due, the delinquent Resident and/or Member's seniority-based privileges are automatically suspended. Additionally, The Resident and/or Member must sign a promissory note and work out a payment plan which the Executive Committee must approve with the Treasurer, or forfeit their parking privileges.

-For accounts 90 days past due, the delinquent account is automatically handed over to a collection agency. Also, the delinquent Resident and/or Member must approach the Triton Corporation to explain their delinquency and the immediate steps they are taking to rectify their debt to Phi Sigma Kappa. If this is not done, an \$18 fine will be assessed and court proceedings shall begin immediately.

-For all accounts 120 days or more past due, and \$18 fine will be assessed and court proceeding against the Resident and/or Member shall begin immediately..Additionally, at this time Charges For Expulsion From T-9 shall be filed on the debtor if he is a member.

2. Penalties will not be imposed if documentation is brought to the Executive Committee stating that enough financial aid to cover the debt is forthcoming, or the Resident and/or Member is granted a reprieve from the Executive Committee for special extenuating circumstances.