



Constitution and Bylaws of Theta Rho Chapter

Revised July 24th, 2020

ARTICLE I

NAME AND AFFILIATION

Section 1. The name of this organization shall be The Theta Rho Chapter of Theta Chi Fraternity.

Section 2. The Theta Rho Chapter of Theta Chi Fraternity is chartered according to the National Bylaws of Theta Chi Fraternity and shall remain subject to the Grand Chapter of Theta Chi Fraternity and conform to the requirements of the National By-Laws of Theta Chi Fraternity, and this document.

ARTICLE II

OBJECT

Section 1. This organization shall be a secret fraternal order and have for its objectives the increased scholarship of its members; the mutual benefit and assistance of its members; the creation of closer bonds of brotherhood among its members; the promotion of the ideals of truth, temperance, and tolerance; the promotion of school spirit at McNeese State University; and the extension of a helping hand to all who seek it.

ARTICLE III

MEMBERSHIP

Section 1. Any undergraduate student who has been initiated by the Theta Rho Chapter or affiliated with the Theta Rho Chapter after having been initiated by another chapter and who is currently in academic residence at McNeese State University (MSU), or who was in residence the last day of the previous regular semester if MSU is not in session, shall be considered an **Active Member**.

- A. Any Active member missing two consecutive or three meetings shall be placed on level I probation, consisting of losing voting privileges in Chapter meetings; and being prohibited from all Theta Rho social functions, unless allowed otherwise by the discretion of the Executive Committee. A member may be taken off of level I probation by attending two consecutive Chapter meetings.
- B. Any active member who owes the Chapter two or more months of dues or owing of \$150 or more of any other assessment shall be placed on level II probation, consisting of losing voting privileges in Chapter meetings; being banned from the house, except during Chapter meetings; and losing social and intramural privileges, which include but are not limited to, attending fraternity sponsored events or participating in MSU intramural games.

Section 2. Any initiated member who has completed his undergraduate or graduate degree shall be considered an **Alumnus Member**.

Section 3. Any undergraduate student who has been pledged to the Theta Rho Chapter, who has not been depledged by the Theta Rho Chapter, and who is currently in academic residence at MSU shall be considered a **Pledge**.

Section 4. Academic residence shall be defined as having enrolled at MSU for six or more semester hours during the current semester, having paid all tuition and fees associated with the current semester (or made arrangements with MSU to pay them), and having not withdrawn from all classes.

Section 5. Active Member Responsibilities

- A. One shall faithfully participate in all fraternity functions and meetings.
- B. One shall be a member of any committee assigned to them at the discretion of the Vice President.
- C. One shall pay all dues and assessments in a timely manner.
- D. One shall obey and follow all national and local by-laws and legislative rulings as well as all fraternity oaths.
- E. One shall be an active member of another recognized organization that is active at MSU.
 - 1. One shall maintain a previous semester Grade Point Average as described in the scholarship program as provided herein after.

Section 6. Election of Members

- A. Pledging
 - 1. Any male duly enrolled and in good standing at MSU shall be eligible for membership in Theta Chi Fraternity, provided he is not already a member of a similar fraternity.
 - 2. Prior to pledging a person to the Theta Rho Chapter of Theta Chi Fraternity, a motion shall be made that he be invited to become a Pledge. If this motion is approved by a majority of all Active Members eligible to vote (or who would be eligible to vote if present), he shall be extended a bid to become a Pledge.
 - 3. The chapter may depledge a New Member, at any time, by a majority of all Active Members eligible to vote and present.
 - 4. Any person who is extended a bid and accepts must pay his Pledge Registration Fee before the pinning ceremony.
- B. Membership
 - 1. A Pledge who successfully completes an Approved New Member Education Program and has a current semester or cumulative Grade Point Average of 2.50 or greater shall be considered for membership.
 - 2. Prior to initiation to membership, a secret ballot shall be taken as to each Pledge so proposed. If two-thirds of all Active Members eligible to vote (or

who would be eligible to vote if present) shall vote in the affirmative, the Pledge shall be invited to become an Active Member.

3. Active chapter initiations shall be conducted in the manner outlined in the Ritual of Theta Chi Fraternity.
4. No persons shall be initiated until his initiation fee has been remitted to the International Headquarters and the Executive Director has acknowledged its receipt.
5. Each Pledge shall be initiated within eight (8) calendar weeks following the formal New Member Ceremony, whether or McNeese is in session. Unless said New Member is Depledged or no longer enrolled at McNeese before eight (8) week period is expired.

Section 7. Suspension and Expulsion Proceedings

- A. Any member who shall violate his obligations to the Fraternity, to his active chapter, or to his fellow chapter members, or shall by any conduct indicate that he is unworthy to bear the name or wear the badge of Theta Chi Fraternity, may be suspended or expelled from membership in the Fraternity pursuant to the procedures specified in this section. Grounds for suspension or expulsion may include, but are not limited to, violation of the Code of Conduct or violation of any financial obligation to the Theta Rho Chapter.
- B. Any Active or Alumnus Member may accuse any Active or Alumnus Member of conduct justifying suspension or expulsion under subsection A. of this Section 10 by making a statement of the charges, orally or in writing, privately to the President of the Theta Rho Chapter. If the member requests action upon the accusation, the President shall follow the following procedures.
 1. The President shall establish a date, time, and place for a meeting to consider the matter, which shall be scheduled as soon as reasonably practical.
 2. The President along with at least one member of the Executive Committee shall notify the accused member in person or by registered mail of the time, date, and place of the meeting. Specific charges must also be presented to the accused member at the time of notification of the meeting so that he may prepare a defense to the accusations if he chooses to do so.
 3. The President shall ensure that all Active Members are notified of the date, time, and place of the meeting by the most expeditious means, either orally or in writing.
 4. After the meeting is called to order and a quorum is determined to be present, the President shall state or read the accusations, withholding the name of the member who made the accusations. The meeting may proceed whether or not the accused member attends.
 5. Witnesses (whether members or non-members) may be called by the President or any member, including the accused member, to testify as to their knowledge of the subject matter of the accusations. Members, including the accused member, may ask questions of any witness.

6. The accused member shall have the right to speak on his own behalf. Members may ask questions of the accused member.
7. After the witnesses have been heard, the accused member shall withdraw from the meeting. The remaining members shall then ballot upon a vote to suspend the accused member. The affirmative vote of at least two-thirds of the Active Members eligible to vote (or who would be eligible to vote if present) shall be necessary to sustain the motion to suspend.
8. If the motion to suspend is sustained, the remaining members shall vote upon a motion to recommend expulsion of the accused member to the Grand Chapter. The affirmative vote of at least three-fourths of the Active Members eligible to vote (or who would be eligible to vote if present) shall be necessary to sustain the motion to recommend for expulsion.
9. If two or more members have been accused of the same or related conduct and the hearings of the accusations for such members have been scheduled for a single meeting, all of the accused members shall withdraw from the meeting before members vote on any of the motions, individual votes shall be taken from each member, and no such accused member shall be eligible to vote with respect to a motion relating to any other of the accused members.
10. The results of the votes on all resolutions shall be promptly communicated to the accused member, who shall govern himself accordingly.
11. No record of the proceeding with respect to an accused member shall be retained unless the motion to suspend is sustained.
12. In the event that the motion to recommend expulsion is sustained, the Secretary shall promptly send to the International Headquarters a copy of the notice of meeting served on the accused; a complete statement of the original accusations and any written response made by the accused member; a numerical record of the number of all members eligible to vote, the number of members eligible to vote and present for the vote, and witnesses; and a copy of the minutes of the meeting recording the action of the chapter. In the event that the motion to recommend expulsion is not sustained, the Secretary shall promptly advise the International Headquarters that the accused member has been suspended.
13. After a member has been suspended by the Theta Rho Chapter, the affirmative vote of at least two-thirds of the Active Members eligible to vote (or who would be eligible to vote if present) shall be necessary to sustain a motion to reinstate a member to Active or Alumnus Member in good standing. This vote can not be less than thirty days after the date of the vote to suspend the member, unless new evidence is presented.
14. Any new member or initiated member, Active or Alumnus, caught in possession of an illegal drug, pursuant to U.S. or Louisiana criminal code, in the Chapter house or on Chapter property shall be immediately brought up on charges to the Standards Board. The person will be automatically banned from the Chapter house and Chapter property, due to risk management violation of possession of illegal drugs, until no less than the conclusion of the Standards Board decision.

Section 8. The first time a member of the Theta Rho chapter at McNeese State University falls below the interfraternity council grade point average or the all men's grade point average from the previous semester, they must attend 1 documented study night per week and have the time they arrived and the time they left documented by either them or a person that is there studying with them, they are put on academic probation, and they have to meet with the chapter advisor at least once per month. If they fall below the interfraternity council grade point average or the all men's grade point average for a second semester in a row, they must have 2 documented study nights a week and have the time they arrived and the time they left documented by either them or a person that is there studying with them, they must provide a weekly grade check from all classes that will be reviewed by the librarian and dealt upon if needed, all social activities will be taken away but they are still required to attend all philanthropy's, fundraiser's and meetings held by the chapter, and they must meet with the chapter advisor at least once a month to discuss how they are doing in their classes. The first time a member falls below a 2.5 grade point average, which is the minimum grade point average required in our chapters by laws to stay active or to become an active member, they must have three documented study nights per week documented by the time of arrival and time left and have the time they arrived and the time they left documented by either them or a person that is there studying with them, they must turn in a weekly grade check to the librarian who will examine and deal with person if need be, all social activities will taken away but that person is still required to attend all philanthropies, fundraisers, and meetings, they must also meet with the chapter advisor at least once a month to discuss how they are doing in their classes.

ARTICLE IV

OFFICERS

Section 1. The officers of the Theta Rho Chapter shall consist of the President, Vice President, Vice President of Health and Safety, Secretary, Treasurer, Marshal, Chaplain, Scholarship Chair, Recruitment Chair, Historian, First Guard, Second Guard, Assistant Treasurer, and Alumnus Advisor. The officers shall rank in the order named.

Section 2. Officers shall be elected annually after November 1 but before the Thanksgiving break and shall hold office until their successors are installed. No person shall hold two offices when another person has none except by a unanimous vote of the Active Members eligible to vote and present.

Section 3. Officers shall be Active Members. In the event an officer becomes an Alumnus Member, his resignation from office shall be immediate and implied. The Alumnus Advisor is an exception from this requirement, as he must be an Alumnus Member.

Section 4. Election of Officers

- A. An annual caucus shall be held at any regular meeting during November, but not less than one week prior to the annual election of officers. The purpose of this caucus shall be to determine the relative merits of the various candidates for chapter offices.
1. The President shall call for nominations for candidates for the chapter offices, starting with the President's office and proceeding through the list. A member may be nominated in absentia. A member who is not eligible for an office may not be nominated for that office.
 2. When all nominations have been made, those members nominated for the office of the President shall leave the caucus, except for the first person nominated.
 3. That candidate shall be permitted to speak, and to answer questions from the chapter. He shall then leave the caucus, and retrieve the next candidate. This shall continue until all candidates have spoken. The last candidate to speak shall leave the caucus, and the chapter shall discuss the merits of each candidate.
 4. When, in the opinion of the presiding officer, the consensus of opinion definitely points to one or two, but not more, of the suggested candidates, they shall be allowed to return to the caucus.
 5. This shall be repeated for all offices. There shall be no discussion of the candidates outside of this meeting, and the opinion of the members shall not be divulged to the candidates or to members not present at the meeting.
- B. All officers of the chapter shall be elected by a vote of the majority of the Active Members eligible to vote and present. There shall be no nomination of a candidate for an elected office except at the caucus as provided above. The elected officers shall be chosen by secret ballot, in which the member receiving the majority of all votes cast shall be declared elected.
1. In case no member receives such a majority, the President shall immediately state that there has been no election and announce the names of the two candidates with the greatest number of votes, but shall give no other information regarding the ballot. In the case that three or more candidates receive the same number of votes, if one of them would be included in the run-off if the others had fewer votes, then they shall all be included in the run-off.
 2. The Active Members shall then vote upon these candidates. In case this ballot shall result in no member winning a majority, the President shall again announce no election, but no other information in regard to the ballot. The election of such officers shall be postponed to the next regular meeting when the above rules shall again govern.
 3. On determination of a successful ballot, the President shall announce the name of the member so elected, but shall give no other information in regard to the ballot. No record of the ballot shall be kept except the name of the member elected.
- C. In the event of death, resignation, or removal of any officer for any cause whatsoever, his successor may be chosen at once and, if not, must be chosen at

the next regular meeting of the chapter, and in the manner prescribed for the election of officers. In such cases, a special caucus may be held if desired. This special caucus shall resemble the annual caucus as closely as is possible.

Section 5. Officers may be removed from office only in the manner prescribed by the National By-Laws of Theta Chi Fraternity, except where otherwise stated in this document.

Section 6. Duties of Officers

A. President

1. The President shall preside at all meetings of the chapter, perform all the duties performed by the chairman of a parliamentary body, and shall have the privilege of voting on all legislation and on all candidates for admission to the chapter. In the event of a tie vote, if the president or acting president has voted, the motion shall be declared lost.
2. He shall biannually submit to the Grand Chapter a written report giving a complete and accurate account of the financial and general condition of the chapter.
3. He shall enforce this document and the National By-Laws of Theta Chi Fraternity and superintend and govern the members of the chapter.
4. He shall serve as a representative and spokesperson for his chapter.

B. Vice President

1. He shall officiate in the absence of the President with the same powers and privileges of the President.
2. He shall assist the President in the government of the chapter and shall function as the parliamentarian.
3. He shall also have complete charge of the committee system and supervise all committee chairmen.

C. Vice President of Health and Safety

1. He shall implement programming and practices within the chapter designed to promote the health and safety of members, Pledges, and visitors

D. Secretary

1. The Secretary shall keep an accurate, complete, and impartial record of the proceedings of his chapter.
2. He shall have the custody of the by-laws, minutes, and records of the chapter, except those pertaining to the Treasurer and other officers hereinafter provided for.
3. He shall conduct and handle all correspondence and give necessary notices to Active and Alumni Members.

E. Treasurer

1. The Treasurer shall prepare and maintain an accurate budget of the chapter revenue and expenses.
2. He shall collect all fees, dues, assessments, and fines.

3. He shall pay out such money as directed by three members of the Executive Committee.
4. He shall render a detailed written report to the chapter at least every two months, or at the request of the Executive Committee, and shall submit these reports semi-annually to the Grand Chapter.

F. Marshal

1. The Marshal shall help the Chaplain in the planning and conducting the initiation of Pledges in accordance with the Ritual of Theta Chi Fraternity.
2. He shall be responsible for planning and conducting all pre and post initiation ceremonies.
3. He shall plan and conduct a Pledge Education Program that has been approved by the Executive Director of Theta Chi Fraternity and the chapter.

G. Chaplain

1. The Chaplain shall conduct all devotional exercises.
2. He shall assist the Marshal in the preparation and conduct of the pre and post initiation ceremonies.
3. He shall plan and conduct the Initiation of Pledges.
4. He shall be responsible for all ritual materials except those pertaining to other officers hereinafter provided for.
5. He shall be responsible for the proper conduct of the Ritual and for safe keeping of all items used during the Ritual.
6. He shall be the chairman of the Standards Board.

H. Scholarship Chairman

1. The scholarship chairman shall design and implement programs to promote, encourage and recognize high academic achievement by members and Pledges
2. He shall monitor and report on the chapter's scholarship standing from time to time
3. He shall be responsible for assisting any member or Pledge in obtaining appropriate tutoring or other study assistance.

I. Recruitment Chairman

1. The recruitment chairman shall conduct the recruitment and bid process, documenting all relevant actions and activities.

J. Historian

1. The Historian shall keep a continuous record, in permanent form, of the activities of the members while at MSU and of important chapter events. His record shall always be available to the National Historian, and once a year he shall submit to him a detailed written report of the chapter's activities for the year.
2. He shall keep a permanent list of all active and alumni members of his chapter on which he shall keep their home and school phone numbers and addresses, and their email addresses, corrected to date, and shall inform the International Headquarters of any and all changes.

3. He shall make every possible effort to collect and preserve all historical material, keeping it in a locked case or other container suitable for the safeguarding of valuable material.
4. It is recommended that he be the chairman of the Alumni Committee, and thus perform his duties as the editor of the alumni newsletter as well as planning alumni events.

K. First Guard

1. The First Guard shall be the custodian of the chapter room and shall guard the door during the time of meetings and admit none but members during closed meetings.
2. He shall assist the Marshal and Chaplin in the preparation for and conduct of the Ritual.
3. He shall be a member of the Standards Board.
4. He shall be responsible for keeping the Ritual Books secure and in good condition, but accessible for all members to review.

L. Second Guard

1. The Second Guard shall assist the First Guard in the discharge of his duties.
2. He shall pass the ballot box when voting upon names for membership or when electing officers.
3. He shall be a member of the Standards Board.

M. Assistant Treasurer

1. The Assistant Treasurer shall assist the Treasurer in the discharge of his duties.
2. He shall be a member of the Standards Board.

N. Alumnus Advisor

1. The Alumnus Advisor shall advise the chapter on matters concerning the chapter house, finances, scholarship, social standing at MSU, and the conduct of members.
2. He shall be the chapter's alumnus delegate to all National Conventions of Theta Chi Fraternity, unless relieved of this duty by a vote of the majority of the Active Members eligible to vote and present.

ARTICLE V

STANDARDS BOARD

Section 1. The Standards Board shall be the judicial body of the chapter and shall hear all violations of the Constitution, By-Laws and Legislation of Theta Chi Fraternity and the By-Laws and Code of Conduct of the Theta Rho Chapter of Theta Chi Fraternity.

Section 2. The Standards Board shall be composed of the Chaplain, the First Guard, the Second Guard, the Assistant Treasurer, and one active member appointed by the Chairman to serve for each hearing. The active member appointed may not be a member of the Executive Committee. Three Standards Board members in attendance shall constitute a quorum for a hearing.

Section 3. Any member may privately submit a written allegation of the violations outlined above to any member of the Standards Board within Ninety (90) days of the time of the violation. The statement shall include the date, time, and place of the violation, names of witnesses, and specific charges against the accused member(s). The Standards Board shall notify the accused in written form including the date, time, and place of the hearing, and a statement of the charges. This notice must be given to the accused member at least 72 hours (three full days) prior to the hearing.

Section 4. Standards Board members shall not investigate or hear allegations against themselves, allegations they have made, or allegations that they are witnesses for either side. In such cases the Chairman shall appoint a temporary replacement. If the member in question is the Chairman, the President shall appoint the temporary replacement.

Section 5. Any member accused of a violation shall have the opportunity to present his case in front of the Standards Board.

Section 6. The Standards Board shall have the authority to impose sanctions including, but not limited to: fining members; requiring restitution for damages to property; restricting member's voting, social, intramural, and/or house visitation privileges; and recommending to the chapter that the member be suspended or recommended to the Grand Chapter for expulsion. The Standards Board may impose two or more of the above sanctions against a member, if the circumstances merit such action.

Section 7. The chapter may repeal the decision of the Standards Board within the meeting at which the verdict is read, or during the following meeting, by an affirmative vote of two-thirds of the Active Members eligible to vote and present. If the decision is repealed, the Secretary shall notify the Standards Board, which shall change the decision and resubmit it to the chapter. If the decision is not repealed after a vote for its repeal, the chapter may not consider its repeal again. This process shall repeat until the chapter approves the decision.

ARTICLE VI

COMMITTEES

Section 1. The Vice President shall maintain an effective committee system. He shall have the authority to form and disband ad hoc committees, and to appoint and remove the chairman of each committee, where the chairman is not explicitly mentioned in this document.

Section 2. The Executive Committee shall be composed of the President, Vice President, Vice President of Health and Safety, Secretary, Treasurer, Marshal, and Recruitment Chair. The Executive Committee shall have the authority to make emergency decisions for the chapter and to appoint and remove non-elected

positions. They shall meet prior to every chapter meeting to set the agenda of the chapter meeting.

Section 3. The Alumni Committee shall coordinate all alumni events, publish a semi-annual alumni newsletter, and maintain a mailing, phone, and email list of alumni.

Section 4. The House Maintenance Committee, headed by a resident of the house, shall maintain chapter property and chapter house operations.

Section 5. The Philanthropy Committee shall organize and direct all charitable and philanthropic activities.

Section 6. The Recruitment Committee shall organize and direct membership recruitment activities.

Section 7. The Scholarship Committee shall plan and conduct a program to encourage scholarship and improve the academic standing of the chapter and individual members.

Section 8. The Social Committee shall plan and conduct all social activities according to the Risk Management, Standards, and Insurance Manual of Theta Chi Fraternity.

Section 9. The Finance Committee shall assist the Treasurer in the discharge of his duties, including formulating a budget, ensuring that accounts payable are paid, and helping to reduce accounts receivable. Committee members shall not, however, collect money from members, or pay out money from chapter funds, unless otherwise permitted to do so. The Finance Committee shall organize and direct all fundraising events.

Section 10. The Risk Management Committee shall ensure that all chapter functions and practices comply with the guidelines set forth in the Risk Management, Standards, and Insurance Manual of Theta Chi Fraternity.

ARTICLE VII

MEETINGS AND CALENDAR EVENTS

Section 1. The active chapter shall meet once each week during the school year, unless for urgent reasons such a meeting be impractical. The day and hour of the meeting shall be determined by the vote of the majority of Active Members eligible to vote and present and shall not be temporarily changed except with the knowledge of all the active members.

Section 2. Special meetings of the chapter may be called by the President at his discretion, and must be called on the request of any five members of the chapter, communicated by the five members to the President or the Secretary. Notice of all special meetings shall be given to every member by the Secretary. In the case that less

than two-thirds of the Active Members are notified, the meeting shall be postponed. A special meeting, held in spite of the fact that less than two-thirds of the members had been notified, shall be invalid and any action taken at such meeting shall be void, unless ratified at a later regular meeting.

Section 3. The order of business in open chapter meetings (i.e. those in which non-members are not excluded), unless suspended by an affirmative vote of three-fourths of the Active Members eligible to vote (or who would be eligible to vote if present), for each departure therefrom, shall be as follows:

- A. Opening the Chapter
 1. Calling to Order
 2. Recitation of the Creed
 3. Calling of the Roll
- B. Reading and Approving Minutes of Previous Meeting
- C. Election of Officers
- D. Proposing and Voting on Names for Membership
- E. Communications Read and Disposed Of
- F. Reports of Officers and Committees
- G. Unfinished Business
- H. New Business
- I. Good of the Fraternity
- J. Report of the Critic and Appointment of New Critic
- K. Closing the Chapter
 1. Singing of Fraternity Anthem
 2. Adjournment

Section 4. The order of business in closed chapter meetings (i.e. those in which non-members are excluded), unless suspended by an affirmative vote of three-fourths of the Active Members eligible to vote (or who would be eligible to vote if present), for each departure therefrom, shall be in accordance with the *Ritual of Theta Chi Fraternity*.

Section 5. A majority of the Active Members of any chapter shall constitute a quorum for the transaction of business, unless otherwise provided, but a smaller number may meet and adjourn.

Section 6. Voting Procedures

- A. All questions, except those especially provided for in this document, that shall come before the chapter, shall be decided by a vote of the majority of the votes cast by Active Members eligible to vote and present. The Active Members shall vote by show of hands, or upon the request of three members, by secret ballot. In the latter case, the ballots shall be destroyed as soon as possible. There shall be no call for abstentions. When the question before the chapter is the admission of new members, the balloting shall be in accordance with Article III, Section 6. If the question before the chapter is the election of officers, the balloting shall be as

in accordance with Article IV, Section 4. Proxies of any kind are strictly prohibited. No member shall have the right to question another member as to his vote on any matter whatsoever, whether in or out of the meeting.

- B. After a secret ballot has occurred, the ballot box shall be examined and the results announced by the Chaplain, then examined and verified by the Vice President and the President.

Section 8. It is the responsibility of the absent member to contact another member and find out what business or policies may have been discussed or voted upon. The absent member will be responsible for any information discussed.

Section 9. The parliamentary authority in chapter meetings shall be Robert's Rules of Order, Newly Revised. It shall be deemed inferior when in conflict with this document or the National By-Laws of Theta Chi Fraternity.

Section 10. Members behaving inappropriately shall be removed from meetings by the First and Second Guards and shall be referred by the First Guard to the Standards Board.

Section 11. In case of the absence of any officer or officers at the opening of any meeting, the President shall appoint a member or members to fill the vacancy or vacancies during the entire meeting, except where the replacement is provided in this document. In case of the absence of the President and Vice President, the highest-ranking officer present shall preside. He shall fill any remaining vacancies as provided above.

Section 12. Meetings will not be held immediately before or during final examinations or during holidays.

Section 13 Prior to the first chapter meeting of each semester, or as soon after as possible, the Executive Committee shall prepare a calendar of events for the semester. Any event on this calendar shall be known as a calendar event. This calendar shall be changed only with a majority of the votes cast by Active Members eligible to vote and present.

Section 14. Attendance at chapter meetings and calendar events is mandatory for all Active Members.

ARTICLE VIII

FINANCES

Section 1. Each member shall be held responsible for such services as are offered by the chapter and received by him. He shall also be held responsible for any assessment levied by a vote of the chapter or the Executive Committee. Failure of the member to meet these obligations, unless excused there from by a unanimous vote of the Active

Members eligible to vote and present, constitutes just cause for his suspension and/or expulsion.

Section 2. The Treasurer and Assistant Treasurer, with the aid of the Finance Committee, shall prepare a budget for the chapter. This budget shall list all income, current and expected, and all debts, current and expected. The Treasurer shall present this budget to the chapter for its approval. It shall be approved by a vote of a majority of the Active Members eligible to vote and present. If the chapter disapproves of the budget, the Finance Committee shall change and resubmit it. This process shall repeat until the budget is approved by the chapter.

Section 3. The Treasurer shall have the authority to open and close accounts at any financial institution for the express purpose of containing chapter money.

- A. The treasurer, with the cooperation of the Finance Committee, shall determine the number and nature of the accounts needed for the chapter. He shall document all accounts opened or closed, as well as the nature and purpose of each account, and the reason it was opened or closed.
- B. Any and all checking accounts must contain on file the signatures of the members of the Executive Committee and the Assistant Treasurer. Any changes in the offices must be reflected on the accounts within thirty days.
- C. Any and all checks written for any and all amounts must bear the signatures of the Treasurer and any other member of the Executive Committee, or any member of the Executive Committee and the Assistant Treasurer. Any and all checks ordered or obtained must have two signature lines.

Section 4. Members shall meet financial obligations to the chapter within 10 days of the due date, or establish and meet a payment schedule that is approved by the Finance Committee. The Treasurer and Assistant Treasurer are not permitted to have a payment schedule, unless the majority of the chapter present and eligible to vote at a chapter meeting, votes and decides to grant special permission. The Treasurer or Assistant Treasurer must make their payments to another Executive member, if placed on a payment schedule.

Section 5. Failure to meet financial obligations within 7 days of the due date shall be grounds for the Finance Committee to recommend the member be suspended or expelled, or to refer the member to the Standards Board.

Section 6. In cases of financial hardship, an Active Member may be relieved of all or part of his financial obligations by a unanimous vote of the Active Members eligible to vote and present.

Section 7. Dues shall be established and adjusted by a majority vote of two-thirds of the Active Members eligible to vote and present.

Section 8. The chapter shall have the power to assess fees for its operations by a vote of two-thirds of the Active Members eligible to vote (or who would be eligible to vote if present).

Section 9. Any and all expenditures less than or equal to \$100.00 must be approved by the three members of the Executive Committee. Any and all expenditures greater than \$100.00 must be approved by a vote of the majority of the Active Members eligible to vote. If an unexpected expenditure is encountered, and the chapter will not regularly meet before the expense is due, the Executive Committee has the power to approve such expense, provided the decision is unanimous within the Executive Committee.

Section 10. With a vote of the majority of Active Members eligible to vote (or who would be eligible to vote if present), the President may enter into contracts with third party vendors. The terms of any and all contracts shall not exceed one calendar year, unless approved by a unanimous vote of the Active Members eligible to vote and present.

Section 11. Ten percent of monthly dues (not including additional fees) will automatically be drafted into the chapter savings account.

Section 12. Funds from the chapter savings account can only be utilized in with the approval of the Finance Committee via a two thirds vote.

ARTICLE IX

AMENDMENTS

Section 1. Amendments to these By-Laws may be proposed by any Active Member.

Section 2. All proposed amendments must be submitted to the Secretary in correct written form prior to introduction to the chapter.

Section 3. All amendments shall be postponed for at least one week after introduction.

Section 4. All amendments shall require an affirmative vote of two thirds of the Active Members eligible to vote and present in order to be enacted.

Section 5. No provision of this document shall be suspended. It may be altered only according to the provisions of Article IX.

ARTICLE X

AWARDS AND HONORS

Section 1. The chapter shall annually recognize members of outstanding merit. If the chapter feels no persons are deserving of the awards, they may vote to not give them out for that year.

Section 2. Every brother shall be eligible for awards. If a situation should arise where the eligibility of a brother for awards appears then it shall be voted on by the brothers present and eligible to vote. Eligibility, (or any other question about awards), for any member, alumni or active, for all awards shall be decided by a 2/3 vote or secret ballot by the members of the chapter present and eligible to vote.

- a. If a brother is active when voting takes place but graduates at the end of the semester before awards for that year are given, then he shall still be eligible for the awards if the chapter has already voted to grant him the award.

Section 3. The following awards are to be given and recorded in a suitable way.

- A. The Active Chapter Service Award is to be awarded to the member who has made the most significant contribution to the welfare of the chapter.
- B. The Brother of the Year Award is to be awarded to the member who best exemplifies the motto of "An Assisting Hand."
- C. The Scholar of the Year Award is to be awarded to the member who best exemplifies the maxim of "Alma Mater first and Theta Chi for Alma Mater." Given to the brother with the highest averaged GPA with the highest number of hours for the year following (spring and fall semesters) after the last vote for awards has taken place.
- D. The Big and Little Brother Scholars of the Year Award is to be awarded to the big and little Brothers who best exemplifies the maxim with the highest averaged GPA with the highest number of hours for the year following (spring and fall semesters) after the last vote for awards has taken place.
- E. The Big and Little Brother Chapter Service Award is to be awarded to the Big and Little Brothers who have made the most significant contributions to the welfare of the chapter together.
- F. The Jerome Blanchette Memorial Spirit Award is to be awarded to the member who shows the most pride and enthusiasm towards McNeese State University and Theta Chi Fraternity.
- G. The Distinguished Alumni Award shall be awarded to the alumnus member who best exemplifies the maxim of "Theta Chi for Life" through his dedication to the Theta Rho Chapter and Theta Chi Fraternity.
- H. The Alumni Spirit Award is to be given the Alumnus who has shown the most pride and enthusiasm towards McNeese State University and Theta Chi Fraternity and is to be given at the Alumni Dinner during homecoming weekend.
- I. The New Member of the Year Award is to be awarded to an active brother who has been initiated within the year between voting on awards, (the day awards are voted on starts a new year. A year from that day to the next time awards are voted on.), who has shown the most promise of a great future in Theta Chi Fraternity and who has made the most significant contribution to the welfare of the chapter. (i.e. November 15th 2010 to November 15th 2011.)

- J. The Michelle Fontenot Memorial Dream Girl Award is to be awarded to the female who has been the most involved with the chapter and has contributed the most for the welfare of the chapter for the past year.
- K. The Parent(s) of the Year Award shall be given to the parent(s) that have been the most involved in the activities of the chapter and who has done the most for the benefit and welfare of the chapter and its members for the past year.

ARTICLE XI

STANDING RULES

Section 1. The chapter may establish and revoke standing rules by a majority vote of the Active Members eligible to vote and present.

Section 2. Standing Rules are valid only insofar as they are consistent with this document and the rules, regulations, and policies of Theta Chi Fraternity, and shall be considered inferior to such rules.

STANDING RULES

Members on financial probation will remain on probation until their check payment has cleared the bank.

No horseplay, food, or tobacco products in the chapter room or any room the chapter holds meetings. Horseplay, food, and tobacco products are not allowed in meetings but drinks are allowed as long as the drinks are sealable and are non-alcoholic.

To curb chapter expenses, copies of the local and national by-laws are to be made by the Big Brother candidates and presented to their Little Brothers at the pinning ceremonies.

No smoking in the chapter house.

Quiet hours are from 12:00am, midnight until 7:00 am Sunday through Thursday, unless this contradicts with a scheduled calendar event.

Any and All Brothers with outstanding accounts over ten (7) days shall be banned from the house until their accounts are at zero (0) balance.

If any Brother has 3 unexcused absences throughout a semester, he shall be placed on social probation for the rest of the semester. Social Probation constitutes all planned social functions by the chapter.

The Theta Rho Chapter of Theta Chi Fraternity defines formal dress to be a button-down shirt, with tie, worn with slacks or khakis, belt, socks, and some form of dress shoes or boots. If a brother attends a formal meeting in casual dress, he will not be allowed to speak on motions on the floor or during any part of the chapter business (no voice, no vote) but he will be counted in the determination of quorum.

For any event to be considered an official and mandatory Theta Chi event, the date must be set at least two (2) weeks in advance.

Outgoing Presidents will be given up to \$35 to purchase the incoming President a new gavel.

Any unapproved absences for a mandatory event will result in a fine of ten dollars. Mandatory events include, but are not limited to: weekly meetings, rush events, initiations, fundraisers, VPHS coordinated health seminars, or any other event planned with two or more weeks' notice.

Any voted-on and approved reimbursement must be collected within the month of that chapter vote. If an active member does not collect within the month of his vote to reimburse, the initial vote is invalid, and he must move to be reimbursed again.