

# Theta Xi Fraternity

## Gamma Iota Chapter

### By-Laws

Revised on the 29<sup>th</sup> of January 2020



Preamble:

We, the students, faculty, and alumni of the Embry-Riddle Aeronautical University and the initiated members of the Gamma Iota Chapter of the Theta Xi Fraternity, in order to provide for effective management and legislation in operation of the Chapter, do hereby adopt and approve these By-Laws as a supplementary document of the Constitution and By-Laws of the Theta Xi Fraternity. Any Provisions of the By-Laws which are found to be in conflict with the current Constitution of the Theta Xi Fraternity will be declared non-operative. All other By-Laws not in conflict remain in effect.

**ARTICLE I: NAME**

The name of this organization shall be the Gamma Iota Chapter of the Theta Xi Fraternity.

**ARTICLE II: AIMS AND PURPOSES**

It shall be the aim of the Chapter to meet the criteria established for chartering by both Theta Xi Fraternity and Embry Riddle Aeronautical University.

The purpose of the Chapter shall be the "Purpose of Theta Xi" as outlined in Article 1.1.2 of the National Constitution.

**ARTICLE III: MEMBERSHIP**

**Section I: Definition of Chapter Membership**

All Members of the Chapter shall be known as Initiate Members.

1. Membership in the Chapter shall consist of undergraduate and alumni Initiate Members.
2. An undergraduate Initiate Member shall be a male student matriculating at Embry-Riddle Aeronautical University who is affiliated with the Chapter.
3. An alumni Initiate Member is one who has been affiliated with the Chapter and is now a graduate.

**Section II: Membership Eligibility**

Any male of Embry Riddle Aeronautical University shall be eligible for membership in the Chapter, provided he meets the criteria established in By-Laws 1, 2 and 3 of this section.

1. No man may become an Associate Member of the Chapter if affiliated with another National Fraternity as outlined in Article 4.6 of the Constitution.

2. The Chapter provides that the following minimums be met for extending a bid to a first semester freshman.
  - 2.1. A high school GPA of at least a 2.7 based upon a 4.0 scale.
  - 2.2. Participation in extra-curricular activities.
  - 2.3. Meet requirements for college admission.
3. The Chapter provides that the following minimums be met for extending a bid to all but first semester freshman.
  - 3.1. A collegiate GPA of at least a 2.5 based upon a 4.0 scale.
  - 3.2. Participation in extra-curricular activities.

### **Section III: Associate Bid Process**

An invitation to join the Chapter shall not be extended to any man until he has received an affirmative vote of 50% of the quorum.

1. The vote shall be held at a regular or special meeting of the Chapter.
2. All associate interviews are to be conducted during a closed non-ritual meeting at which roll call and minutes are to be taken in a formal manner.
3. The right of a member to vote to extend a bid for membership will only be granted if:
  - 3.1. They were present at the association interview meeting.
  - 3.2. A reasonable excuse was presented to and accepted by the Vice President prior to the interview meeting.

### **Section IV: Membership between other Chapters or Colonies**

Members of other Chapters or Colonies of the Theta Xi Fraternity who have transferred and are now matriculating at Embry Riddle Aeronautical University may affiliate with the Chapter upon receiving an affirmative vote of 50% of all initiated active members present and voting at a regular or special meeting of the Chapter.

## **Section V: Initiation Vote**

All undergraduates and alumni of the Chapter shall be initiated into the fraternity by a 91% majority vote of the quorum as outlined in By-Law 23.2.1 of the National By-Laws.

## **Section VI: Suspension**

Suspension of an Initiate Member shall be the same as the suspension of members as outlined in Article 4.5 of the Constitution.

### **1. Academic Probation**

- 1.1 Brothers will be put on Academic Probation for not meeting the requirement of a 2.5 GPA.
- 1.2 Brothers on Academic Probation may not participate in the following:
  - 1.2.1 Brotherhood Events
  - 1.2.2 Rush Events
  - 1.2.3 Intramural Events
  - 1.2.4 Socials, to include but not limited to, mixers, sport competitions, and other joint outings deemed fit by the Executive Board
  - 1.2.5 May not take a little
  - 1.2.6 May not vote at all
- 1.3 Brothers on Academic Probation must attend all closed meetings and cannot vote.
- 1.4 Brothers on Academic Probation may still participate in the following activities and retain the following rights:
  - 1.4.1 Brothers on Academic Probation may still attend open meetings
  - 1.4.2 Brothers on Academic Probation must still dress up on the Wednesdays of Closed Meetings and wear their badge
  - 1.4.3 Brothers on Academic Probation are required to pay dues
  - 1.4.4 Brothers on Academic Probation are still required to attend all 70% mandatory events

- 1.4.5 Brothers on Academic Probation must work at chapter “wet” functions
- 1.4.6 Brothers on Academic Probation may still attend the Pinning and the Initiation Ceremonies, and the subsequent dinners (e.g. Casa Sanchez)
- 1.4.7 Brothers on Academic Probation may still wear letters
- 1.4.8 Brothers on Academic Probation may still participate in Greek Week
- 1.5 The Academic Probation period will last for an entire semester, starting the semester following the substandard GPA (below a 2.5). If the brother earns a GPA higher than 2.5 during the semester he is on Academic Probation, then he shall be restored to full active status; if the brother does not earn above a 2.5 GPA, then they will be put on full Academic Suspension, as defined in Article III, Section VI of the By-Laws.
- 1.6 Brothers on Academic Probation may still be held to the conditions set forth in Article III, Section VI of the Bylaws, to include, but not limited to, signing a contract stating they agree to the conditions of Academic Probation, meeting with an academic advisor to discuss time management and other related topics, choosing a study buddy from a list of brothers, signing a contracting agreeing to attend all classes for one month and being fined \$5 for each unexcused absence to a class, or attending a bi-monthly meeting with the Scholarship Chair.

## 2. Academic Suspension

- 2.1 Active Brothers who do not meet the minimum requirement of a 2.5 GPA will be put on Academic Suspension. This suspension will include, but is not limited to the Brother signing a contract stating he will abide by the conditions set forth below.
  - 2.1.1 The Brother meeting with a representative of the Student Resource Center to discuss such fundamental ideals as time management, note and test taking skills.
  - 2.1.2 The Brother will choose a study buddy from a list of Brothers in good academic standing to help him in studying.
    - 2.1.2.1 If an active Brother is not present or available in the struggling Brothers class, the role of the study buddy may be delegated to a willing non-member and/or the professor.
  - 2.1.3 The Brother will sign a contract stating he will attend all classes for one month, and that he will be fined \$5 for each class he misses.

2.1.3.1 It will be the responsibility of the study buddy to ensure that Article III Section VI By-Law 1.1.4 of the Chapter is met.

2.1.3.2 Scholarship chairman may decide upon any further action deemed appropriate by the Executive Board.

2.1.4 The Brother attending a bi-monthly meeting to reevaluate his performance and goals.

2.1.5 This program is effective for any semester a Brother is below a 2.5 GPA.

2.1.6 An academically suspended Initiate Member shall not be allowed to participate in any Chapter functions.

### 3. Financial Suspension

3.1 An Initiate Member of the Chapter shall be considered for Financial Suspension if his account is more than two months (60 days) in arrears.

3.2 All members not having paid their dues in full by a date set by the Treasurer shall automatically be put on financial suspension

3.2.1 The date set by the Treasurer shall be no later than three weeks before the last day of finals

3.3 A financially suspended Initiate Member shall not be allowed to participate in any Chapter functions until he first pays his debt to the Chapter or makes satisfactory arrangements with the Chapter Treasurer for payment of the debt.

### 4. Behavioral Suspension

4.1 Only the Judicial Board can motion to put an accused member up for Behavioral Suspension.

4.1.1 Upon the passing of the motion by the Judicial Board for Behavioral Suspension, the accused member must be notified immediately.

4.1.2 The Member up for Behavioral Suspension shall have a reasonable deadline determined by the Judicial Board, by which he must appear before the Chapter to defend his case. If said member cannot make this deadline, he can appeal for an extension as long as the total number of days does not exceed 30 calendar days from when the motion was passed.

- 4.1.3 If said member does not appear before the Chapter on the appointed date, he relinquishes his right to defend himself and the Chapter then proceeds to vote upon the case.
- 4.1.4 The process of Behavioral Suspension cannot exceed 30 calendar days as per National By-Law 4.5.2.

## **Section VII: Disassociation of Associate Members**

- 1. An Associate Member may be dissociated at any time for just cause by a majority vote of the Chapter.
- 2. An Associate Member may disassociate himself from the Chapter at any time during his Associate Membership for just cause.
- 3. No person who has been disassociated with the Chapter may attend any Chapter function unless specifically invited to attend by a majority vote of the Chapter.
- 4. The Senior Steward will remove any and all associate member items (items including but not limited to Associate Binders, Associate Badges, Theta Xi Quests, and other such materials given to the Associate class) from any associate that is disassociated with the Fraternity.

## **Section VIII: Duties of Members**

- 1. Duties of the initiated members shall be the same as the duties of the initiated members as outline by By-Law 24 of the Constitution.
- 2. It shall be the duty of the Initiate Member to serve on at least one committee each term he is affiliated with the Chapter.
- 3. It shall be the duty of the Initiate Member to be a part of at least one other non-Greek organization on campus.
- 4. It shall be the duty of each Initiate Member to promptly pay his dues to the Chapter, the National Fraternity, and the Inter-Fraternal Council.
- 5. Any member initiated shall have two weeks (14 days) from the date of their first class meeting after initiation to successfully pass the secrets of this Fraternity as explained in National By-Law 23.2. If a Member fails to comply with this By-Law, the following actions will be taken against the Initiated Member.
  - 5.1. Said member will have no voting rights within the Chapter, or National Fraternity.

- 5.2. A weekly fine levied in the amount of \$10.00 shall be contributed directly to the Chapter's Education Fund.
- 5.3. Upon delinquency of payment, said member shall be considered up for Financial Suspension. If passed, the member in question shall have all restrictions of a member in suspension immediately imposed upon him.
- 5.4. Said member may not be considered for an Executive Board position.
- 5.5. Said member may not be considered for the chairmanship of a committee.
- 5.6. Said member may not become the Big Brother of an Associate Member.

## **Section IX: Associate Member Education**

- 1. Each Associate Member shall be fully instructed in the history, ideals, traditions, and principals of the Theta Xi Fraternity in accordance with By-Law 25.2 of the Constitution.
  - 1.1. Each Associate Member shall be taught in accordance to the current Alpha Nine Membership Education program, available from Theta Xi Headquarters.
  - 1.2. Any deviation from the current Alpha Nine Membership Education program must be approved by the Grand Lodge of Theta Xi prior to being administered to any Associate Member.
  - 1.3. Any deviation from the current Alpha Nine Membership Education program must be approved by the Greek Advisor of Embry-Riddle Aeronautical University prior to being administered to any Associate Member.
- 2. The education of new Associate Members shall be the responsibility of the Senior Steward/Associate Membership Education Committee. The program shall follow the Theta Xi Fraternity Guide to Membership Education.
- 3. It shall be the duty of each Chapter Officer and Committee Chairman to take an active role in the education program, instruction the new Members as to the organization of the Chapter and the specific duties of each officer.
- 4. Each Associate Member shall be thoroughly instructed in the Constitution and By-Laws of the Theta Xi Fraternity.
- 5. Neither the Chapter nor any of its members shall participate in any type of hazing activities as outlined by By-Law 25.4 of the Constitution.



## **Section X: Voting**

1. In order to hold a vote the Chapter must have a quorum as defined by By-Law 23.2.1 of the Constitution.
2. If a voting percentage returns a fraction of a vote of 0.5 and higher round up, 0.49 or lower round down.
3. No proxy votes will be accepted for any voting purpose unless the absence of the voting member has been excused by the Vice President prior to the meeting.

## **Section XI: Initiation**

1. There shall only be one initiation per semester.
2. Initiation shall be held no later than three weeks prior to the last day of classes each semester. No Fraternity related events (mixers, athletics, etc.) shall be planned for the day of and evening prior to initiation, with the exception of chapter education events.
3. The vote for membership shall be held at two consecutive, regularly scheduled, closed meetings before the night of initiation. If, after the second vote for membership, the Associate Member does not receive the required percentage of votes, the Associate Member will automatically be disassociated at that meeting.
4. The rules for disassociation shall follow the rules outlined in By-Law 25.3 of the National Constitution.
5. After the disassociation vote, the Big Brother shall inform the Associate Member of the disassociation, in whatever manner necessary and at his discretion.
  - 5.1. The notification of disassociation shall be done before ritual initiation.
6. Active Chapter members shall consist of the undergraduate members who are not in suspension of any nature and have the privilege to vote.

## **Section XI: Definition of Chapter Membership**

A person wishing to join the fraternity as a Sweetheart shall have to complete and follow these guidelines:

1. Potential New Sweetheart Bid Process

1.1. An invitation to join the Chapter as a sweetheart shall not be extended to any person until they have received an affirmative vote of 50% of the quorum.

1.1.1. The vote shall be held at a regular or special meeting of the chapter.

1.1.2. All sweetheart interviews are to be conducted during a closed non-ritual meeting at which roll call and minutes are to be taken in a formal manner.

1.1.3. The right of a member to vote to extend a bid for a sweetheart will only be granted if:

1.1.3.1. They were present at the potential new sweetheart interview meeting.

1.1.3.2. A reasonable excuse was presented to and accepted by the Vice President prior to the interview meeting.

2. Disassociation of Potential New Sweetheart

2.1. A Potential New Sweetheart may be disassociated at any time for cause by majority vote of the chapter.

2.2. A Potential New Sweetheart may disassociate themselves from the chapter at any time during their Potential New Sweetheart term for just cause.

3. Potential New Sweetheart Education

3.1. Each Potential New Sweetheart Member shall be fully educated in the history, ideals, traditions and principals of the Theta Xi Fraternity.

3.2. The education of Potential New Sweethearts shall be the responsibility of a member designated by the Senior Steward.

3.3. Neither the chapter nor any of its members shall participate in any type of hazing activities towards a Potential New Sweetheart.

4. Voting on Potential New Sweethearts

4.1. A one-time vote shall be in a closed meeting prior to the night of initiation.

4.2. A Sweethearts of the chapter shall be chosen by an 85% majority vote of the quorum.

4.2.1. Any Potential New Sweetheart that receives an 85% majority vote of the quorum shall be a Sweetheart of the Chapter.

5. Sweetheart Induction

5.1. The sweetheart induction ceremony will be left to the discretion of the Fraternity.

5.2. A Sweetheart should receive the following at their induction ceremony:

5.2.1. A Blue Iris

5.2.2. A Sweetheart Badge

5.2.3. The sweetheart song sung by all attending brothers

6. Sweetheart Benefits

6.1. Sweethearts will be allowed to attend the following chapter functions:

6.1.1. Brotherhood Events

6.1.2. Intramural Events

6.1.3. Socials, to include but not limited to, mixers, sport competitions and other joint outings deemed fit by the Executive Board.

6.2. Sweethearts can wear clothing that includes the following:

6.2.1. The letters Theta (Θ) and Xi (Ξ)

6.2.2. The words Theta Xi

6.2.3. The Crest

6.2.4. Any other Theta Xi merchandise approved by the Executive Board.

## **ARTICLE IV: Executive Officers**

### **Section I: Officers**

The Executive Officers of the Chapter shall be those elected by the Chapter to fill the positions of the President, Vice President, Treasurer, Secretary, Scholarship, Senior Steward, and Junior Steward.

1. A Member must have a cumulative GPA of 2.7 on a 4.0 scale to hold a position as an Executive Officer.

## **Section II: Term of Office**

All of the Executive Officers are to be elected for a term of one year.

## **Section III: Treasurer Understudy**

A Treasurer Understudy shall be elected at the same time as the Executive Officers. The procedure for electing a Treasurer Understudy shall be the same as Executive Officers as outlined in By-Law 23.1.4 of the Constitution.

1. It shall be the duty of the Treasurer Understudy to assist the Treasurer and learn the concepts and the duties of the Treasurer.
2. It shall be the duty of the Treasurer Understudy to create a report of the Chapter's financial status once every four regularly scheduled meetings. The report must include a summary of bank statements and comparison to receipts/expenditures. The report is to be performed and presented solely by the understudy, completely independent of the Treasurer.

## **Section IV: Procedures for Elections**

Procedures of Chapter elections shall be the same as those for undergraduate chapters of Theta Xi Fraternity, as outlined in By-Law 23.1.4 of the Constitution.

## **Section V: Retiring Officers**

The duties of retiring officers of the Chapter shall be the same duties charged to retiring officers of the undergraduate chapters of the Theta Xi Fraternity as outlined in By-Law 23.1.5 of the Constitution.

## **Section VI: Vacancy of an Office**

If a vacancy should occur in any office of the Chapter, it shall be filled in the same manner as a vacancy in an undergraduate Chapter of Theta Xi Fraternity as outlined in By-Law 23.1.6 of the Constitution.

## **Section VII: Relieving an Officer of his Duties**

If the Chapter wishes to relieve an elected officer of his duties, it shall follow that same procedure as an undergraduate Chapter of Theta Xi Fraternity, as outlined in By-Law 23.1.7 of the Constitution.

## **Section VIII: Duties of the Executive Officers**

1. The duties of the office of the President shall be as follows:
  - 1.1. To see that the Constitution and the Chapter By-Laws are fully observed.
  - 1.2. To call all regular and special meetings of the Chapter.
  - 1.3. To act as the Presiding Officer at all regular and special meetings of the Chapter.
  - 1.4. To call and preside over all meetings of the Executive Board.
  - 1.5. To act as the official representative of the Chapter in all local, regional, and national affairs of the Fraternity.
  - 1.6. To act as the official representative of the Chapter in all affairs involving their community and the university.
  - 1.7. To create all special committees and appoint all special committee chairmen not provided for in these By-Laws.
  - 1.8. To perform all other duties not associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.
2. The duties of the office of the Vice President shall be as follows:
  - 2.1. To act as the Presiding Officer in the absence of the President.
  - 2.2. To call and preside over all Chapter meetings in the absence of the President.
  - 2.3. To keep accurate and complete Chapter records of all regular and special meetings of the Chapter.
  - 2.4. To keep accurate and complete records of meetings of the Executive Board.
  - 2.5. To supervise all appointed Managers to ensure that all work is carried out, and be responsible for the productivity of all appointed Managers.
  - 2.6. To distribute a current copy of these By-Laws to all new members of the Chapter.
  - 2.7. To update these By-Laws on a yearly basis, and distribute any revisions to all members of the Chapter.

- 2.8. To chair the Constitution and By-Laws Committee.
- 2.9. To chair the Judicial Board.
- 2.10. To perform all other duties associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.
3. The duties of the office of the Treasurer shall be as follows:
  - 3.1. To keep an accurate account of all revenues and expenditures of the Chapter.
  - 3.2. To provide members with regular and accurate statements of their accounts.
  - 3.3. To collect all dues and assessments.
  - 3.4. To prepare regular written financial reports for the inspection of the general membership of the Chapter, and to send a copy of the statement to the National Headquarters.
  - 3.5. To pay all debts incurred by the Chapter.
  - 3.6. To file form 990 with the IRS and state, no later than the fifteenth day of the fifth month after the end of the fiscal year.
  - 3.7. To chair the Fundraising Committee and provide progress reports to the Executive Board as needed.
  - 3.8. To perform any other duties associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.
4. The duties of the office of the Secretary shall be as follows:
  - 4.1. To handle all correspondence between the Chapter and other chapters, colonies, alumni, National Headquarters, the University, and the Community.
  - 4.2. To complete and submit all records requested by National Headquarters.
  - 4.3. To keep accurate and complete records of all correspondences both sent and received, including the date.
  - 4.4. To be responsible for seeing that an alumni newsletter is sent out at least once each term the University is in session.

- 4.5. To organize and plan the Chapter composite photographs
- 4.6. To be responsible for alumni relations.
- 4.7. To perform any other duties associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.
5. The duties of the office of the Senior Steward shall be as follows:
  - 5.1. To serve as the house manager for the Chapter house and be responsible for the operation and upkeep of the physical facilities of the Chapter house.
  - 5.2. To serve as a voting member of the house corporation of Theta Xi of Arizona Incorporated.
  - 5.3. To perform those duties necessary to ensure peace and harmony between all members who reside in the chapter house.
  - 5.4. To enforce the rules, regulations and policies of the chapter house in accordance with Arizona State Law, Chapter regulations and National Fraternity regulations.
  - 5.5. To act as chairman of the House Committee, and be responsible for all matters pertaining to the Chapter House. (Article VI Section III By-Law 13)
  - 5.6. To reside in the Chapter House and maintain good financial standing with the Chapter.
  - 5.7. To chair the Risk Management Committee and provide progress reports to the Executive Board as needed.
  - 5.8. To work in conjunction with the Initiation Committee to locate a suitable place for new member initiation, organize and set up initiation, and oversee any other aspects pertaining to initiation.
  - 5.9. To teach the Associate Member class in accordance with the current Alpha Nine Membership Education Program provided by Nationals, and to chair the Associate Membership Education Committee.
  - 5.10. To perform any other duties associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.

6. The duties of the office of Junior Steward shall be as follows:
  - 6.1. To organize and supervise an effective membership selection program for the Chapter.
  - 6.2. To be cognizant of all rush rules and regulations of the IFC and to advise the Chapter of such rules.
  - 6.3. To educate the Chapter and its new members on effective recruitment techniques as outlined in the Theta Xi's Guide to Membership Selection.
  - 6.4. To chair Brotherhood Committee and provide progress reports to the Executive Board as needed.
  - 6.5. To serve as the kitchen manager for the Chapter house.
  - 6.6. To serve as the house manager in the absence of the Senior Steward.
  - 6.7. To be responsible for the operation of the Chapter House and be responsible to the house manager for such duties.
  - 6.8. To reside in the Chapter House and maintain good financial standing with the Chapter.
  - 6.9. To serve as one of the two delegates of the University's Inter-Fraternal Council and report to the Executive Board after every Inter-Fraternal Council meeting.
  - 6.10. To perform any other duties associated with his office as directed by the Chapter, its Executive Board, or National Fraternity.
7. The duties of the office of the Scholarship Chairman shall be as follows:
  - 7.1. To provide an atmosphere within the Chapter that assures the highest scholarship rating consistent with each Member's ability.
  - 7.2. To keep a complete and accurate record of all Member's curriculum and course history.
  - 7.3. To keep complete and accurate records of all Member's cumulative and term grade point average.
  - 7.4. To organize and coordinate a tutoring system which uses the senior members of the Chapter in their respective areas of expertise.



- 7.5. To provide recognition for those members who have excelled in scholastics.
- 7.6. To advise Chapter members of cultural events available to them as members of the University and the community.
- 7.7. To chair the Philanthropy Committee and provide progress reports to the Executive Board as needed.
- 7.8. To perform any other duties associated with his office as directed by the Chapter, it's Executive Board, or the National Fraternity.
- 7.9. To design, order, and use Fraternity funds to pay for all stoles for the graduating Members.

## **ARTICLE V: Judicial Board**

### **Section I: Purpose of Judicial Board**

The purpose of the Judicial Board is to examine a Member's behavior related to a specific event and interpret whether said Member's behavior was consistent with Theta Xi's Ritual, National Constitution, Chapter By-Laws, Theta Xi Fraternity's Statements of Position or where no specific regulations are defined.

### **Section II: Judicial Membership Nomination**

The Judicial Board Members shall be those nominated at the beginning of each semester by the Vice President and approved by the Executive Board.

1. The Judicial Board shall consist of a total of six members. The Vice President, one Member from each year (Freshman, Sophomore, etc.), and one Member of any year to act as a temporary replacement.
  - 1.1. One Alumni member, at the Vice President's discretion, may serve as an advisor over Judicial Board proceedings. The Alumni member does have the right to vote on Judicial Board cases.
2. The temporary replacement shall observe all Judicial Board hearings but shall have no vote. In the event that a Judicial Board Member is unable to attend or said Member is up for a hearing themselves, the replacement member shall take their place (except for the Vice President) and will vote in his stead.

3. The Vice President may nominate a member of any year if two or more choices for a Judicial Board Member from a given year are denied by the Executive Board OR no Members from a certain year are available/meet the requirements. If only one choice is available, it is at the discretion of the Vice President to nominate him or to nominate another Member of any year.

### **Section III: Vice President's Vote and Attendance**

The Vice President shall have no vote unless for the reason of any tie-breaker. He shall also take minutes of all hearings. The President will take the place of the Vice President in the event that the Vice President is unable to attend or is up for the hearing himself.

### **Section IV: Judicial Membership Eligibility**

1. A Member must be active and in good standing, including Financially and Academically.
2. To be eligible for a Judicial Board position, a Member may not be on the Executive Board (except for the Vice President).

### **Section V: Judicial Board Process**

The Judicial Board process begins when an accusation against a Member is brought to the attention of any Judicial Board Member. The Judicial Board process is as follows:

1. The Judicial Board discusses the case and votes on whether a hearing is necessary for said case. If the case is not pursued, there will be no record of the case and it will be closed.
2. If the Judicial Board decides to pursue the case, then the Judicial Board will set up a meeting with the accused at the earliest convenience of both parties. (Refer to Article V Section VII By-Law 1)
3. After meeting with the accused member, the Judicial Board determines an appropriate verdict for the actions of the accused member. (Refer to Article V Section VII By-Law 2 for hearing proceedings)
4. The Judicial Board then proposes the verdict of the hearing to the Chapter at the next closed meeting.
5. The Chapter then votes if the verdict is both fair and just in accordance with the case and authority of the Judicial Board as stated in Article V Section VI.

6. If the Chapter finds the verdict to be either unfair or unjust, the Judicial Board must hold another hearing, and propose a new verdict upon the next closed meeting.
7. Once the Chapter votes that the verdict is both fair and just, the Chapter then votes immediately to implement the verdict. The vote to implement the verdict is final.

## **Section VI: Disciplinary Sanctions given by the Judicial Board**

1. The Judicial Board will interpret the Ritual, the National Constitution, Chapter By-Laws, and all of Theta Xi Fraternity's Statements of Position to issue the fairest sanction(s).
2. The sanction(s) may include a single or combination of any or all of the sanctions listed below.
  - 2.1. The Judicial Board may issue a fine up to \$100. All fines issued shall be paid no later than 60 days from being issued. If not, then the convicted will be motioned to be put up for Financial Suspension. Payments shall be made to the Treasurer and paid to the education fund.
  - 2.2. The Judicial Board may issue up to 120 community service hours as an option in any case. All hours shall be served no later than 90 days from being issued. If not, then the convicted will be motioned to be put up for Behavioral Suspension.
    - 2.2.1. All records of community service hours completed shall be appropriately logged and submitted to the Scholarship Chairman.
  - 2.3. The Judicial Board may issue social probation.
  - 2.4. The Judicial Board may restrict attendance from any Chapter event.
  - 2.5. The Judicial Board can motion to put the accused member up for Behavioral Suspension.
    - 2.5.1. Upon the passing of the motion for Behavioral Suspension, the accused member must be notified immediately.

- 2.5.2. The Member up for Behavioral Suspension shall have a reasonable deadline determined by the Judicial Board, by which he must appear before the Chapter to defend his case. If said member cannot make this deadline, he can appeal for an extension as long as the total number of days does not exceed 30 calendar days from when the motion was passed.
- 2.5.3. If said member does not appear before the Chapter on the appointed date, he relinquishes his right to defend himself and the Chapter then proceeds to vote upon the case.
- 2.5.4. The process of Behavioral Suspension cannot exceed 30 calendar days as per National By-Law 4.5.2.

## **Section VII: Hearings**

- 1. Hearings shall take place at a time and location determined by the Judicial Board and the accused member up for the hearing at the earliest convenience of both parties.
  - 1.1. If the accused member does not attend the agreed upon meeting without a legitimate reason deemed appropriate by the Judicial Board, the accused member relinquishes his right to defend his case.
- 2. The first hearing shall consist of the Judicial Board explaining to the accused member what his violation is. The Judicial Board shall be extremely specific in what the accused has violated, as per Article V Section I. Hearings shall proceed as follows:
  - 2.1. Upon being informed of his violations, the accused member will plead either “guilty” or “not guilty”.
  - 2.2. If the accused member pleads guilty, the Judicial Board will dismiss the accused member and proceed to discuss the fairest sanction(s) as per Article V Section VI.
  - 2.3. If the accused member pleads not guilty, he may defend his case at the hearing, or he may request a second hearing for him to defend his case. (see Article V Section VII By-Law 3)
  - 2.4. Upon hearing the case of the accused, the Judicial Board will dismiss the accused member and proceed to discuss the fairest sanction(s).
  - 2.5. After discussion, when the Judicial Board opts to vote upon the fairest sanction, only the voting members shall be present.
- 3. A second hearing may take place only if it is called by a majority vote or if requested by the accused member up for the hearing; he will be given up to 1 week to gather information for his defense.

4. Upon a majority vote, the Judicial Board may postpone the remainder of a hearing for the sake of time constraints.
5. All hearings shall be closed, except when witnesses are deemed applicable to the case.
  - 5.1. The accused will be allowed to be present during the witness's testimony; however, the accused has no say until it is his turn to defend his case.
  - 5.2. Once the witness has finished their report, they shall leave immediately.
  - 5.3. Witness reports may also be accepted in a formal written report.
6. Only current Judicial Board Members may see the minutes recorded during any hearings.
7. No information shall be released or talked about outside the hearings (including Judicial Board Member to Judicial Board Member), as well as information from the minutes book except for the violation and the verdict.
8. As soon as the sanction has been paid/completed, only the name, the violation, and the verdict shall remain documented. The rest of the information pertaining to the case shall be discarded.
9. Any Initiate Member may also request to have a hearing for any reason.

## **ARTICLE VI: COMMITTEE STRUCTURE**

### **Section I: Approval for Committee Chairmen and Managers**

1. Committee Chairmen and Managers shall be nominated and approved by a majority of the Chapter unless otherwise stated in these By-Laws.
  - 1.1. In the event that no one accepts a nomination for a certain position, the President appoints a Chairman or Manager for that position.

### **Section II: Appointed Managers**

The appointed Managers and their respective duties are as follows:

1. Events Manager- Shall be responsible for the supervision of the Social, 6294, and Campus Events committees. He shall provide the Vice President with progress reports from his respective committees as needed and is responsible for the productivity of his respective committees.

2. Logistics Manager- Shall be responsible for the supervision of the Athletics, Historian, and Inter-Fraternal Council committees. He shall provide the Vice President with progress reports from his respective committees as needed and is responsible for the productivity of his respective committees.
3. Internal Affairs Manager- Shall be responsible for the supervision of the Ritual and Initiation committees. He shall provide the Vice President with progress reports from his respective committees as needed and is responsible for the productivity of his respective committees.

### **Section III: Committee Chairmen**

The responsibilities of the Committee Chairmen shall be as follows:

1. Committee Chairmen may appoint as many members as deemed necessary by the Executive Board to assist him in the duties of the committee.
2. Athletics – Shall be responsible for the organization and registration of all athletic events in which the Chapter participates. The chairman shall be responsible for organizing and ordering all athletic uniforms. The committee chairman is also to provide progress reports as needed to the Logistics Manager.
3. Historian – Shall be responsible for organizing and assembling the chapter's scrapbook, keeping the publication of the Chapter history updated, and keeping on file all Chapter photographs for future publication in The Unicorn or the Alumni Newsletter. The committee chairman is also to provide progress reports as needed to the Logistics Manager.
4. Inter-Fraternal Council Delegates – Shall be responsible for attending the IFC meetings, casting votes on behalf of the Chapter at such meetings and reporting regularly to the Chapter the activities of the IFC. The Junior Steward must serve as one of the two IFC delegates. The committee chairman is also to provide progress reports as needed to the Executive Board.
  - 4.1. It shall be the duty of the IFC delegate that is not serving on the Executive Board to serve on the Inter-Fraternity Council Judicial Bard.
5. Philanthropy Chairman. – It shall be the duty of the Philanthropy Committee to organize and execute at least two service projects a year for Theta Xi's two national philanthropies. One being a project for Multiple Sclerosis, and the other for Habitat for Humanity. It shall be the duty of the Scholarship Chairman to serve as chairman of the Philanthropy Committee, and shall provide progress reports to the Executive Board on a regular basis.

6. Social Chairman – It shall be the duty of Social Committee to organize and execute all social functions of the Chapter. It shall be the duty of this committee to prepare a social calendar of events and to work closely with other committee chairmen and officers to avoid conflicts in scheduling. The committee chairman is also to provide progress reports as needed to the Events Manager.
7. Constitution & By-Laws – It shall be the duty of the Constitution and By-Laws Committee to maintain these By-Laws and update them as needed. It shall be the duty of the Vice President to serve as chairman of the Constitution & By-Law Committee and provide progress reports to the Executive Board as needed.
8. Campus Events – It shall be the duty of the Campus Events Committee to organize all campus events including but not limited to events such as Octoberwest, Greek Week, Activity Fair, and any other events that promote Theta Xi on campus. The chairman shall provide progress reports to the Events Manager as needed.
9. Ritual – It shall be the duty of the Ritual Committee to properly maintain and transport Theta Xi Ritual to and from closed meetings. The chairman shall provide progress reports to the Internal Affairs Manager as needed.
10. Initiation – It shall be the duty of the Initiation Committee, in conjunction with the Senior Steward to locate a suitable place for new member initiation, organize and set up initiation, and oversee any other aspects pertaining to initiation. The chairman shall provide progress reports to the Internal Affairs Manager as needed.
11. 6294 – It shall be the duty of the 6294 Committee to locate a suitable place for 6294, and attend to all details pertaining to 6294 in a timely manner. The 6294 Committee shall also provide timely notice to all active and alumni members of all 6294 plans. The chairman shall provide progress reports to the Events Manager as needed.
12. Associate Membership Education – It shall be the duty of the Associate Membership Education Committee to organize and execute an effective membership education program for new Associate Members that follows the most current Alpha 9 procedures issued by the National Headquarters. The committee is to be chaired by the Senior Steward and he shall provide progress reports to the Executive Board as needed.
13. House Committee – Shall consist of five members (including the chairman) of the Chapter who are selected by the Housing Committee Chairman (House Manager). The House Committee shall consist of 3 members who reside in the Chapter house and 2 members who do not reside in the Chapter house. The selection of members shall be approved by the Executive Board. All members of this committee shall maintain good financial standing with the Chapter.

- 13.1. It shall be the duty of this committee to plan and organize the assignment of the Chapter house duties to the Chapter members.
- 13.2. It shall be the duty of this committee to discuss and make recommendations to the Chapter and to the House Corporation, Theta Xi of Arizona Incorporated, on major house repairs or improvements.
- 13.3. It shall be the duty of this committee to discuss and make recommendations to the Chapter and to the House Corporation, Theta Xi of Arizona Incorporated, on major house repairs or improvements.
- 13.4. It shall be the duty of this committee to conduct the selection process to determine the members of the Chapter who are to reside in the Chapter house.
- 13.5. It shall be the duty of this committee to prepare or revise a set of house rules each year for the approval of the Executive Board.
- 13.6. It shall be the duty of this committee to issue a written report, annually, to the Chapter and to the House Corporation on the status of the Chapter House.

#### **Section IV: Term of Office**

For all appointed chairmen and managers, the term of office shall be from the time of their appointment until the next election.

#### **Section V: Removal from Service**

Appointed chairmen and/or managers may be removed from their service as chairmen and/or managers by a majority vote from the Executive Board.

#### **Section VI: Non-Specified Duties**

Appointed chairmen and/or managers shall perform any duties associated with their offices which are not specified in these By-Laws as directed by the Chapter, its Executive Board, or the National Fraternity.

#### **Section VII: Special Committees**

Special committees, as appointed by the President, shall deal only with matters of current importance and shall be dissolved when their mission is completed or upon the date of the next election of officers, whichever comes first.



## **Section VIII: Committee Members and Non- Specified Duties**

Committee members shall perform any duties associated with their committee not specified in these By-Laws as directed by the Chapter, its Executive Board, or the National Fraternity.

## **ARTICLE VII: Meetings and Events**

### **Section I: Meetings**

1. The Chapter shall hold meetings once each week while the University is in session.
2. All regular meetings shall be mandatory as per National By-Law 24.10. In the event that an Active Member cannot attend a meeting, said Member must notify the Vice President in a timely manner. It is at the discretion of the Vice President to deem said Member's absence excusable.
  - 2.1. In the event that a regular meeting is rescheduled, the President must give at least a three (3) day notice for it to be mandatory.
3. The time and place of all meetings, regular or special, shall be left to the President or the presiding officer.
4. Special meetings may be called by the President provided that a twelve-hour notice is posted in advance.
  - 4.1. No special meetings shall be mandatory unless a three (3) day notice is given.
5. A quorum shall be defined for the undergraduate chapters of the Theta Xi Fraternity as outlined by By-Law 23.2.1 of the Constitution.
6. The rules of debate shall be the same as those undergraduate chapters of Theta Xi Fraternity, as outlined in By-Law 23.4.3 of the Constitution. All other deliberations of the Chapter shall be governed by Robert's Revised Rules of Order.
7. With regards to Chapter meetings, the duties of Associate Members shall be the same as those of Initiated Members.
8. Business attire shall be worn whenever on campus on days in which closed meetings take place. "Business attire" shall be defined as the following: dress slacks (either khaki or formal), black or brown dress shoes with matching dress socks, black or brown belt, collared button-up dress shirt, and a formal and appropriate bow or neck tie. An appropriate dress jacket is optional. It is at the discretion of the Usher as to what is not business attire. Any Member not wearing appropriate business attire will not be allowed into the meeting.

## 9. Fines and Penalties

9.1. Failure to notify the Vice President of an inability to attend a regular or special and mandatory scheduled meeting will be dealt with in the following manner:

9.1.1. First unexcused absence is a warning.

9.1.2. Second unexcused absence is a \$5.00 fine.

9.1.3. Third unexcused absence is a \$10.00 fine.

9.1.4. Fourth unexcused absence is a \$20.00 fine.

9.1.5. Fifth unexcused absence is a vote for bad standing.

9.1.5.1. A member on Bad Standing must complete five mandatory community service hours that shall not be included in the recommended ten hours suggested by the chapter.

9.1.5.2. A member on Bad Standing shall remain on Bad Standing until he has attended five consecutive mandatory events including closed meetings, completed the five service hours mentioned above, and having paid all outstanding fines issued to him.

10. The maximum fine for tardiness to a regular or special Chapter meeting without a reasonable excuse shall be a \$5.00 fine.

11. Any Member seen not wearing business attire on University premises on the day of a closed meeting will be fined \$5.00.

## Section II: Events

1. An event is defined as a planned public or social occasion that does not include regular or special meetings.

2. It is at the discretion of the President to decide which events are mandatory; mandatory meaning that the failure to attend by an Initiate Member will result in consequences provided in Article VII Section II By-Law 4.

3. If an event is deemed mandatory, the chapter must have three (3) days prior notice.

4. Non-attendance at an event that is stipulated as mandatory by the President shall be punished by up to a \$20.00 fine.

5. The appeals procedure for all fines shall be handled by the Judicial Board. The Brother must request a hearing from the Judicial Board to appeal the fine if he feels that he was wrongfully fined. The Judicial Board will schedule a hearing at their convenience.
6. All fines must be paid by the last day of classes of the semester that they were issued. If the Brother fails to appeal the fine by the last meeting of the semester, the fines shall be permanent, and no Judicial Board hearing will be allowed.
7. If a Brother has outstanding fines at the end of a semester, said Brother shall be put up for financial suspension at the first meeting of the next semester by the treasurer.
8. The maximum fine for tardiness to a mandatory event without a reasonable excuse shall be a \$5.00 fine.

## **ARTICLE VIII: FINANCES**

The revenue of the Chapter shall be derived from the dues collected from its Members, any and all fines issued to Members, and any fund-raising projects which the Chapter sponsors. The fiscal year of the Chapter shall run from July 1<sup>st</sup> until June 30<sup>th</sup>.

### **Section I: Dues and Budget**

1. The dues and budget of the Chapter shall be set by the Executive Board which will be subject to approval by the Chapter.
2. Approval of the budget is by a three-fourths majority vote of the Chapter's undergraduate members.
3. Dues shall be paid on a semester basis.
4. The distribution of funds shall be allocated to the committees as granted by the Treasurer.
5. The Treasurer shall send a statement to each member by the first of each month, or a minimum of three statements per semester, each being at least 60 days apart.
6. The Treasurer shall have the power to offer appropriate discounts for prompt or early payment of dues. Such discounts are subject to the approval of the Executive Board.
7. The Treasurer shall have the power to levy any appropriate fines or penalties for the late payment of dues. Such fines and penalties are subject to the approval of the Executive Board.

8. Neither the Treasurer nor the Executive Board have the ability to add discretionary spending/costs (e.g. T-Shirts, philanthropy registration costs, etc.) to the said dues amount after it is announced to the Chapter at the beginning of each semester. If a Member requests discretionary spending, the Chapter, with a majority vote, can approve the addition to the dues. Fines from mandatory events shall be added to that Member's dues.
9. All matters concerning the use of a third-party company to handle Chapter dues, such as Omega Financial, and companies that directly affect Active Members shall be voted on by the Chapter and approved with a majority vote.

## **Section II: Financial Suspension for Members**

1. An Initiate Member of the Chapter shall be considered for suspension if his account is more than two months (60 days) in arrears.
2. All members not having paid their dues in full by a date set by the Treasurer shall automatically be put on financial suspension.
  - 2.1. The date set by the Treasurer shall be no later than three weeks before the last day of finals.
3. A Financially Suspended Initiate Member shall not be allowed to participate in any Chapter functions until he first pays his debt to the Chapter or makes satisfactory arrangements with the Chapter Treasurer for payment of the debt.
4. An initiated brother of the chapter that has been placed on financial suspension shall have to pay a fine of \$50 before he can return to active status. This fine can be waved at the discretion of the treasurer.

## **Section III: Fundraising Monies**

1. All fundraising monies will be placed in a separate ledger account by the Treasurer for the duration of the semester in which said monies were raised.
2. Individual requests for monies from this account may be made by any committee indicating the need for additional funding for that semester.
3. All such requests will be presented in the form of a motion subject to immediate Chapter vote at the earliest convenience.
4. Any monies remaining in the account at the end of the semester will unobjectionably be transferred to the Chapter account for the following semester.

## **ARTICLE IX: Non-Defined**

### **Section I: Chapter Advisor**

1. The fraternity shall be responsible for the adoption of a Chapter Advisor.
2. The Chapter Advisor's term of office shall be the same as that for advisors to the undergraduate chapters of Theta Xi as outlined in By-Law 26.1 of the National Constitution.
3. The functions of the Chapter Advisor shall be the same as the functions given to advisors of undergraduate chapters of Theta Xi, as outlined in By-Law 26 of the National Constitution.

### **Section II: Risk Management/ Responsibility**

1. The Chapter subscribes to all of the policies of Risk Management as stated by the Theta Xi Fraternity / Risk Management Policy included in these By-Laws.
2. The Chapter also subscribes to the following policies regarding Fraternal Information & Programming Group Risk Management Regulations.
  - 2.1. Chapter Members' duties at wet functions:
    - 2.1.1. At all "wet" functions sponsored by the Chapter, certain members shall be assigned as "Designated Drivers." Their function will be to insure that party guests or any guest who requires a ride home, will be transported safely.
    - 2.1.2. In reference to the persons named in Article IX Section II By-Law 2.1.1, those persons shall remain alcohol free for the entire course of the party, or until their functions have ended.
  - 2.2. Guest attendance at "wet" functions:
    - 2.2.1. The Chapter will allow only people over the age of 18 years even to be present at a "wet" function sponsored by the Chapter.
    - 2.2.2. All guests attending a "wet" function sponsored by the Chapter must be on a guest list, thereby making a Chapter Member responsible for each guest.
    - 2.2.3. All persons entering a "wet" function sponsored by the Chapter shall sign a guest list declaring name and age.

2.2.4. Proof of age will be required before entrance into a “wet” function will be granted.

3. Personal equipment at Chapter functions.

3.1. The Chapter set forth the following rules governing the operation of personal equipment at sponsored functions:

3.1.1. Such equipment shall be watched over by a non-drinking member or placed under lock and key.

3.1.2. Any loaned equipment will be loaned with the provision that the Chapter assumes full responsibility for said equipment.

3.1.3. Any member or guest who damages the Chapter property or property on loan to the Chapter will be held responsible for its replacement.

3.2. The Chapter assumes no responsibility for damages to personal property that is not being used under the provisions set forth in Article IX Section II By-Law 3.

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3.1.2 Any loaned equipment will be loaned with the provision that the Chapter assumes full responsibility for said equipment.

3.1.3 Any member or guest who damages the Chapter property or property on loan to the Chapter will be held responsible for its replacement.

### **Section III: Miscellaneous**

The By-Laws of the Gamma Iota Chapter may be amended in part or fully by a three fourths majority vote of the Chapter’s undergraduate members.

A copy of these By-Laws shall be filed with the Executive Director of Theta Xi Fraternity, the University, and Inter-Fraternity Council. The Chapter's copy of these By-Laws shall be bound with the National Constitution.

1. Definitions

- 1.1. The term "Constitution" shall be as defined in Article 1.3. of the National Constitution and By-Laws of the Theta Xi Fraternity.
- 1.2. The term "Fraternity" shall be defined in Article 1.1.1 of the Constitution and By-Laws of the Theta Xi Fraternity.
- 1.3. The term "Member" shall be defined in Article 4.1 of the Constitution and By-Laws of the Theta Xi Fraternity.
- 1.4. The term "Chapter" shall be defined as the Gamma Iota Chapter except where otherwise indicated.
- 1.5. The term "University" shall be defined as Embry-Riddle Aeronautical University unless otherwise indicated.

2. Motions

- 2.1. All motions shall be typed or word-processed on standard 8.5" x 11" white paper.
- 2.2. All motions shall be dated.
- 2.3. All motions shall be signed by the maker and their respective second.
- 2.4. All motions shall be worded as follows:

"I Gamma Iota \_\_\_\_\_ motion that this Chapter ..."

Or

"I Gamma Iota \_\_\_\_\_ motion that the Gamma Iota Chapter By-Laws be amended as follows..."

3. Use of profanity in a ritual meeting.

- 3.1. The use of profanity shall be defined as per Webster's Eleventh New Collegiate Dictionary, Number 1 definition of Profane.

- 3.2. The Member in question shall receive a warning from the Executive Board and this warning shall stand true for the entire meeting.
- 3.3. The next use of profanity in the meeting will be dealt in the following manner. The Member or Members in question shall be escorted from the ritual meeting, not to return until the following ritual meeting.

## **ARTICLE X: UNIVERSITY POLICIES**

### **Section I: Student Organization**

This organization is a recognized student organization at Embry-Riddle Aeronautical University – Prescott and adheres to all campus policies set forth by the Department of Student Engagement and ERAU Prescott Administration.

### **Section II: Discrimination and Harassment**

Embry-Riddle does not permit discrimination or harassment in its programs and activities on the basis of race, national origin, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristics, age, religion, pregnancy status or any other characteristic protected by University policy or state, local, or federal law and therefore eligibility for membership or appointed or elected student officer positions may not be limited on any of the above qualities.



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President

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Vice President