



## THE BYLAWS OF THE THETA PI CHAPTER OF ALPHA SIGMA PHI FRATERNITY, INC.

### ARTICLE I. MEMBERSHIP

- Section 1. New Members: Membership into this Chapter is reserved for only those men who meet the requirements listed in the Constitution.
- A. Selection: New Members shall be selected by secret ballot of a Quorum Of Full Members in good standing.
- i. No abstention for membership voting is permitted.
  - ii. Potential New Members will be voted on individually.
  - iii. Bids by proxy must be given directly to the Vice President of Growth prior to the voting session.
  - iv. At least fifty percent plus one of the members must be present to hold a voting session.
  - v. The Vice President of Growth shall count the ballots and shall report to the membership whether or not a Bid will be extended to the Potential New Member.
  - vi. Should an individual be extended a Bid to join the Chapter, he maintains the right to turn the invitation down without question.
  - vii. Should an individual not be given a Bid, he will be notified as an act of courtesy by the Vice President of Growth.
  - viii. An individual who wishes to become a New Member of the Chapter may accept the Bid within two weeks of receiving it.
- B. Bid Acceptance: New Members are required to sign their "Bids" or provide notice to the Greek Advisor prior to participation in the New Member Ceremony.
- C. Eligibility: Initiation into the Chapter requires a 2.5/4.0 minimum cumulative GPA to be determined by the grade report from the semester immediately preceding initiation. First term students are automatically eligible having met college/university requirements in order to be enrolled. In order to become eligible for initiation, a New Member must complete five weeks of New

Member education and the New Member program cannot exceed eight weeks.

- D. Attendance: It shall be the responsibility of each New Member to attend all initiations, rituals, regular meetings, Chapter meetings, and all other functions held by the Chapter as applicable. Chapter meetings are mandatory. Absences may be excused by the President
- E. Fees: In addition to the new member fee assigned by nationals, new members will pay full member dues and be assigned a \$75 a month fee during their first semester. New members may be exempted from this fee if they complete two (2) extra service hours in addition to the three (3) mandated hours per a month required for all members of Alpha Sigma Phi.

- Section 2. Initiated/Active Members: To maintain active status, a Member must: (a) be a male student at The University of Kansas, (b) neither be currently affiliated with, nor initiated into another social Greek fraternity, (c) maintain a cumulative grade point average of at least 2.5, (d) maintain a minimum of twelve credit hours per semester except when voted on by the chapter,
- A. Attendance: It shall be the responsibility of each Full Member to attend all initiations, rituals, regular meetings, Chapter meetings, and all other functions held by the Chapter. Chapter meetings are mandatory. Absences are to be excused by the President, the Vice President of Member Retention, or the Vice President of Communications.
  - B. Fees: Members shall be subject to payment of a New Member Fee, Initiation Fee, and Membership Fee and any other fees or dues as shall thereafter be determined by the Chapter in accordance with the Bylaws, rules, regulations, or rituals of the fraternity.
  - C. Campus/Chapter Participation: All Undergraduate Members are required to retain an Officer position or serve on a Chapter committee. Additionally, 80% of Undergraduate Members should be involved in at least one non-Greek student organization or sport each year.
  - D. Rules and Regulations: All Members of the Chapter must abide by all federal, state, local, university, Interfraternity Council, and Fraternity laws and the Fraternity's Code of Conduct.

Section 3. Inactive Members: Those failing to meet the standards defined in Section 2 or not properly defined as alumni.

- A. Attendance: Inactive members are not permitted to attend initiations, rituals, regular meetings, Chapter meetings, and all other functions held by the Chapter.
- B. Fees: Inactive members are subject to pay vacancy fees the school year they go inactive if applicable as well as pay a reduced amount of dues in order to cover national fees.
- C. Campus/Chapter Participation: Inactive members are not permitted to hold an Officer position or serve on a chapter committee.
- D. Rules and Regulations: Inactive Members of the Chapter must abide by all federal, state, local, university, Interfraternity Council, and Fraternity laws and the Fraternity's Code of Conduct.
- E. Miscellaneous: Any active member can choose to go inactive for the following semester given they inform the President or Vice President of Member Retention

and will remain inactive until giving notice otherwise.

- F. Study Abroad: Any active member participating in study abroad will automatically be placed on inactive status until returning to the University of Kansas.
- G. Participation: An inactive member of the chapter is permitted to attend non-social events, exemption from fraternal governance where no chapter, university, state, or local laws are broken.

- Section 4. Suspended Members: The Chapter has the power to suspend a Member for the reasons listed below. The Chapter does not have the right to expel a Member, only the ability to recommend expulsion.
- A. Academic Suspension: Should a Member fail to meet the scholarship standards or the general requirements and/or responsibilities of Alpha Sigma Phi, he shall be placed on probation for the time period of one semester.
  - B. Behavioral Matters: Any Member who has violated the Chapter's constitutional provisions, Bylaws, rules, regulations of the Chapter, displays characteristics of immoral character or behavior, of whose actions become detrimental to the welfare and best interests and intentions of the Full Members and New Members of the fraternity, as determined by the Standards Board, may be suspended from membership for a period of time.

- Section 5. Alumnus: Alumni status shall be given to all Members who have graduated or transferred to another institution. An alumnus of the Chapter may attend any meeting, social, service, and/or philanthropic events at any given time with notice and permission by Chapter President. They are also able to attend Ritual without notice. Alumni have been officially relieved of their undergraduate duties and lose their voting rights upon receiving alumnus status.

## ARTICLE II. CHAPTER OFFICERS

- Section 1. Qualifications: The following are required of any individual who holds or seeks to hold an H-Officer position.
- A. Financial Requirements: Must be in good financial standing with Fraternity Headquarters.
  - B. Grade Point Requirements: There shall be two tiers of grade requirements for Officers, which shall be soft requirements and hard requirements.
    - i. Soft requirements: All Officers must be .2 above the all-men's GPA on campus. If the all men's GPA is above 2.8, then the standard will be set at 3.0. Grades will be taken from the previous full academic term, and the GPA requirement must be maintained while holding office. Should a candidate for election not meet this requirement, he can ask voting Members of the Chapter to waive this requirement for one academic term. A new vote must be taken each academic term if he remains below the requirement. An appeal to the voting Members of the Chapter would have to achieve a 2/3 majority vote.
    - ii. Hard requirements: All Officers, with the exception of the President,

Vice President of Member Retention, and Vice President of Membership Enrichment, shall maintain a semester or cumulative GPA higher than 2.5. The President, Vice President of Member Retention, and Vice President of Membership Enrichment shall maintain a semester or cumulative GPA higher than 2.7. Should an Officer fail to meet the hard requirement set in this Article, the Prudential Board shall be required to refer the offending Officer to the Standards Board, who will determine whether or not the offending Officer is allowed to keep his position.

- C. Experience Requirement:
  - i. President: Must have served at least one (1) term on the Prudential Board previously
  - ii. VP of Member Retention: Must have served at least one (1) term on the Prudential Board Previously
  - iii. VP of Finance: Must be sophomore standing or above, previous experience in finance is preferred.
  - iv. VP of Growth: Must be sophomore standing or above, previous experience as a Rush Chair is preferred.
  - v. VP of Rituals and Traditions: Must be sophomore standing or above, previous experience on the Rituals committee is preferred.
  - vi. VP of Standards: Must be sophomore standing or above, Junior and Senior standing preferred.
  - vii. House Manager: Must be sophomore standing or above, Junior and Senior standing preferred.

Section 2. General Expectations: Each Officer is expected to follow the same general expectations:

- A. Live-in Requirement: Where applicable, all Officers must live in the Chapter house, unless excused prior to election by the Chapter's membership.
- B. Officer Familiarity with Customs, Traditions, and Laws: All Officers should have an operational knowledge of all appropriate laws, including those of the Fraternity, locally and nationally, the State of Kansas, the City of Lawrence, and the United States of America. All Officers shall also be properly informed of all customary practices of the Fraternity, and pay particular attention to ensure the proper practice of them.
- C. Paperwork: Each Officer shall be responsible for staying within their budget, completing required Chapter or college/university paperwork and submitting paperwork and requests for reimbursement in a timely manner.
- D. Transition: Each Officer shall maintain a binder and be responsible to see to it that the binder is continually updated, and made more useful with each passing term. Each Officer is especially entrusted with the duty of transitioning the next Officer into that position and providing them with proper training.

### **ARTICLE III. RESPONSIBILITIES OF OFFICERS**

Section 1. Officer Expectations: Each Officer shall have a set number of expectations, and the President and Prudential Board can add additional expectations as needed:

- A. President: The President is the Chief Executive Officer of the Chapter and may

direct all Officers and Members in the pursuit of the objectives, values and sacred ritual of the Chapter. He is also charged with the following:

- i. Chairs the Prudential Board which includes developing a prepared agenda for every meeting and ensuring that the Prudential Board meets weekly at a standard time in a standard place.
  - ii. Chairs all Chapter meetings which includes developing a prepared agenda for every meeting and ensuring that the Chapter meets weekly at a standard time in a standard place.
  - iii. Directly supervises the following Officers : Vice President of Member Retention, Vice President of Finance, Vice President of Growth, Vice President of Membership Enrichment, Vice President of Ritual and Traditions, , Vice President of Alumni and Family Relations, Vice President of Standards, Vice President of Service and Philanthropy, and Vice President of Communications.
  - iv. Appoints all Officers that are not elected, pending approval by the Prudential Board.
  - v. Ensures completion of all required reports due to the College/University.
  - vi. Ensures completion of the Annual Report to the National Fraternity.
  - vii. Works with the GCA to plan an annual goal-setting Chapter retreat.
  - viii. Works with the GCA to plan an annual Officer transition retreat.
  - ix. Serves as the Chapter spokesman and point person in a crisis.
  - x. Communicates at least bi-weekly with the GCA through a structured one-on-one meeting.
  - xi. Serves as IFC Representative, or appoints a Brother to attend in his place.
  - xii. Creates a New Member batch in the Officer Portal for each New Member class.
  - xiii. Coordinates and executes, successfully and completely, a mandatory meeting or meetings once per academic term, the purpose of which shall be to plan the calendar, events, and budget for the following academic term with all Officers.
  - xiv. Fulfills any additional roles and responsibilities associated with his position, as described in the Officer Education portal on the Alpha Sigma Phi website.
  - xv. Leads by example.
  - xvi. Documents everything and prepares a transition binder to pass on to the next Officer.
  - xvii. Holds the status of primary owner of the fraternity Slack chain.
  - xviii. Manages the account type of members within the Slack chain.
- B. Vice President of Member Retention: The Vice President of Member Retention is the junior executive Officer of the Chapter and shall assist the President in all of his responsibilities and, in the event the President is unavailable for any reason the Vice President of Member Retention shall fulfill the responsibilities of the President. He is responsible for all matters relating to the brotherhood. He is responsible for executing the Chapter's educational and social retreats. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly

- ii. Plans at least one non-alcoholic brotherhood event each month of the academic year
  - iii. Organizes at least one overnight, off-campus, non-alcoholic brotherhood retreat annually
  - iv. Plans a Black and White Formal annually
  - v. Plans a semi-formal in the subsequent term
  - vi. Plans and implements the Chapter/provisional Chapter's social calendar
  - vii. Hosts at least one social event with a non-Greek student organization per term
  - viii. Understands and abides by all Fraternity and university/college health and safety policies
  - ix. Works with the Vice President of Standards to implement social event planning procedures
  - x. Coordinates Chapter participation in Greek and non-Greek intramural leagues
  - xi. Representative of Chapter on Greek Week committee
  - xii. Communicates at least monthly with the Member Retention Advisor on the Chapter Council Works with the Vice President of Growth to have non-members on athletic teams
  - xiii. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
  - xiv. Fulfills any additional roles and responsibilities associated with his position, as described in the Officer Education Portal on the Alpha Sigma Phi website.
  - xv. Leads by example.
  - xvi. Documents everything and prepares a transition binder to pass on to the next Officer.
- C. Vice President of Finance: The Vice President of Finance shall be the chief financial Officer and is responsible for the management and oversight of all financial matters of the Chapter as well as an accurate accounting of the same. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. Serves as the primary liaison to OmegaFi
  - iii. Prepares a Chapter/provisional Chapter budget prior to each term to be approved by the Prudential Board and ultimately the entire Chapter/provisional Chapter through seeking budget requests from Chapter/provisional Chapter Officers
  - iv. Inputs budget into OmegaFi
  - v. Keeps track of all expenditures and revenues and ensures that the Chapter/provisional Chapter is operating within the approved budget
  - vi. Collects all dues and fees owed to the Chapter/provisional Chapter through Vault/OmegaFi
  - vii. Pays all Chapter/provisional Chapter bills promptly through Vault
  - viii. Provides a monthly financial summary to both the Prudential Board and the Chapter/provisional Chapter
  - ix. Works with the Staff Liaison at Alpha Sigma Phi Fraternity Headquarters to ensure that the Chapter/ provisional Chapter is

- current on all bills
- x. Understands and pays all applicable Chapter/provisional Chapter fees and member fees
- xi. Ensures that all potential members understand the financial obligation of membership in the Fraternity(local and national fees and dues) prior to joining
- xii. Ensures that all new members complete the required information on OmegaFi prior to participating in Scene 1 of the Initiation Ceremony or within 48 hours of accepting a bid
- xiii. Ensures that all members who have not paid Chapter/provisional Chapter dues in full have signed a promissory note and are on a payment plan
- xiv. Files taxes for the Chapter/provisional Chapter via OmegaFi
- xv. Ensures that all inactive members have been removed from the professional slack channel at the beginning of each semester.
- xvi. In charge of the removal of members from the professional slack chain who choose to go inactive after the start of the semester.

D. House Manager: The House Manager shall be responsible for all matters relating to the Chapter Facility. He is also charged with the following:

- i. Member of the Prudential Board that meets weekly
- ii. Implements a cleaning system and verifies it gets done.
- iii. Serves as the main point of contact to Property Manager and CLVEN.
- iv. Notifies Property Manager and CLVEN of any and all repairs
- v. Ensures all House Rules are followed and reports any breaking of rules to VP of Standards
- vi. Facilitates move in day
- vii. Assists President in Room Selection prior to move in day
- viii. Ensures Chapter Facility is ready for any and all events
- ix. Responsible for any other matters relating to the House
- x. Prepares and organizes transition materials/saves materials to an online cloud prior to transition.

E. Vice President of Communications: The Vice President of Communications is responsible for the management and oversight of all communications as well as taking the minutes from Prudential and Chapter meetings. He is also charged with the following:

- i. Member of the Prudential Board which meets weekly
- ii. Records minutes of all regular and special meetings with accuracy and fullness
- iii. Distributes and posts the minutes within 48 hours after the conclusion of the meeting and ensures a copy of the minutes are preserved in the Chapter/provisional Chapter archives on Vault
- iv. Calls the roll at all regular and special Chapter/provisional Chapter meetings along with required Chapter/ provisional Chapter events (ritualistic ceremonies, retreats, etc.)
- v. Develops a process for members to report excused absences

- vi. Creates a Chapter/provisional Chapter calendar prior to the start of each term by soliciting proposed events/dates from Officers
  - vii. Updates the Chapter/provisional Chapter's newly installed Officers on Vault by December 6
  - viii. Updates the Membership Roster on Vault by December 6 and April 15
  - ix. Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number, and e-mail
  - x. Maintains the Chapter/provisional Chapter roster book
  - xi. Maintains an updated copy of the Chapter/provisional Chapter's constitution and by-laws and saves them on their Vault Resource Center
  - xii. Reads all correspondence to the Chapter/provisional Chapter during its regular and special meetings
  - xiii. Ensures that thank you notes are promptly sent to alumni, faculty/staff, other organizations, etc. as appropriate
  - xiv. Submits Chapter/provisional Chapter news to Alpha Sigma Phi Headquarters for inclusion in publications
  - xv. Maintains records of the Chapter/provisional Chapter's point system as established by the Prudential Board Maintains annual album to record Chapter/provisional Chapter's honors, accomplishments, and activities Ensures that all Chapter/provisional Chapter events are appropriately photographed
  - xvi. Maintains and regularly updated social media for the Chapter/provisional Chapter utilizing the brand compliant Fraternity logo
  - xvii. Communicates at least monthly with the Communications Advisor on the Chapter Council
  - xviii. Promotes Alpha Sigma Phi social media (Facebook - [www.facebook.com/AlphaSigmaPhi](http://www.facebook.com/AlphaSigmaPhi), Twitter - @aphasigs, Instagram - @alphasigs, Snapchat - alphasigs)
  - xix. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
  - xx. Manages the day to day operations of the Slack chain.
  - xxi. Ensures that information, links, files and the calendar is accessible from the Slack chain.
  - xxii. Ensures that the minutes from chapter each week are distributed and accessible via Slack within 24 hours after
- F. Vice President of Ritual and Traditions: The Vice President of Ritual and Traditions is responsible for the practice and maintenance of the ritual of the fraternity and for the education of the Brothers therein. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. Directs all public and private ritual ceremonies
  - iii. Leads all newly initiated brothers in the Ritual Education program as outlined in the Ritual Book Holds at least one practice session prior to each ritualistic ceremony
  - iv. Works with the Vice President of Growth and the Vice President



- of Membership Enrichment to select dates for Initiation Ceremonies prior to the beginning of each term
  - v. Maintains all items that reflect the history of the Chapter, along with all ritual equipment
  - vi. Orders graduation cords from the Alpha Sigma Phi Store at least one month prior to graduation Communicates at least monthly with the Ritual & Traditions Advisor on the Chapter Council Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- G. Vice President of Standards: The Vice President of Standards is to preserve the items that reflect the history of the Chapter, assists in preservation of ritual items, and guards the outer door from those who would expose our secrets. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. Chairs the Standards Board and makes appointments to the Standards Board, pending Prudential Board approval. The board should be representative of the Chapter/provisional Chapter membership Upholds the rules and policies of the Fraternity as presented in the Constitution and Bylaws
  - iii. Helps ensure the Chapter/provisional Chapter follows Robert's Rules of Order and Parliamentary Procedure
  - iv. Constructs the semesterly BADD schedule that will be shared weekly at chapter
  - v. Is knowledgeable on all Alpha Sigma Phi policies, including the amnesty policy and health and safety policy
  - vi. Ensures that health and safety policies are followed at all events
  - vii. Meets with each new member class to review health and safety policies
  - viii. Coordinates at least one educational program related to health and safety each term utilizing a guest presenter, outside of Responsible Sig
  - ix. Assists the President and Prudential Board with crisis management
  - x. Works with the Vice President of Member Retention to develop event planning guidelines and processes. Completes an incident report and submits to Alpha Sigma Phi Headquarters via Vault within 24 hours of all health and safety incidents
  - xi. Guards the door during all Chapter meetings
  - xii. Acts as Chaplain during ceremonies and when prayers are appropriate
  - xiii. Communicates at least monthly with the Standards Advisor on the Chapter Council
  - xiv. Ensures the Standards Board meets as needed
  - xv. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- H. Vice President of Alumni and Family Relations: The Vice President of Alumni and Family Relations is responsible for maintaining correspondence between the Chapter and Alumni, planning and organizing all events where Alumni attend, and updates the Alumni contact database at least once per academic

- year. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. In conjunction with the Chapter Alumni Association, organizes a SIG Bust annually for the purpose of fostering alumni relations typically during homecoming, Founders Day or the anniversary of the Chapter's chartering, and produces at least two alumni newsletters annually in conjunction with the Alumni Association
  - iii. Produces an annual newsletter for parents/family members, in conjunction with the alumni newsletter
  - iv. Works with the appropriate Officers to ensure that alumni are invited to significant events such as ritual ceremonies, recruitment events, formal dinners, etc.
  - v. Orders graduation cords from the Alpha Sigma Phi Store at least one month prior to graduation
  - vi. Promotes the Alpha Sigma Phi LinkedIn site, Career Connections Facebook Page and the Alpha Sigma Phi Mentor Network as opportunities for members to network with other Alpha Sigs
  - vii. Seeks membership referrals from alumni annually
  - viii. Communicates at least monthly with the Alumni Association President (if applicable)
  - ix. Works with the Chapter/provisional Chapter alumni to develop an Alumni Association if one does not already exist
  - x. Holds at least one event annually for parents/family members typically around the University-planned Family Weekend
  - xi. Works with Fraternity Staff to promote giving to the Chapter endowment among alumni, parents and undergraduate members while serving as an ambassador and advocate for the Foundation (brief training may be requested)
  - xii. Coordinate an annual email solicitation to recent alumni and parents in November of each year. Email must be approved by the Chapter's staff liaison and sent by Fraternity Headquarters on the Officer's behalf Promote the Cardinal and Stone Society (undergraduate giving) for current members and new graduates. Percentage of Chapter members in the Cardinal and Stone Society will be recognized yearly during the Cardinal and Stone Awards Banquet
  - xiii. Sends a letter to all new members' parents, educating them on the Fraternity and the membership education process
  - xiv. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- I. Vice President of Growth: The Vice President of Growth is responsible for all matters relating to recruitment including, but not limited to, the development and execution of the Chapter's recruitment strategy. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. Oversees Recruitment Committee, made up of appointed Recruitment Team Captains, that meets weekly
  - iii. Creates a detailed and complete recruitment calendar/plan focused on 365 recruitment prior to the start of each academic term

- iv. Develops a summer recruitment program that aligns with IFC/University Policy
  - v. Divides the Chapter into recruitment teams
  - vi. Works with the Prudential Board to determine appropriate incentives for individuals, teams, and the entire Chapter for recruitment efforts
  - vii. Coordinates with an outside speaker to present at least one training workshop annually to help members develop social skills
  - viii. Coordinates a recruitment workshop prior to the start of each term for the purpose of teaching members how to recruit and reviews the plan/calendar for the upcoming term
  - ix. Manages the names list database (name, phone, e-mail, campus address) of all potential new members on Chapter Builder
  - x. Seeks membership referrals from alumni annually
  - xi. Coordinates and implements the To Better the Man Scholarship application and selection process Ensures that all new members complete their Omega Fi registration prior to joining
  - xii. Communicates at least monthly with the Growth Advisor on the Chapter Council
  - xiii. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- J. Vice President of Service and Philanthropy:
- i. Member of the Prudential Board which meets weekly
  - ii. Plans at least one event per semester that raises awareness for one of the five Alpha Sigma Phi Philanthropic Partners
  - iii. Plans at least one event per semester that raises money for one of the five Alpha Sigma Phi Philanthropic Partners
  - iv. Utilizes CrowdChange to promote philanthropic events and gather donations
  - v. Tracks and gathers documentation on how much money the Chapter/provisional Chapter raises for charity
  - vi. Submits documentation/receipts of donation for all money raised to Fraternity
  - vii. Plans at least one Chapter/provisional Chapter community service event per month
  - viii. Gathers service opportunities for member participation
  - ix. Develops a process to track all members community service hours
  - x. Communicates at least monthly with the Service and Philanthropy Advisor on the Chapter Council
  - xi. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- K. Vice President of Membership Enrichment: The Vice President of Membership Enrichment is responsible for all matters relating to the education of New Members and Full Members. He is responsible for executing the Chapter's educational programs. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
  - ii. Ensures that the Membership Orientation Program is implemented in a manner consistent with Fraternity guidelines
  - iii. Serves as the lead facilitator for all new member meetings in the

- Membership Orientation program Develops a calendar for membership orientation to distribute to all new members and brothers
- iv. Creates a new member class on Vault
  - v. Ensures that all new members complete the Omega Fi registration prior to joining
  - vi. Promotes the Alpha Sigma Phi LinkedIn site and Career Connections Facebook page as an opportunity for members to network with other Alpha Sigs
  - vii. Advises all potential members and members on academic expectations and requirements to receive
  - viii. a bid, be initiated, be in good standing, hold an office, attend social events, participate in intramurals, etc.
  - ix. Develops, implements, and assesses a Chapter/provisional Chapter scholarship program for all members that is customized for each member based on academic standing, major, need, etc.
  - x. Creates an academic recognition program to recognize members for academic achievement (Dean's List, highest GPA, most improved GPA, GPA above all-men's average, above all-fraternity average, above all-undergraduate average, highest Big-Little, etc.)
  - xi. Coordinates at least one educational program each term focuses on academic success
  - xii. Works with the Vice President of Finance to ensure that the Chapter facility is an environment conducive to academic success (quiet hours, courtesy hours, etc.)
  - xiii. Works with the Standards Board to have hearings for members that don't meet the GPA requirement Submits term GPA for Chapter/provisional Chapter each term, along with all-fraternity GPA, all-men's GPA, all-Greek GPA, all-undergraduate GPA, and fraternity rank to Alpha Sigma Phi Headquarters via the Staff Liaison
  - xiv. Communicates at least monthly with the Membership Enrichment Advisor on the Chapter Council
  - xv. Prepares and organizes transition materials/saves materials to an online cloud to transition

L. Rush Chair(s): The Rush Chair is responsible for assisting the VP of Growth in all matters relating to recruitment including, but not limited to, the development and execution of the Chapter's recruitment strategy. They are also charged with the following:

- i. Member of the Prudential Board which meets weekly
- ii. Member of the Recruitment committee, that meets weekly
- iii. Helps create a detailed and complete recruitment calendar/plan focused on 365 recruitment prior to the start of each academic term
- iv. Helps develops a summer recruitment program
- v. Helps manage the names list database (name, phone, e-mail, campus address) of all potential new members on Chapter Builder.
- vi. Helps seek membership referrals from alumni annually
- vii. Assists the VP of Growth in any way needed.

Election of Rush Chairs: Rush Chairs not not elected, rather, they are chosen by the VP of Growth and the start of their term. After being selected, the Rush Chairs then must be approved by the Prudential Board by half plus one majority.

Voting Power of Rush Chairs: The VP of Growth and Rush Chairs share one vote in any Prudential Board matters. The VP of Growth has the final power on their vote, but can be annulled if both Rush Chairs vote in the opposite manner. Ex. If the VP of Growth is in favor of a motion, but the two Rush Chairs are opposed, their one vote is for oppose.

#### **Article IV: Chapter Chairs**

Section 1      Qualifications: The following are required of any individual who holds or seeks to hold the title of a chapter chair:

- A. Financial Requirements: Must be in good financial standing with Fraternity Headquarters.
- B. Grade Point Requirements: There shall be two tiers of grade requirements for chapter chairs, which shall be soft requirements and hard requirements.
  - i. Soft requirements: All Chapter chairs must be .2 above the all men's GPA on campus. If the all men's GPA is above 2.8, then the standard will be set at 3.0. Grades will be taken from the previous full academic term, and the GPA requirement must be maintained while holding office. Should a member wishing to run for a chair position not meet this requirement, he may ask the prudential board to waive this requirement for one academic term. The member's grades must be reviewed after the academic term this vote was taken and he will require another approval by the prudential board to be allowed to remain in his position. The vote must be approved by a majority of the prudential board, with the president's vote being the deciding vote in the result of a tie.
  - ii. Hard Requirements: All chairs, with the exception of Social Chair, and Scholarship Committee Members, and standards board shall maintain a semester or cumulative GPA higher than a 2.5. The Social Chair, and Scholarship Chairs, and standards board shall maintain a semester or cumulative GPA no lower than a 3.0. Should a Chapter Chair fail to meet the hard requirement set in this Article, the Prudential Board shall be required to refer the offending Chair to Standards Board, who will determine whether or not the offending officer is allowed to keep his position.

Section 2      General Expectations: Each chair is expected to follow the same general expectations:

- A. Committee Responsibilities: Each chair will attend and contribute in

their corresponding Committee's meetings

- B. Familiarity with Customs, Traditions, and Laws: All Chairs should have an operational knowledge of all appropriate laws, including those of the Fraternity, locally, and nationally, the State of Kansas, the City of Lawrence, and the United States of America.
- C. Paperwork: Each Chair shall be responsible for staying within the budget assigned to them by the head of their committee, as well as assisting the head of their committee in completing required Chapter or college/university paperwork.

Section 3 Selection Process: The selection of Chapter Chairs will follow the process defined below:

- A. Chapter members interested in running for a Chapter Chair Position will fill out an interest form located on the chapter website no later than April 15th of the Spring Semester for year long or Fall chair positions and November 15th for spring chair positions
- B. The Prudential Board that will be governing during the term that the member is applying for will review submissions and interview candidates for each chair position prior to the end of the semester that the submissions were submitted.
- C. Upon Interviewing all interested candidates, the Prudential Board will vote on the candidate that they believe will be best suited for the position.
  - i. If the Prudential Board believes that a member that ran for a chair position would be better suited in a different chair they may place the candidate in that chair given the member would prefer this to not being a chair.

Section 4 Responsibilities of Chairs:

- A. Membership Retention Committee
  - i. Social Chair: The Social Chair will be responsible for:
    - a. Attending Prudential Board Meetings
    - b. Heading the Membership Retention Committee when the VP of Membership Retention is unable;
    - c. Assisting the Vp of Membership Retention in communicating with other organizations to set up mixers, joint social events;
    - d. Ensuring that the following logistics for social events are meant:
      - 1. A proper ratio of sober monitor to guests are scheduled for the event
      - 2. Security and Transportation will be scheduled for the time of the event.
      - 3. There will be a method of ensuring members on social probation will be unable to attend events.

4. A proper ENF is submitted to IFC on rock chalk central detailing the event.
    5. Decorations and other supplies are purchased and set up prior to the event.
    6. A method for cleaning up the event location within 24 hours of completion of the event.
  - e. Assisting with any other Tasks needed by the VP of Membership Enrichment
- ii. Brotherhood Chair: Responsible for assisting the VP of membership Retention in planning and organizing brotherhood events as well as coming up with ways to strengthen the brotherhood in the chapter. Responsibilities Include:
  - a. Communicating with both on and off campus locations as venues for brotherhood events
  - b. Assisting the VP of Membership Retention in gathering supplies and setting up brotherhood events.
  - c. Ensuring that the proper ENF is submitted on rock chalk central to IFC.
  - d. Ensuring that attendance is taken at all brotherhood events to ensure that 75% of the chapter is in attendance to meet the definition of a brotherhood event by our National Organization.
- iii. Intramural Chair: Responsible for notifying the chapter of Intramural sign ups as well as:
  - a. Stores and distributes chapter jerseys as needed for intramurals.
  - b. Facilitates the creation of Chapter Intramural teams and sends out invites to members interested in being on the teams.
- iv. T-Shirt Chair: Responsible for working with clothing company to create design for chapter events as well as:
  - a. Designing a semester rush shirt that will be purchased for the new member class.
  - b. Ensuring the chapter knows the deadline for shirt designs.
  - c. Distributing ordered clothing at chapter.
- v. Banner Chair: Responsible for forming a banner committee that will create banner for necessary chapter events throughout the year as well as:
  - a. Meeting with the Membership Retention Committee to find out what events will require a banner, not exclusively social events.
  - b. Purchasing banner supplies in and preparing a banner to

be hung up no less than a week prior to the event that a banner is needed for.

- vi. Greek Life Event Correspondent:
  - a. Responsible for remaining up to date on upcoming Greek Life Events that will require chapter participation.
  - b. Coordinates who will be on teams as well as alerting the chapter of dates and how to find tickets for event.
  - c. Alerts chapter of Upcoming Sorority Philanthropy Events and where to find tickets.

B. Growth Committee

- i. Rush Chairs: The Rush Chair is responsible for assisting the VP of Growth in all matters relating to recruitment including, but not limited to, the development and execution of the Chapter's recruitment strategy. They are also charged with the following:
  - a. Member of the Prudential Board which meets weekly
  - b. Member of the Recruitment committee, that meets weekly
  - c. Helps create a detailed and complete recruitment calendar/plan focused on 365 recruitment prior to the start of each academic term
  - d. Helps develops a summer recruitment program
  - e. Helps manage the names list database (name, phone, e-mail, campus address) of all potential new members on Chapter Builder.
  - f. Helps seek membership referrals from alumni annually
  - g. Assists the VP of Growth in any way needed.

C. Communications Committee:

- i. Website Manager:
  - a. Member of the Communications Committee, that meets weekly
  - b. Updates the website regularly to reflect chapter activities and ensures that all information portrayed on the website is accurate.
  - c. Take photos and videos during events
  - d. Ensures domain is paid for
  - e. Keeps track of form submissions on website, notifying relevant officers when a form is submitted for them
  - f. Helps create a detailed and complete social media calendar prior to the start of each academic term.
- ii. Tik Tok Chair
  - a. Member of the Communications Committee, that meets weekly
  - b. Take photos and videos during events



- c. Manages chapter Tik Tok account, creating appropriate content to be posted once a week upon approval from VP of communications.
    - d. Helps create a detailed and complete social media calendar prior to the start of each academic term.
  - iii. Communications Secretary
    - a. Member of the Communications Committee, that meets weekly
    - b. In addition to the VP of Communications, teaches the Pledge Class VP of Communications relevant information about the position.
    - c. Take photos and videos during events
    - d. Creates weekly new member spotlight posts during new member pledgeship.
    - e. Records chapter minutes including but not limited to chapter attendance, voting, motions made, and topics discussed.
    - f. Records Communications COmmittee minutes including but not limited to attendance of committee members and topics discussed
    - g. Helps create a detailed and complete social media calendar prior to the start of each academic term.
  - iv. Instagram/ Twitter Chair:
    - a. Member of the Communications Committee, that meets weekly
    - b. Take photos and videos during events
    - c. Help generate a report of what happened at event to be used when making social media posts
    - d. Has access to chapter instagram and twitter account for making instagram story posts as well as regular posts with permission of VP of communications
    - e. Works with Different officers to create graphics for posts as well as create campaigns on eclincher to be used in future terms
    - f. Helps create a detailed and complete social media calendar prior to the start of each academic term.
  - v. Podcast Anchor
    - a. Member of the Communications Committee, that meets weekly
    - b. Take photos and videos during events
    - c. Brainstorms ideas to be discussed during podcast

- d. Creates a bi weekly podcast episode that covers topics approved by VP of Communications
      - e. Helps create a detailed and complete social media calendar prior to the start of each academic term.
    - vi. Event Drive Manager
      - a. Member of the Communications Committee, that meets weekly
      - b. Take photos and videos during events
      - c. Sends alerts to the slack to collect photos from members for every event.
      - d. Creates an event folder in the Media and Photos Folder on the shared google drive for every event.
      - e. Helps create a detailed and complete social media calendar prior to the start of each academic term.
- D. Standards Board: In addition to the VP of Rituals and Traditions the standards board will also have:
  - i. Mental Health Chair
    - a. Member of the Standards Board
    - b. Responsible for supplying the chapter with mental health resources as well as informing the chapter of resources available to them on campus.
  - ii. Diversity and Inclusion Chair
    - a. Member of the standards board
    - b. Tasked with scheduling a speaker to come talk to the Chapter about DEI topics once a semester.
- E. Membership Enrichment Committee:
  - i. Scholarship Chair: 2 members of the chapter that are appointed by the VP of Membership Enrichment and approved by the Prudential Board to Assist the VP of Membership Enrichment with:
    - a. Facilitating study hours
    - b. Proctored Study Sessions
    - c. Academic Conduct Meetings
  - ii. Test Files Correspondent: Manages the Chapter Test Files that will be accessible to all Alpha Sigma Phi members with responsibilities not limited to:
    - a. Responsible for receiving and organizing test documents shared by chapter members.
    - b. Manages Thetapi.files@gmail.com to collect test files and organize them in the drive.
  - iii. Serenades Chair
    - a. Responsible for choreographing or finding someone to

choreograph a serenade dance that will be performed for Panhellenic Sororities.

- b. Communicates with Sororities to schedule performances as well as purchasing flowers for said sororities.

iv. Specific Major Captains

- a. Elected by the VP of Membership Enrichment to serve as a captain for all members in said maor.
- b. Responsible for hosting a weekly on campus study session that members could attend to study/work together on assignments they all have.
- c. Would have no required study hours as reward for being captain.

F. Family and Alumni

i. Mom's Club Chair

- a. Communicates with Mom's club to facilitate fundraising, mom's day, parents weekend and more.

ii. Newsletter Chair

- a. Responsible for filling out the newsletter template once a month which would be sent out to parents and alumni.
- b. Keeps an updated list of current members and their parents' emails.

iii. Family and Alumni Event Chair

- a. Would assist in planning and setting up Mom's and Dad's Day as well as Alumni Weekend with the VP of Family and Alumni.
- b. Ensures logistics such as transportation, Venue, Banner, shirts are taken care of prior to the event.

G. Rituals and Traditions:

i. Family Tree Chair

- a. Responsible for collecting Big-Little Requests, planning big-little reveals and family tree events.
- b. Keeps track of the Chapter's Family Trees

H. Service and Philanthropy:

i. Service Chair

- a. Member of the Service and Philanthropy Committee which meets once a week.
- b. Keeps track of service hours of all members on spreadsheet for annual report.
- c. Helps the VP of Service and Philanthropy plan group Service Opportunities.

ii. Philanthropy Chair

- a. Member of the Service and Philanthropy Committee which meets once a week

- b. Helps the VP of Service and Philanthropy plan and organize events to raise money for our five philanthropies
- iii. Tabling Chair
  - a. Member of the Service and Philanthropy Committee which meets once a week
  - b. Responsible for communicating with the university to set up tabling on campus for philanthropic awareness.
  - c. Communicates with Philanthropic Organizations to obtain tabling materials.
  - d. Keeps track of tabling hours done by each brother.

#### **ARTICLE V. CHAPTER POLICIES**

- Section 1. Chapter Attendance Policy: The Prudential Board shall enforce the following attendance policy at all Chapter meetings:
- A. Definitions: An absence may either be excused or unexcused. An absence may only be considered excused if a Member has sought and received an approval of absence from either the President, or Vice President of Member Retention. Approval of absence may be sought by submitting the excuse approval form found on Alpha Sigma Phi's Rock Chalk Central page at least 24 hours before the start of any Chapter meeting (forms submitted fewer than 24 hours ahead of time may be accepted at the discretion of the President or Vice President of Member Retention), or, exclusively under extenuating circumstances, by contacting the President or Vice President of Member Retention directly. A Member will be considered tardy if he joins the Chapter meeting after the meeting has been called to order. Unexcused tardiness 10 minutes after a meeting has been called to order shall be considered an unexcused absence.
  - B. Unexcused Absence Policy: The Vice President of Communications shall record the number of unexcused absences accrued by each Member, and shall purge his records at the start of each academic term. The first unexcused absence shall warrant a warning from the Prudential Board and will be considered an academic leave. The second unexcused absence shall result in the Member being referred to the Standards Board by the Vice President of Communications. The third unexcused absence shall cause the Member to automatically incur a \$25 fine, the collection of which shall fall under the purview of the Vice President of Finance. Additional absences shall warrant further referrals to the Standards Board by the Vice President of Communications.
  - C. Tardiness Policy: The Vice President of Communications shall record instances of tardiness accrued by each Member, and shall purge his records at the start of each academic term. Excessive unexcused tardiness of a Member, as determined by the Prudential Board, may warrant appropriate action, as determined by the President or Vice President. Consequences for excessive tardiness shall not exceed the incurrance of an unexcused absence.

- Section 2. Temporary Annulment of Governing Documents: The Chapter shall be governed in all matters by the Constitution. The Constitution may not be set aside in times of adversity or prosperity and may be amended only by the procedures described therein. The purpose of the Chapter's Bylaws is to describe, in greater detail, the administrative responsibilities, authorities, duties and procedures of the Officers and committees as well as other functions of the Chapter. To the extent the Bylaws are inconsistent with this Constitution, they shall be void as to the inconsistency only. With the exception of any portion either of Article IV., Section 2 of the Chapter's Bylaws or of the Chapter's Constitution, any portion of the Chapter's Bylaws or any other governing documents may be temporarily nullified by the following procedure:
- A. At any Chapter meeting, where Quorum has been met, a Brother may make a motion to temporarily nullify a portion of the Chapter's governing documents, which shall include the following:
    - i. A description of the specific section or sections of the governing document he wishes to temporarily nullify; and,
    - ii. The reason for the temporary nullification; and,
    - iii. The duration of the nullification, which shall not exceed one week; then,
  - B. The chairman of the meeting shall ask for any discussion; then,
  - C. The chairman shall call for a vote of the Members; and,
  - D. Upon establishing a supermajority of the voting Members in favor of the temporary annulment, the specific section or sections of the governing document discussed are temporarily nullified, until either the end of the duration as described, or 168 hours (7 days) have passed, at which point any and all temporary nullifications shall be rescinded.

- Section 3. Slack Communication Organization:
- A. Slack will exist as the chapter's primary form of communication:
    - i. The Theta Pi Slack chain is only for the use of brothers of the fraternity and the limited use of both alumni, new members and inactive brothers.
    - ii. All other social media sources primary functions will be for PR and Marketing for the fraternity.
  - B. Account type status of brothers using Slack:
    - i. The President shall hold the roll of Primary Owner of the Slack chain.
    - ii. All H-officers and Committee Heads will hold Admin status.
    - iii. All other active brothers will hold full member status.
    - iv. New members and Alumni will hold guest status and be limited to use of their respective channels of new members and alumni.
    - v. Once new members have been initiated the president will move their status from guest to full member.

#### **ARTICLE VI. DISCIPLINE IMPOSED BY THE CHAPTER**

- Section 1. Authority of the Chapter: The Chapter shall have the power to discipline its own

- Members. It shall have jurisdiction over all its active Members.
- Section 2. Rights of the Accused: The accused has the following rights:
- A. The right to due notice as defined below.
  - B. The right at trial to be heard or remain silent, to present evidence, to hear the evidence against him, and to be represented by an advisor or counselor who may be a Member of the fraternity.
  - C. The right to be present throughout the proceedings except during deliberation.
  - D. The right to appeal as provided herein.
  - E. The accused may waive some or all of his rights.
- Section 3. Cause for Discipline: An active Member may be disciplined for any one or more of the following causes:
- A. Financial Delinquency;
  - B. Violation of the Fraternity's Code of Conduct, Constitution or Bylaws of the Fraternity, and/or the Constitution or Bylaws of the Chapter;
  - C. Violation of the College/University's Code of Conduct;
  - D. Violation of Chapter, college/university, or Fraternity policy.
  - E. Violation of local, state, and national laws;
  - F. Conduct unworthy of a Member of Alpha Sigma Phi.
- Section 4. Procedure for Discipline by the Chapter: The Chapter shall exercise its powers of discipline only after full investigation and for just cause.
- A. All discipline is reviewed and considered by the Standards Board.
  - B. The active Member sought to be disciplined has a right to be present at the meeting at which the action is to be taken and shall be given notice in writing by the Vice President of Standards of the alleged cause for his discipline and of the time and place at which a meeting of the Standards Board will be held to consider the matter.
  - C. The notice in writing to the Member sought to be disciplined shall be delivered no later than three (3) days prior to the meeting of the Standards Board and shall be emailed to the Member's university email address, or hand delivered by the Vice President of Standards to the Member sought to be disciplined. When said notice to the Member sought to be disciplined is by certified mail, return receipt requested, delivery shall be deemed to have been made the date the notice is placed in the mail.
  - D. A meeting of the Standards Board shall then be held to decide upon such discipline and any vote to discipline the Member shall only be effective if passed by a majority vote of Members of the Standards Board who are present. The Vice President of Standards of the Chapter shall promptly report any action of discipline in writing to the Prudential Board.
- Section 5. Discipline Imposed: The Standards Board may impose one or more of the following penalties by a majority vote or impose a predetermined penalty as detailed in the Chapter's Constitution or Bylaws. The Prudential Board shall be afforded the same rights only upon an appeal initiated by the accused.
- A. Warning;
  - B. Probation;
  - C. A written apology to those wronged;

- D. Loss of privileges;
- E. Exclusion from various fraternity activities;
- F. Payment for loss or damage;
- G. Removal from Chapter or General Fraternity office;
- H. Suspension of membership in the Fraternity for a period not to exceed twelve (12) months;
- I. Other educational sanctions as might be agreed upon by the Standards Board (or the Prudential Board in the case of appeals) and the accused;
- J. Recommend Expulsion from the Fraternity to the Prudential Board;
- K. Fine.

Section 6. Reconsideration and Appeals: Upon appeal, the Prudential Board, by a majority vote of Members who are present, can reconsider any decision of the Standards Board. Any such action by the Prudential Board resulting in a different decision shall be promptly reported in writing to the Standards Board.

Section 7. Term of Suspension: Suspension, other than for failure of the Member to meet his financial obligations to the Chapter, shall be for a finite time not to exceed twelve (12) months. Suspension for failure of the Member to meet his financial obligation to the Chapter may be imposed to continue until the financial obligation is met. Suspension for a finite time may be renewed on notice, as provided in Section 6. If not renewed, the suspension expires and the previously suspended Member is restored to good standing in the appropriate membership status.

Section 8. Rights of Disciplined Members: During the period of a suspension, or after expulsion from the Fraternity by the Grand Council, the disciplined individual shall be afforded no membership rights or privileges.

#### **ARTICLE VII. FEES AND DUES**

Section 1. Determination of Fees: The Prudential Board shall determine the appropriate amount of dues that each Member must pay, at which time the Chapter as a whole will vote to set dues for the upcoming term or academic year. A majority vote of the Chapter is required to amend the dues.

Section 2. Chapter Dues: Membership dues will be reviewed annually by the Prudential Board. These fees are in addition to any national fees and dues charged to the Chapter or each Member of the Chapter.

Section 3. Payment: Chapter dues will be paid annually at the first weekly meeting of each term.

Section 4. Special Assessments: Under such circumstances that a Member may have difficulty paying the full amount of dues at one time, that Member may opt to accept an alternative payment plan provided by the Vice President of Finance, which will extend for a period not to exceed the beginning of the next academic term.

Section 5. Non-Payment of Fees: Should a Member be unable to pay the full amount of dues, even with respect to the Special Assessments Clause, within the same term the individual shall be referred to Standards Board by the Vice President of Finance.

- A. If he is not in good financial standing, the Prudential Board may petition the Chapter to suspend the Member indefinitely. All paperwork must be filed appropriately with the President.

- Section 6. Suspension of Membership due to Finances: Should a person whose membership has been suspended due to financial difficulties wish to rejoin the membership, he must repay all his outstanding debts to the brotherhood.

#### **ARTICLE VIII. MEETINGS**

- Section 1. Meetings: Committee meetings, Prudential Board meetings, and Chapter meetings will be held on a regularly scheduled basis each week or as deemed necessary by the chairman of each individual meeting during the school year.
- Section 2. Attendance: Attendance by all Members is mandatory for the Chapter meetings as defined in this Constitution and Bylaws. Attendance policies for all other meetings are determined by the chairman of the meeting.
- Section 3. Quorum: A Quorum consisting of fifty percent plus one of the active membership must be present in order to act upon any legislation.
- Section 4. General Motions: A majority vote of the Quorum is required to pass a general motion unless otherwise specified for matters described in this Constitution and Bylaws.
- Section 5. Chapter Committees: Any Member of the Chapter is authorized and empowered to create and appoint members to committees of an ongoing, temporary, special, or ad hoc nature, to charge such committees with tasks for investigation and report or action, and to dissolve, renew, or alter the composition, term, and charges of any such committees, all through the making of a general motion as described above. Membership on such committee(s) may include alumni or student Members, Grand Council members, staff members, or others. The President or Prudential Board may renew or alter the composition or responsibilities of a committee or committees duly established by a Member. Included in any motion to create a committee, the Member making the motion shall include:
- A. A name for the committee; and,
  - B. How many Members will be on the committee; and,
  - C. The responsibilities of the committee; including but not limited to: fulfilling all obligations set forth by the chairman of the committee, and is responsible for attending all meetings planned by the chairman of the committee, and is responsible for all knowledge/obligations that were discussed in the meeting in the case of an excused absence and,
  - D. The length of time for which the committee is to be established, not to exceed one year; and,
  - E. Upon establishing said committee, the Members of such shall select, among themselves, a member to be the chair of the committee.

#### **ARTICLE IX. CHAPTER PROGRAMS**

- Section 1. Scholarship Program: The Chapter has adopted a scholarship program, written by the Vice President of Member Enrichment, that aims to improve and maintain the academic grades of each Member.
- A. Members who fall below the 2.5 required semester GPA will be required to



complete a study program as set up by the Vice President of Member Enrichment and approved by the Prudential Board.

- B. Members who fall below a 2.0 semester GPA will be placed on social probation and will be required to complete a study program as set by the Vice President of Member Enrichment and approved by the Prudential Board.
- C. The Vice President of Membership Enrichment will bestow awards to the Member with highest Chapter GPA, most improved GPA, highest new Member GPA, and highest big/little GPA at the beginning of each term.

Section 2. Peer Education Program: The Chapter has adopted a peer education program, unaffiliated with any such similar programs offered by The University of Kansas, that aims to positively impact the academic performance of each Member as well as those in the community.

- A. The Vice President of Member Enrichment, or the Brother appointed by the Vice President of Membership Enrichment to lead the program, will appoint Brothers to serve as peer educators for specific subjects or courses, for the duration of the academic term.
- B. The peer educators, with administrative oversight from the Vice President of Member Enrichment, will coordinate groups for their respective subjects or courses.
- C. Membership in peer education groups is open to any undergraduate student at The University of Kansas, and is not limited to Undergraduate Members of the Chapter.
- D. Time spent serving as peer educators may be counted by Members as community service weekly study hours for the Chapter.
- E. Time spent studying in peer education groups under the direction of a duly appointed peer educator may be counted by a Member as double for required weekly study hours within the Chapter's.

Section 3. Risk Management Program: The Chapter has adopted a Risk Management Program that aims to reduce risk and educate each Member of the Chapter.

- A. Risk Management is defined as; anticipating risk and taking actions to minimize exposure and possible negative repercussions.
- B. The purpose of the Risk Management Program is to help Undergraduate Members of the fraternity better understand that "risk" is a part of life and that given the tools and resources to recognize "risk" an individual's liability can be greatly reduced.
- C. To inform Members of all applicable federal, state, and local laws, as well as national fraternity and college or university policies and regulations.
- D. Develop a year-round educational plan to help Members learn about risk management issues.
- E. Inform Members about campus, community, and national organization resources for risk management.
- F. Make sure that all Chapter policies are consistent with federal, state, and local laws, as well as college or university and national fraternity policies.
- G. Help Chapter Officers learn to identify the potential areas of risk associated with the position's programs and / or responsibly on how to minimize such risk.
- H. Work with the Chapter House corporation and / or the university to ensure a

safe Chapter living facility.

- I. Review all relevant fraternity policies with all Members of the Chapter at least once a year.
- J. Ensure that every Chapter activity is evaluated for potential risks and that all possible actions are taken to manage such risks.
- K. Develop and maintain a crisis management plan and make sure each Chapter Member is familiar with the actions contained within the plan.
- L. Educate Members on the Alpha Sigma Phi's National Fraternity's alcohol policies.

- Section 4. Recognition Program: The Chapter will recognize those Members who meet and exceed expectations within the Chapter and contribute greatly to the Greek community and campus as a whole.
- A. The Chapter has established awards to be given out at a recognition ceremony to be held during the spring term.
  - B. The following are those awards to be determined by the President: the Achievement Award and the Legacy Award. The Achievement Award is in honor of the Chapter's original Founding Father. This award is given to someone who has gone and above and beyond, thinking often of others before himself. The Legacy Award was created in honor of a Member whose guiding principles are ones we still use to this day. The award is given to someone who demonstrated the ability to leave a legacy for future Members.
  - C. The following are those awards to be determined by the Prudential Board: Outstanding New Member, Outstanding Brother of the Year, and Athlete of the Year.
  - D. The following are those awards to be determined by the Vice President of Membership Enrichment: highest Chapter GPA, most improved GPA, highest New Member GPA, and highest big/little GPA at the beginning of each term.
  - E. The Cardinal and Stone Award is presented to no more than three seniors. This award is designated for the Brother who has "bled cardinal and stone" during his time as an Undergraduate Member. The recipient will be determined by the Prudential Board and recognized during the spring awards ceremony.
  - F. The Phoenix Award is given to an alumnus, faculty member, or parent who has demonstrated a true dedication to the success of the Chapter. The award is determined by the Prudential Board and is handed out during the spring awards ceremony.

- Section 5 Mental Health Chair:
- A. The Mental Health Chair will serve in conjunction with the Vice President of Standards, focusing on mental health objectives and healthily mediating emotionally sensitive conflicts between brothers.
  - B. The Mental Health Chair will be a voting member of the Standards Board, however he will not be a member of the prudential board, but may be included in prudential board meetings as a nonvoting attendee in a consulting capacity as the chapter President and Vice President of Standards see fit.
  - C. The Mental Health Chair will be responsible for the following:
    - i. Being knowledgeable of the signs and symptoms of

- common mental disorders, as well as helpful and educational resources for brothers of Alpha Sigma Phi.
- ii. Providing educational resources for mental health awareness which may include but is not limited to: educating brothers on the signs and symptoms of mental illnesses, providing helpful resources for brothers who may be struggling with mental health.
- iii. Have individual meetings with brothers who express concern about mental health or who show potential signs/symptoms of mental health disorders.
- iv. Being a voting member on the Standards Board.

Section 6. BADD Program: The chapter has adopted a designated driver program, that will be called BADD (Brothers Against Drunk Driving), that aims to provide chapter members with a safe ride home.

- A. Drivers for the Program will be made up of all active members and new members of the chapter.
- B. A member of the chapter must volunteer or be chosen at random for the following days of the semester that the VP of Standards sees fit:
  - i. All Thursdays through Saturdays that are not a part of a school sanctioned break.
    - a. If chosen for a shift, the driver or BADD will be tasked with being available for rides from 9pm until 2am on the night that they are assigned.
- C. It will be the responsibility of the VP of Standards:
  - i. To create a schedule out of the active members of the chapter
    - a. In the event that a driver is needed for a night and a volunteer can not be found:
    - b. An active member will be chosen at random from a pool of members with the least amount of shifts as a driver.
  - ii. To track BADD shifts of members to use in the point system or for when a driver is needed through random selection.
  - iii. Notify the chapter and BADD drivers of who the designated drivers are each week.
- D. Fines:
  - i. A \$50 fine will be issued to the assigned driver in the event that a driver:
    - a. Is under the influence of drugs or alcohol at the time of their shift.
    - b. Forces members to pay before giving them a ride.
    - c. Does not find a replacement for a shift they are unable to perform.
  - ii. In the event that a member or a guest that enters a BADD drivers car with them creates a mess through puking, spilling, etc. The member will be responsible for paying to have the BADD driver's car effectively cleaned to restore it to its state prior to the shift.

## ARTICLE X. CHAPTER PROPERTY

- Section 1. Chapter Minutes: Chapter minutes are the property of the Theta Pi Provisional Chapter of Alpha Sigma Phi Fraternity at The University of Kansas and are not public documents and should not be distributed as such. This includes Prudential Board, Standards Board, and all other minutes taken during a fraternity sponsored meeting.
- Section 2. Chapter Purchases: Anything purchased with funds from the fraternity is considered Chapter property and should be marked and recorded as such. That means that Chapter property needs to be accounted for at all times.
- Section 3. Insignia: Logos, letters, slogans, images, photos, etc. are considered Chapter property. Permission to use any insignia on materials, t-shirts, banners, sponsorships, etc. must be with permission from the Prudential Board and/or Fraternity Headquarters where applicable.
- Section 4. Disbursement of Funds: In the event that the Theta Pi Chapter of Alpha Sigma Phi Fraternity at The University of Kansas should close, go inactive, or dissolve, all funds remaining shall be given to the Alumni Association of the Theta Pi Chapter of Alpha Sigma Phi. In the event that the Alumni Association does not accept the funds, refuses the funds or is not active, the funds should be given to Fraternity Headquarters to first pay outstanding Chapter debt and then be considered a donation. Remaining funds in excess of \$10,000 will be given to the Alpha Sigma Phi Educational Foundation to establish a Chapter endowment.
- Section 5. Chapter Property: In the event that the Theta PI Chapter of Alpha Sigma Phi Fraternity at The University of Kansas should close, go inactive, or dissolve, all property of the Chapter including the roster book, charter, ritual books, ritual materials, composites, etc. will be returned to Fraternity Headquarters at the Chapter's expense for safe keeping until the Chapter can return to campus.

## Article XI: HOUSE

- Section 1. Housing Eligibility: All new members and initiated members are eligible to live in the chapter house. Initiated members have first priority for space in the chapter house. No member shall be allowed to move into, sign up for a room, or live in the chapter house if they are not in good financial standing with the chapter.
- Section 2. Live In Requirement: All members of the Theta Pi Chapter of Alpha Sigma Phi are required to live in the House for two years.
- A. Prudential Board members must live in based on the requirements discussed in Bylaws, Article II., Section 2., Subsection A.
  - B. Freshman are not required to live in their first year joining the Chapter, but are able to if rooms are available.
  - C. Sophomores are required to live in unless the member joined during their sophomore year.
    - a. Members that join as Sophomores will only have a one year live-in requirement.
  - D. Juniors are required to fill any vacancies not filled by the Prudential

Board, Sophomore, and Freshman.

- a. If there are more Juniors relative to vacancies, the Prudential Board has the power to decide which Juniors are required to live in.
- E. Seniors are not required to live in the house, but are more than welcome to.

Section 3.

Live Out Dues: All members of the Theta Pi Chapter that do not live in the House are subject to an “out-of-house” increase in dues

- A. Per semester, out of house members will be subject to an \$100 increase in dues
- B. This will be separated into a payment plan similar to how dues are set up currently.
- C. This increase in dues will help pay for cleaning supplies and other necessities at the House.
- D. Live-out dues only applies if the house is full and there are no vacancies.

Section 4.

Vacancy Fees: All members of the Theta Pi Chapter that do not elect to live in the house are required to pay any vacancy fees the Chapter faces if the Chapter does not fill the House. Vacancy fees will be divided by the number of out of house members and can range depending on how many beds are open.

Section 5.

Housing Rules: For serious and frequent infractions of the House Rules, the Standards Board may levy fines or sanctions. The Vice President of Finance will enforce payment of fines by recourse to CLVEN. Fines and sanctions may be appealed to the Prudential Board of the Chapter within one week from the date of the fine/sanction. Any further appeal will go to the Fraternity/CLVEN’s CEO or his designee.

- A. No hotplates or other cooking appliances are allowed in rooms.
- B. All meals must be eaten in the dining room or the kitchen
- C. All dishes and cooking utensils are to be washed in the kitchen
- D. Mini refrigerators in rooms, room air-conditioners, and room space heaters are permitted only on written consent by a CLVEN representative. Such devices may be prohibited based on the capabilities of the house electrical system. Their use may result in additional charges.
- E. Persons living in the house are responsible for the TIMELY removal of their garbage and trash from the house to the outside receptacles.
- F. No pets or water mattresses are allowed
- G. The possession of all firearms or handguns on the property is prohibited

- H. The possession of explosives or gasoline in the house is prohibited
- I. Each member of the Fraternity and resident of the house is personally responsible for the conduct of his guests
- J. The cleanliness and upkeep of the bathroom and halls on each floor are the individual responsibility of each resident on the floor. The cleanliness and upkeep of all common areas inside and out is everyone's responsibility or designated to specific groups by the Chapter
- K. Only the locks provided on room doors are to be used. No other locks, chains, etc., are to be used without the written consent of the Housing Advisor or Property Manager.
- L. The front and back doors of the house are to be kept locked at all times except on the occasion of Fraternity social functions. Each person living in the house shall be required to pay a \$ key deposit to the chapter, where applicable or subject to the Agreement.
- M. All room and mailbox keys are to be returned to the Housing Director/Manager or CLVEN Representative at the termination of the Agreement.
- N. The parking facilities are the responsibility of the chapter. The following rules apply: Unauthorized cars will be either ticketed or towed away at the owner's expense.
- O. The common area, front yard, and deck/patio are the responsibility of the House Manager. They are to be kept neat and clean at all times. The House Manager is empowered to require assistance from residents in maintaining the upkeep and may levy fines for failure to cooperate.
- P. Self-adhesive carpet tiles or other adhesive floor coverings are prohibited.
- Q. All personal belongings are to be kept in the resident's room. Large objects, such as footlockers, bicycles, etc. may be stored elsewhere in the house or outside of the house with the permission of the House Manager.
- R. Out of respect for those who live in the house, and to provide a healthy academic environment, observe courtesy hours so members can rest peacefully and adequately study anywhere on the premises
  - a. Sunday through Monday quiet hours are in effect from 11pm - 10am
  - b. Thursday night quiet hours are in effect from 12am - 10am
  - c. Friday and Saturday night quiet hours are in effect from 2am - 10am
- S. The possession and/or use on Fraternity House premises of any drugs or narcotics, including marijuana, the possession of which or the use of which may subject the individual and/or CLVEN NHC to

criminal penalties under the laws of the State, United States or the District of Columbia, is prohibited and will constitute grounds for immediate termination of Agreement.

- T. No smoking will be allowed inside the house.
- U. All trash, including cigarette butts, must be discarded in a proper trash receptacle outside of the building.
- V. If a member's guest(s) causes damage, the member shall be treated as if it were him who caused the damage.
- W. Any member and/or his guest(s) causing damage to the house, yard or furnishings should be subject to a fine, be required to adequately repair the damage, subject to approval by the Housing Advisor or be charged a fair market price to have the damage repaired; in addition, misbehavior of this nature could result in eviction and/or expulsion from the Fraternity.
- X. The Standards Board can levy a specific fine, penalty, or sanction for tampering with smoke detectors/fire extinguishers or violating Alpha Sigma Phi's risk management policy and/or procedures.
- Y. No one will be allowed on the roof except for inspection and repair purposes.

#### Article XII: Statutory Discipline

#### Section 1 Drunk Driving:

- A. Drunk Driving 2 Strike Rule
  - i. First Offense, the brother responsible will be subject to:
    - a. A standards board meeting
    - b. Double Service Hours for the month (Three (3) hours instead of the three (3) hours required for all brothers of Alpha Sigma Phi for a total of six (6).)
    - c. Mandatory two (2) event social probation
  - ii. On the Second Offense, the brother responsible will be subject to the following:
    - a. Standards Board Meeting
    - b. Possible Suspension

#### Section 2 Fire Alarm Protocol:

- A. There will be a 3 Strike Rule for the entire house concerning brothers who set the fire alarm off for smoking inside the house. While the fines established in this rule are to be assessed to individual brothers, the 3 Strikes will apply to the entire house, and upon the third time the fire alarm is set off due to brothers smoking in the house there will be a strict no smoking on the premises campaign imposed upon the entire chapter.
  - i. First Offense, the member who is found responsible for setting off the fire alarm for smoking will be fined \$100.
  - ii. Second Offense, the responsible member will be fined \$250
  - iii. Third Offense, the responsible member will be fined \$500

