



## **PREAMBLE**

**Whereas**, The Bond of Fraternal Brotherhood inspired Founders Otis Allen Glazebrook, Alfred Marshall, and Erskine Mayo Ross to establish the Alpha Tau Omega Fraternity at 114 East Clay Street, Richmond, Virginia, on Monday, September 11, 1865; and

**Whereas**, The Four Great Principles of the Fraternity are an ever-present reminder of our Eternal Bonds of Friendship; and

**Whereas**, West Virginia Theta Omicron Chapter was chartered as a subordinate entity of the Alpha Tau Omega Fraternity, pursuant to the provisions of the Alpha Tau Omega National Constitution and Laws (now National Bylaws and Policies and Procedures), and installed on Wednesday, May 1<sup>st</sup>, 1978; and

**Whereas**, the Theta Omicron Chapter is interested in developing a spirit of loyalty to Marshall University, and in promoting the social, educational, cultural, and spiritual development of its members; and

**Whereas**, these objectives can be best obtained in an atmosphere of brotherly love and friendship where each person knows what is expected of him; and now,

**Therefore**, for the better accomplishment of its objectives, the following Chapter Bylaws and House Rules are hereby ordained and established by the Theta Omicron Chapter of the Alpha Tau Omega Fraternity.

## **Article 1- Authority**

- 01-101        These Bylaws are established under the authority of the National Fraternity of Alpha Tau Omega and, in case of any conflict the *Bylaws, Policies and Procedures* of the National Fraternity shall take precedence. Nothing in conflict with the *Bylaws, Policies and Procedures* shall be allowed to exist in the Theta Omicron Chapter.
- 01-201        Reference herein made to the Bylaws means the *Bylaws, Policies, and Procedures* of the Alpha Tau Omega Fraternity dated August 15 2008, or as later amended or changed.
- 01-301        Reference herein made to the “Fraternity” or “ATO” means the National Fraternity of Alpha Tau Omega.
- 01-401        Reference herein made to the “Chapter” means West Virginia Theta Omicron Chapter.
- 01-501        The Bylaws, after adoption by a majority vote of active members, shall be in effect and shall supersede and replace all bylaws rules, and regulations previously adopted by the chapter, which may be in conflict with them.
- 01-601        These Bylaws may be amended by a favorable vote of two-thirds (2/3) of the active members present and voting at any regular or special meeting.
- 01-701        Proposed amendments must be read at a chapter meeting and posted for at least six (6) days before being eligible to be voted upon. They shall be adopted only after two readings, not less than one week apart, at each of which they shall have received a favorable vote of two-thirds (2/3) of the active members present and voting.

## **Article II- Membership**

- 02-101        Only males shall be eligible for pledgship and membership in the Fraternity. An undergraduate member is one who is enrolled as an undergraduate or as a graduate student at Marshall University, and who was has been initiated by, or has become affiliated with, the West Virginia Theta Omicron Chapter. [PP. 10-0101]
- 02-201        An Affiliate is one who is enrolled as a member of a chapter other than that by which he was initiated. [PP. 10-0102]

- 02-301 All members who are not undergraduate members are alumni members. [PP. 10-0103]
- 02-401 A member of the Fraternity may affiliate as an undergraduate member with the West Virginia Theta Omicron Chapter, which is not his chapter of initiation, in the following manner: [PP. 9-3101]
- 02-402 By written application presented to the West Virginia Theta Omicron Chapter at Marshall University where he is enrolled together with a certificate of good standing from his chapter of initiation and chapter(s) affiliation [PP. 9-3102]
- 02-403 Said certificate shall be signed by the chapter's President and shall state that:
- a. He is an initiated member or affiliated member of said chapter.
  - b. He is not financially indebted to said chapter.
  - c. The chapter carries him on its rolls as a member in good standing.
  - d. Said chapter knows of no substantial reason why he could not affiliate with another chapter, if qualified. [PP. 9-3103]
- 02-404 The West Virginia Theta Omicron Chapter may approve the said member as an affiliate of the Chapter at a regular chapter meeting. The method of approval of affiliates shall apply as follows:
- a. If at least three-fourths (3/4) of the members entitled to vote in a Chapter meeting are present, then the Chapter may, by the affirmative vote of three-fourths (3/4) of those in attendance approve affiliation.
  - b. The Chapter shall vote within thirty (30) days from the date of submission of the application and certificate(s) of good standing or within thirty (30) days after the Chapter's academic school year begins, whichever is later [PP. 9-3104]
- 02-405 Once a member is approved as an affiliate of the Chapter, he shall have all the rights and duties of an undergraduate member of the West Virginia Theta Omicron Chapter. [PP. 9-3105]
- 02-406 Upon approval of affiliation, the Chapter President shall notify the National Fraternity upon the form provided by the National Fraternity (Chief Executive Officer). [PP. 9-3106]

- 02-501 The minimum grade point average required to maintain active undergraduate membership in the West Virginia Theta Omicron Chapter is a 2.500/4.000 cumulative grade point average. When a member's GPA falls below the requirement he will be placed on scholastic suspension and may not return to active membership until his cumulative grade point average is at or above the minimum grade point average.
- 02-502 Active membership shall be defined as an undergraduate member having all the rights, privileges, obligations, and duties of an undergraduate member.
- 02-503 The cumulative grade point average shall be defined as the combined academic grade point average for all semesters taken at Marshall University and shall not include previous course work at other academic institutions.

### **Article III- Pledges/New Members**

- 03-101 Only males who have been acquainted with the principles and beliefs of the Fraternity and who meet the following qualifications may be elected to pledgship: [PP. 10-0201]
- 03-102 Is enrolled as a student at Marshall University and met all requirements of the institution. [PP. 10-0202]
- 03-103 Is seeking scholastic achievement [PP. 10-0203]
- 03-104 Is of high moral character and integrity [PP. 10-0204]
- 03-105 Is truly seeking the fraternity brotherhood of the Fraternity based upon the principles and beliefs with which he has been acquainted. [PP. 10-0205]
- 03-106 Is committed to following the drug and alcohol policies set forth by the Fraternity and Chapter.
- 03-201 No man who has not completed a semester at Marshall University, whose scholastic rank in secondary school was in the lowest third of his class, who has completed a semester at Marshall University with a cumulative grade point average below a 2.500/4.000, or he is on academic probation with Marshall University, shall be pledged. Exceptions to this section may be made only upon written permission of the board of trustees and Chief Executive Officer. [PP. 10-1201]

- 03-301 The method of election to pledgeship shall be the nomination of each person to pledgeship shall be disapproved is at least 20% of undergraduate members of the Chapter vote in the negative, except in the case of a direct relative of a member, which shall require at least a 30% voting in the negative. [PP. 10-0401]
- 03-302 If it is impractical to call together the members of the Chapter and there is certain urgency, the President or Recruitment Chairman shall be able to issue an invitation to membership without the chapter voting on it.
- 03-303 Before the invitation is issued the President or Recruitment Chairman shall be informed and will be able to confer about the man to whom the invitation is intended for.
- 03-401 Election to pledgeship shall not be construed to be election to membership. Before a pledge may be elected to membership, he may experience a period of membership education, which shall be administered by the Chapter. The period of membership education shall be not more than twelve academic weeks, excluding initiation. The period of membership education shall commence on the date that the pledge class begins instruction. [PP. 10-0402]
- 03-402 A pledge may be depledged only if 20% or more of the undergraduate members of the Chapter vote in favor of depledging, except in the case of a direct relative of a member, which shall require at least 30% voting in favor of depledging. [PP. 10-0402]
- 03-403 Pledgeship is terminated if a pledge ceases to maintain himself as a student at Marshall University [PP. 10-0402]
- 03-404 No man will continue pledgeship if at the end of his first semester of pledgeship his grade point average for that semester is below a 2.500/4.000. The Executive Committee and Board of Trustees will only make exceptions in cases where strong extenuating circumstances exist.
- 03-405 A pledge whose pledgeship is terminated solely for scholastic reasons may be repledged when he meets the scholastic requirement for election to membership. [PP. 10-0402]
- 03-501 A pledge shall abide by the *ATO National Bylaws, Policies and Procedures* and these Chapter Bylaws.
- 03-601 All new pledges shall be formally pledged in accordance with the open *Formal Pledging Ceremony* contained in the *ATO Ritual*.

#### **Article IV- Initiation**

- 04-101 Only those males who have met the qualifications for pledgeship in 03-101 through 03-0106 of these Chapter Bylaws and who meet the following additional qualifications may be elected to membership into the Fraternity. [PP. 10-0501]
- 04-102 Have met the scholastic requirements. A nonmember shall not be eligible for initiation unless he has at least a cumulative grade point average of 2.500/4.000 and has passed with at least an average of 2.500/4.000 in the previous semester. The scholastic standing of each candidate for initiation shall be approved by the Chairman of the Board of Trustees [PP. 10-0502]
- 04-103 Have met the financial requirements established by the *ATO National Policies and Procedures* and these Chapter bylaws. The Initiation fee of the Fraternity shall be that set forth in the *ATO National Policies and Procedures* and is due and payable prior to initiation. [PP. 10-0503]
- 04-104 Have been properly pledged, and has served as a pledge for the minimum membership education period prescribed in the section 03-0401 of these Chapter Bylaws, has been instructed in the principles and beliefs of the Fraternity, and subscribes to these principles and beliefs, and is willing to receive the initiation ceremony. [PP. 10-0505]
- 04-105 For whom timely notice of initiation has been given to the Board of Trustees. [PP. 10-0506]
- 04-201 Election to membership in the Fraternity shall be at least two weeks prior to the date fixed for initiation, and no pledge shall be elected to membership in the Chapter if he is disapproved by at least 15% of the undergraduate members of the Chapter voting in the negative. [PP. 10060]
- 04-202 No person shall be invited to become a member of the Fraternity until he has been elected. [PP. 10-0602]
- 04-301 The Chapter shall not initiate a person unless the Treasure thereof shall have collected from such person the initiation fee required by the National Fraternity. [PP. 9-0501]
- 04-401 The dates of initiation shall be approved by majority vote of the Executive Committee

- 04-501 The Chapter may elect a person to membership by virtue of exceptional service to the Chapter or the Fraternity who is worthy of membership and who meets the following qualifications: [PP. 10-0701]
- 04-502 Is recommended for election to membership by a member of the Chapter, board of trustees, or alumni association. [PP. 10-0701]
- 04-503 Is elected by the Chapter as prescribed in 04-0401 of these Chapter Bylaws. [PP. 10-0703]
- 04-504 Is approved by the chairman of the Chapter's Board of Trustees. [PP. 10-0704]
- 04-601 A pledge may be initiated posthumously, if he was in good standing at the time of death. The Chapter shall submit a written petition to the Board of Trustees, which must be approved before the posthumous initiation. [PP. 10-0801]

#### **Article V- Scholarship**

- 05-101 It shall be the endeavor of the Chapter to assist each member to achieve as high a degree of scholarship as is possible.
- 05-201 It is expected the Chapter grade point average exceed the campus allmen's grade point average and the all-fraternity average. The Chapter should strive to achieve a 3.000 grade point average for each semester.
- 05-202 Any active who has a grade point average below 2.5000 will be put on academic suspension.
- 05-203 Any active who has a grade point average below a 2.250 for an entire academic year shall not be allowed to live in the Chapter House during the following school year, unless waived in writing by the Board of Trustees.
- 05-204 Academic suspension shall consist of not being able to attend socials for at least one (1) month, as well as going to a department tutor for three (3) hours a week.

## **Article VI - Finances**

- 06-101 The cost of operating and maintaining the social activities, duties and assessments, and other programs of the Chapter shall be borne by local chapter membership dues and necessary assessments.
- 06-201 The funds of the Chapter shall not be used by any person for his personal benefit, nor for any purpose other than that approved by the Chapter. No funds of the Chapter will be loaned to anyone at any time.
- 06-301 Each pledge and member shall maintain a current contract of membership with the Treasurer and will sign a contract at the beginning of each school year which commits him to the financial obligations of National dues, National insurance, and local chapter membership dues. A member who fails to execute a written contract of membership when requested shall be considered to be immediately suspended until he executes the written contract. [PP.10-2301]
- 06-302 Members shall have the option of paying their Chapter membership dues in monthly installments or in a lump sum.
- 06-303 Members are required to pay their monthly dues on the first chapter meeting of each month.
- 06-304 Chapter membership dues shall be \$160.00 for in house members and shall be \$210.00 for out of house members. Dues are subject to change as determined by the Executive Committee.
- 06-305 Members who will be returning in the fall semester will be subject to summer dues in the amount of \$250. These dues allow the Chapter to meet its obligations during the summer months. Summer dues are subject to change as determined by the Executive Committee.
- 06-306 Pledge fees shall be determined each semester as deemed necessary to cover the cost of pledgeship.
- 06-401 Any contract affecting the Chapter and Alpha Tau Omega must first be presented to the Executive Committee and approved before it can be deemed official by the Chapter.
- 06-501 The Chapter shall finance the cost of all of fees, hotel accommodations, and travel expenses for ATO Congress for the President/Official Delegate



to be in attendance. In the event that the President does not attend Congress, the official Chapter delegate will be awarded this funding.

- 06-601 The Chapter shall finance the cost of all of fees, hotel accommodations, and travel expenses for the newly elected chapter president to attend the National Fraternity's Presidents Retreat annually.
- 06-701 All disbursements of Chapter funds will be dually countersigned by the President and Treasurer. The Vice-President may countersign disbursements in the absence of the President.
- 06-801 In addition to the Chapter's checking account, the Chapter may utilize a bank debit card for disbursing Chapter funds. All debit card disbursements shall be made by the Treasurer with written approval of the President (or Vice-President in the President's absence).
- 06-802 The Treasurer will keep the chapter's debit card in his possession and safely stored. The pin number must be kept secret. The President and Vice-President are the only other officers approved to use the debit card.
- 06-803 The use of the Chapter's debit card for the purpose of receiving cash from the bank, cash back, or ATM is prohibited.

### **Article VIII - Meetings**

- 07-101 The Chapter shall hold regular meetings weekly during the academic year. The Chapter shall hold a minimum of at least two regular meetings monthly during the regular academic year. [PP. 09-0601]
- 07-102 The time and location of regular meetings will be set by the President and may be changed at any time by a two-thirds vote of the members of the Chapter present and voting.
- 07-103 At least one (1) formal meeting shall be held each month during the academic year.
- 07-104 All members are required at each Chapter meeting. If a member will miss a meeting, he must inform the Secretary or President 24 hours before the meeting for them to decide if it will be excused.
- 07-105 Members with 3 unexcused absences from Chapter meeting will be called before Judicial Board.

- 07-201 A majority of the undergraduate members of the Chapter shall constitute a quorum for the transaction of business. [PP. 09-0601]
- 07-301 The President may call such special meetings, as he deems necessary. [PP. 09-0602]
- 07-401 Meetings shall be opened, conducted, and closed in the manner prescribed in the *ATO Ritual*. [PP. 09-0603]
- 07-501 Any parliamentary procedure in meetings not covered by the *ATO Ritual*, *National Bylaws and Policies and Procedures*, or Bylaws of the Chapter, shall be governed by *Robert's Rules of Order Revised*.
- 07-601 Attendance at all meetings is required of all members unless a written request is submitted and approved by a majority vote of the Executive Committee.
- a. Request must be submitted prior to the absence or not longer than the following Executive Committee meeting.
  - b. Any unexcused absence from a chapter meeting will result in a penalty determined and enforced by the Executive Committee. Three (3) unexcused absences, during the semester, will result in disciplinary action by the Judicial Committee and loss of voting rights, including voting on membership.
- 07-0701 Any decision made by the Executive Committee may be amended or reversed by a two-thirds vote of the Chapter at a regular meeting.

### **Article VIII- Chapter Officers and Election of Officers**

- 08-101 Officers of the Chapter and their ranks shall be as follows:
- a. President
  - b. Vice President
  - c. Chaplain
  - d. Treasurer
  - e. Secretary
  - f. Risk Management Officer
  - g. Historian
  - h. Membership Education Officer/ Usher
  - i. Membership Recruitment Chairman/Sentinel
  - j. House Manager

- 08-102 The following Committee Chairmen shall be appointed with the advice and consent of the Executive Council:
- a. Public Relations Chairman
  - b. Alumni Relations Chairman
  - c. Scholarship Chairman
  - d. Social Chairman
  - e. Interfraternity Council Representative
  - f. Webmaster
  - g. Community Service Chairman
  - h. True Merit Chairman
  - i. Fundraising Chairman
- 08-201 Election of officers shall be held at the last meeting of November each year.
- 08-202 Election of officers shall be conducted according to the provisions of Paragraphs 9-0702 through 9-0708 of the *ATO Policies and Procedures*.
- 08-203 Newly- elected officers shall take over their respective duties upon official installation as prescribed in the *Ritual*, which shall take place the first chapter meeting of the spring semester. The outgoing officers shall have all records up-to-date.
- 08-301 Only eligible members who hold a zero balance with the Fraternity shall be eligible for election to office.
- 08-302 Before each election the President shall read the names of those qualified. To be qualified for election, a person must:
- a. Be a member of the Fraternity and an undergraduate member of the West Virginia Theta Omicron Chapter.
  - b. At the time of election, not be financially delinquent to the Fraternity or the Chapter.
  - c. At the time of election, have a cumulative grade point average of at least 2.5000/4.000 and have passed with at least an average of 2.500/4.000 for the hours elected during the semester in which he was last in attendance preceding his election.
- 08-303 To be eligible to run for President the member must have been on the Executive Committee the previous semester.
- 08-401 Any officer or committee chairman who allows his financial indebtedness to the Chapter to remain delinquent more than thirty (30) days shall immediately become disqualified for the office which he holds and the

President shall appoint a replacement with the Executive Committee's approval.

08-402 The term of all the Executive Committee's members shall be one year.

08-501 An officer may be re-elected to the same position twice in a row, if he runs for a third term the vote must be unanimous to stay in office.

#### **Article IX- Duties of Officers**

09-0101 President (Worthy Master)

- a. He shall be the Chief Executive Officer of the Chapter and shall have general charge of its affairs.
- b. He shall preside at all meetings of the Chapter.
- c. He shall conduct the correspondence of the Chapter with the National officers, Board of Directors, national Chancellor, Chief Executive officer and Board of Trustees.
- d. He shall perform such duties as worthy master as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*.
- e. He shall be responsible for familiarizing himself and the Chapter with the aspects of the Ritual at least twice a year.
- f. The President, when finding that probable cause exists to believe that a member or pledge is or has been involved in conduct prejudicial to the interests of the Fraternity, with notice to the Board of Trustees, suspend any member or pledge. This suspension shall last no longer than twenty (20) calendar days. During this time period, the Vice President shall conduct an investigation and shall present his findings to the Executive Committee of the Chapter. Such Executive Committee shall proceed as provided in the Rules of the National Chancellor
- g. When a member or pledge is more than sixty days in arrears to his Chapter indebtedness, the President may, with the approval of the Board of Trustees, suspend the member or pledge until such indebtedness is settled or until disciplinary proceedings under the rules of the National Chancellor have been concluded.

- h. He shall be liaison officer between the Chapter and university administration.
- i. He shall be a member of the Board of Trustees for the Chapter.
- j. He shall be responsible for an annual goal setting retreat at the beginning of each semester.
- k. He shall complete all forms and reports required by the Fraternity regarding chapter membership.
- l. He shall have the authority to issue a “snap bid”.
- m. He shall countersign all disbursements of Chapter funds over \$300.00.
- n. He shall be the liaison between the campus/local media and the Chapter.
- o. He shall be the official representative/delegate to the triennial ATO Congress.
- p. He will attend the ATO Chapter Presidents Retreat each year.
- q. He shall be a member of the Executive Committee.
- r. He shall be a member of the Judicial Committee.

09-0201

Vice President (Worthy Marshal)

- a. He shall assist the President in the duties of his office.
- b. He shall perform such duties as the Worthy Marshal as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*.
- c. He is in charge of all appointed officers and committees and shall coordinate all activities.
- d. He shall coordinate the preparation and submission of the Annual Report and Awards application to the National Headquarters
- e. He shall coordinate the preparation and submission of the Chapter of Excellence packet to the Marshall University Office of Greek Life.

- f. He shall countersign all disbursements of Chapter funds in the absence of the President.
- g. He shall be the chairman of the Executive Committee.
- h. He shall be the chairman of the Judicial Committee
- i. He shall be a member of the Chapter bylaws Committee
- j. He shall maintain a book of precedence for the Judicial Committee. It shall contain all cases brought before the committee.

09-0301

Chaplain (Worthy Chaplain)

- a. He shall be the spiritual leader of the Chapter. He shall perform such duties as Worthy Chaplain as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the President and the *Policies and Procedures*.
- b. He shall be responsible for the correct performance of the *ATO Ritual*.
- c. He shall be responsible for all planning and directing of brotherhood (Chapter Only) activities and events for the Chapter. It shall be his responsibility to organize at least one brotherhood activity a month.
- d. He shall be responsible for the promotion of total brotherhood through the Chapter and brotherhood between members and pledges.
- e. He shall be responsible for organizing and planning a brotherhood retreat each semester.
- f. He shall be a member of the Executive Committee.
- g. He shall be a member and the mediator of the Judicial Committee.
- h. He shall be a member of the Member Education Committee.

09-0401

Treasurer (Worthy Keeper of Exchequer)

- a. He shall be the chief financial officer of the Chapter.
- b. He shall keep accurate accounts of receipts and disbursements in books belonging to the Chapter, insure the safekeeping of its funds, collect all moneys due to the Chapter, insure the payment of the Chapter obligations, and shall render to the Chapter monthly a statement of financial conditions.

- c. He shall faithfully collect fees of the Fraternity and pay the same to the Chief Executive Officer as required by law. Failure to pay such fees after collection shall be deemed misappropriation of Fraternity funds.
- d. He shall perform such duties as Worthy Keeper of Exchequer as prescribed in the *Ritual*. He shall perform other duties as may be required by the *Policies and Procedures*.
- e. The Treasure shall enforce the written contract of membership, shall pursue all legal remedies to enforce the financial obligations of any member, provide a monthly written report to the Chapter of the financial condition of the Chapter and devise financial incentive programs to be approved by the Chapter to promote and encourage prompt payment of all sums dues and owing.
- f. He is responsible for all fiscal transactions during his term of office, including fiscal review by the Board of Trustees or independent auditor following the completion of the fiscal year.
- g. He shall sign all disbursements of chapter funds, which shall be countersigned by the President or Vice-President in the absence of the President.
- h. He shall advise the Chapter on all expenditures.
- i. He shall be the Chairman of the Finance Committee.
- j. He shall be a member of the Executive Committee.
- k. He shall be a member of the Judicial Committee.

09-501

Secretary (Worthy Scribe)

- a. He shall keep accurate minutes of all meetings in a book belonging to the Chapter and provided for that purpose. Meetings include chapter, executive committee, and judicial committee. He shall send an exact duplicate copy of all minutes to the Chairman of the Board of Trustees and National Headquarters within ten days after each formal and informal meeting. [PP. 9-1201]
- b. He shall, under the supervision of the President, conduct the correspondence of the Chapter, except the correspondence with the National Officers, National Chancellor, Board of Directors, Chief Executive Officer, and Board of Trustees.

- c. He shall perform such duties as Worthy Scribe as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*. [PP.9-1203]
- d. He shall maintain an adequate correspondence and reference file for chapter records.
- e. He shall post and email the minutes of the chapter meeting to the Chapter, Board of Trustees, and National Headquarters following each week's chapter meeting.
- f. He shall keep an accurate account of attendance at all chapter meetings and functions.
- g. He shall be a member and the recorder for the Executive Committee.
- h. He shall be a member and the recorder for the Judicial Committee
- i. He shall be the chairman of the Bylaws Committee

09-0601

Risk Management Officer

- a. He shall serve as the Chapter's risk management officer for the purposes of educating the Chapter on risk management policies. [PP.9-1901]
- b. He shall be in charge of educating the Chapter on the ATO Risk Management Policy. [PP.9-1902]
- c. He shall be responsible for planning and running educational sessions regarding alcohol management. [PP.9-1903]
- d. He shall be in charge of the implementation of the ATO Risk Management Policy.
- e. He shall be a member of the Executive Committee.
- f. He shall be the chairman of the Risk Management Committee.
- g. He shall be a member of the Social Committee.
- h. He shall be a member of the Membership Education Committee.



09-0701

Historian (Worthy Keeper of Annals)

- a. He shall collect and preserve information of historical interest concerning the Chapter and the members thereof. [PP.9-1101]
- b. He shall keep an accurate roll of the members of the Chapter. [PP.91102]
- c. He shall maintain a roll of all members affiliated with the Chapter, which shall be separate from the chapter roll. He shall report promptly to the Chief Executive Officer all members who may affiliate with the Chapter. [PP.9-1103]
- d. He shall maintain a record of addresses of alumni members of his Chapter, and shall furnish copies and corrections to the Chief Executive Officer upon request. [PP.9-1104]
- e. He shall keep among the records of his office by card, or other system, a complete list of the initiates of the Chapter, and as far as possible, the correct address of each, and all matters of historical importance, which may come to his knowledge. [PP.9-1105]
- f. He shall report all deaths of members of the Chapter to the Chief Executive Officer. [PP.9-1106]
- g. He shall perform such duties as Worthy Keeper of Annals as prescribed *Ritual*. He shall perform other duties as may be required of him by the *Policies and Procedures*. [PP.9-1107]
- h. He shall collect and preserve information of historical interest (videos, newspaper articles, Chapter or individual achievements) concerning the Chapter and its members and forwards copies to the National Headquarters.
- i. He shall be responsible for the upkeep of the chapter scrapbook and guest book.
- j. He shall maintain an up-to-date file on alumni of other chapters residing in the area.
- k. He shall be a member of the Alumni Relations Committee.
- l. He shall be a member of the Executive Committee.

09-0801

Membership Education Chairman (Worthy Usher)

- a. He shall be the coordinator of a true membership education program, which encompasses all members. [PP.9-1501]
- b. He shall provide for a structured program for each pledge class lasting not longer than twelve academic weeks. He shall use the National Fraternity's new member/pledge manual (*Alpha Tau Omega: The Positive Experience*) and any other relevant materials in the education of members (*The Positive Experience Guide*). [PP.9-1502]
- c. He shall be responsible for formally pledging all prospective members in accordance with the open *Formal Pledging Ceremony*.
- d. He shall not conduct, condone or allow any pledge activities or actions that would be considered hazing as defined by ATO Risk Management Policies. [PP.9-1503]
- e. He shall perform other duties as may be required by him by the *Policies and Procedures*. [PP.9-1505]
- f. He shall provide for a continuation of each member's education after initiation.
- g. He shall educate and encourage members to enroll programs offered by the National Fraternity, including but not limited to The LeaderShape Institute, Emerging Leadership Conferences, ATO Congress, Altitude, Presidents Retreat.
- h. He shall perform such duties as Sergeant-at-Arms as prescribed by these Bylaws.
- i. He shall be the chairman of the Membership Education Committee.
- j. He shall be a member of the Executive Committee.
- k. He shall be a member of the Scholarship Committee.
- l. He shall, under the direction of the President, preserve order at meetings. [PP.9-1301]
- m. He shall have charge of the chapter meeting room, prepare it for meetings, and have the custody of the regalia and ritual equipment. [PP.9-1302]

- n. He shall have the duties as Worthy Usher as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*. [PP.9-1303]

09-1001

Membership Recruitment Chairman (Worthy Sentinel)

- a. He is responsible for recruiting outstanding, qualified men who will become pledges and then undergraduate members of the Chapter and the Fraternity.
- b. He shall organize the recruitment program of the Chapter each semester.
- c. He shall, with assistance from the Public Relations Officer, coordinate the preparation of all chapter recruitment publications.
- d. He shall enlist the aid of members and alumni in carrying out the program.
- e. He shall have the authority to issue a “snap bid”.
- f. He shall perform such duties as Doorkeeper as prescribed by these Bylaws.
- g. He shall be a member of the Executive Committee.
- h. He shall be the chairman of the Membership Recruitment Committee.
- i. He shall be a member of the Membership Education Committee.
- j. He shall be a member of the Scholarship Committee.

09-1101

House Manager

- a. He shall be in charge of the physical plan of the Chapter House, its care, maintenance and physical operations.
- b. He shall develop an annual schedule of house maintenance items, major repairs, and equipment replacements.
- c. He shall arrange for required repairs.
- d. He shall purchase all cleaning, maintenance, and bathroom supplies in accordance with the chapter budget.

- e. He shall make a complete inventory of all supplies and equipment on hand.
- f. He shall arrange for annual fire and safety inspections of the house, preferably by licensed professionals and develop a fire escape plan for all members to understand.
- g. He shall make a monthly list of repairs needed for the house be them structural, electric, aesthetic, or all others.
- h. He, the President, and recruitment chairman shall create the list of repairs for Work Week, which shall take place the five (5) days before freshman move in day.
- i. He shall develop daily or weekly work schedules for all members to keep the house clean.
- j. Additional duties may be carried out from the House Rules.
- k. He shall be the chairman of the House Management Committee.
- l. He shall be a member of the Executive Committee, but will only vote on matters that directly involve The House: in-house socials, recruitment events, etc.

09-1201

Public Relations Officer

- a. He shall prepare at such times, and in accordance with such rules as the Editor of The Palm shall prescribe, items from the Chapter for consideration of publication in each issue of The Palm, and with the approval thereof by the President, shall forward the same to the Editor. [PP.9-1601]
- b. He shall perform such other duties as required of him by the *Policies and Procedures*. [PP.9-1602]
- c. He shall prepare and cause to be published periodic newsletters regarding chapter activities and assist the Alumni Relations Officer with preparing alumni newsletters.
- d. He shall submit advertisements and articles to the media, including the school newspaper.

- e. He shall serve as the liaison official for the Chapter with parents for the purpose of formulating and executing projects for the betterment of parent relations with the Chapter and the Fraternity.
- f. He shall be responsible for overseeing the upkeep and maintenance of the chapter's Web site.
- g. He shall be the chairman of the Public Relations Committee.
- h. He shall be a member of the Alumni Relations Committee.

09-1301 Alumni Relations Officer

- a. He shall serve as the liaison official for the Chapter with alumni and alumni association for the purpose of formulating and executing projects for the betterment of alumni relations with the Chapter and the Fraternity. [PP.9-1801]
- b. He shall be responsible for involving the entire Chapter in a continuing program for this purpose. [PP.9-1802]
- c. He shall perform such other duties as required of him by the *Policies and Procedures*. [PP.9-1803]
- d. He shall attend all meetings of the local alumni organization and the Board of Trustees.
- e. He shall schedule and organize special alumni/chapter functions.
- f. He shall assist the Historian in maintaining an up-to-date biographical and address file for all chapter alumni and alumni of other chapters and colonies in the area.
- g. He shall prepare and cause to be published at least two alumni newsletters or e-newsletters annually.
- h. He and the Historian shall publish an alumni directory every year.
- i. He shall be the chairman of the Alumni Relations Committee.

09-1401 Scholarship Chairman

- a. He shall be responsible for all scholarship programs for the Chapter, including study hours, pledge and active scholastic achievements.

- b. He shall be responsible for involving the entire Chapter in continuing programs of scholastic excellence and achieving a 3.000 or better Chapter Grade Point Average.
- c. He shall establish and maintain a chapter library.
- d. He shall be responsible for encouraging members to submit for all National Fraternity, ATO Foundation, and local scholastic honors and awards.
- e. He shall be the chairman of the Scholarship Committee.
- f. He shall be a member of the Membership Education Committee.

09-1501 Social Chairman

- a. He shall be in charge of planning and directing the social program of the Chapter.
- b. He shall assist the Risk Management Officer in the performance of his duties.
- c. He shall be the chairman of the Social Committee.
- d. He shall be a member of the Risk Management Committee.

09-1601 Interfraternity Council Representative.

- a. He shall attend all IFC meetings and report the outcome to the Chapter.
- b. He shall be the official representative to the IFC.
- c. He shall strive to ascertain a higher position within the IFC.

09-1701 True Merit Chairman

- a. He shall assist the President in completing and providing documentation for the Annual Report & Awards Application required by the Fraternity.
- b. Once a month they shall convene the committee to work on the Annual Reports as well as the Chapter of Excellence packet.

- 09-1801 Fundraising Officer
- a. He shall plan and organize all fundraising events by the Chapter.
  - b. He shall be a member of the Finance committee.

### **Article X - Standing Committees**

- 10-0101 The standing committees of the Chapter shall include:
- a. Executive
  - b. Judicial
  - c. Chapter Bylaws
  - d. Finance
  - e. Risk Management
  - f. Membership Recruitment
  - g. Membership Education
  - h. Public Relations
  - i. Community Service
  - j. Alumni Relations
  - k. Scholarship
  - l. Social
- 10-0102 The President shall appoint, with the advice and consent of the Executive Committee, such committees and members thereof as he shall deem necessary for the efficient operation of the Chapter.
- 10-0103 A majority (half plus one) of the members of a committee shall constitute a quorum for the transaction of business.
- 10-0104 All members shall hold an Executive Office, Appointive Office, or serve on at least one committee.
- 10-0105 All pledges shall serve on a Standing Committee, with the exception of Executive and Judicial committees.
- 10-0201 The Executive Committee shall be composed of ten (10) members: The Vice-President, who shall preside at all meetings; the President, the Chaplain, the Treasurer, the Secretary, the Risk Management Officer, the Historian, the Membership Recruitment Chairman, the House Manager, and the Membership Education Chairman.

- 10-0202 All members of the Executive Committee shall have one vote therein, except the Vice-President, who shall only vote if the voting members are equally divided.
- 10-0203 Executive Committee meetings of the Chapter shall be held weekly during the college academic year on such days as determined by the Executive Committee.
- 10-0204 Executive Committee meetings shall be open to other officers and committee chairmen upon invitation.
- 10-0205 The duties of the Executive Committee shall be to:
- a. Act as a clearing committee for business that is known to come before the Chapter.
  - b. Recommend chapter policies and changes in existing policies.
  - c. Formulate short and long-range plans for the Chapter.
  - d. Assist the President in developing the agendas for chapter meetings.
  - e. Construe, interpret and enforce these Bylaws.
  - f. Approve appointments of the President that require approval.
  - g. Verify the appointment of committee members.
  - h. Remove appointed Chapter officers if needed.
  - i. Require that chapter officers perform their duties.
  - j. Prepare a semester calendar before the first meeting of the semester.
- 10-0301 The Judicial Committee shall be composed of (9) members: The VicePresident, who shall preside at all meetings; the President, the Chaplain, the Treasurer, the Secretary, and four (4) appointed by the President with the consent of the Executive Committee.
- 10-0302 All members of the Judicial Committee shall have one vote therein, except the Vice-President, who shall only vote if the voting members are equally divided.



10-0303

The duties of the Judicial Committee shall be to:

- a. Serve as the chapter judiciary board to which all disciplinary problems are referred for action.
- b. Investigate, rule, and discipline member(s) under review.
- c. Determine disciplinary actions to be taken against members who violate rules.
- d. Record all opinions of the committee for future reference.
- e. Review all appeals of fines levied against members by the Chapter.
- f. Educate the Chapter on membership standards and adhering to those standards.

10-0401

The duties of the Chapter Bylaws Committee shall be to:

- a. Act as a clearing committee for the bylaw amendments before they are presented to the Executive Committee.
- b. The committee should periodically evaluate and suggest changes of the Bylaws, and submit those changes for review to the Executive Committee and approval by the Chapter.
- c. Maintain an updated copy of the Chapter Bylaws and House Rules.
- d. Make changes after approved by the Chapter to the Bylaws and House Rules and for distributing updated copies to chapter members, advisors, and the National Headquarters.

- 10-0501 The duties of the Finance Committee shall be to:
- a. Prepare the semester budget to be presented during the first meeting of the semester for approval of the Chapter.
  - b. Make monthly inspections of expenditures to see that they are within the budget.
  - c. Recommend to the Chapter the expenditure of all funds received and not specifically budgeted.
  - d. Compile the monthly, quarterly, and annual financial reports required by the Internal Revenue Service and the National Fraternity.
  - e. Coordinate all of the chapter fundraising events and participation.

- 10-0601 The duties of the Public Relations Committee shall be to:
- a. Coordinate and prepare publications and communications needed for chapter activities.
  - b. Assist the Alumni Relations Officer in preparing at least two alumni newsletters or e-newsletters each year.
  - c. Write thank you letters and cards when appropriate.
  - d. Promote good public relations within the Chapter.
  - e. Work with the Social Chairman on publicity for open invitation, substance-free, events.
  - f. Design and distribute all t-shirt designs for the Chapter that has been approved by the Chief Executive Officer or his designee.

- 10-0701 The duties of the Community Service Committee shall be to:
- a. Plan, organize and supervise all chapter social service projects.
  - b. Provide for the involvement of all new members and members in social service projects.
  - c. Schedule at least two (2) social service events per month

- 10-0801 The duties of the Alumni Relations Committee shall be to:
- a. Plan and organize the chapter alumni relations program.
  - b. Coordinate, in conjunction with the Board of Trustees, and produce the parent/alumni newsletter or e-newsletter each semester.
  - c. Discuss and plan Homecoming and Founder's Day activities.
  - d. Plan and organize a local Founder's Day event with active and alumni to be on or around May 1<sup>st</sup>.
- 10-0901 The Membership Recruitment Committee shall be composed of at least (4) members: The Membership Recruitment Chairman, who shall preside at all meetings; and at least three (3) appointed by the President with the consent of the Executive Committee.
- 10-0902 The duties of the Membership Recruitment Committee shall be to:
- a. Assist the Membership Recruitment Chairman in developing the yearround recruitment program for the Chapter to attract new members.
  - b. Plan and monitor all recruitment activities, and evaluate the recruitment program periodically, and revise the program as necessary.
  - c. Secure the names of prospective recruits from alumni and members of the Chapter.
  - d. Establish contact with prospective new members and arrange for them to visit with the Chapter in accordance with the rules of the university and Interfraternity Council.
  - e. Interview and recommend to the Chapter for final approval prospective recruits, along with distributing bids.
- 10-1001 The Membership Education Committee shall be composed of at least (7) members: The Membership Education Chairman, who shall preside at all meetings; the Chaplain, the Risk Management Officer, the Membership Recruitment Chairman, the Scholarship Chairman, the immediate past Pledge Class President if he has no other position, and at least one (1) other member appointed by the President with the consent of the Executive Committee.

- 10-1002 The duties of the Membership Education Committee shall be to:
- a. Plan and organize a structured program for each pledge class lasting not longer than twelve academic weeks utilizing the National Fraternity's members manual (*Alpha Tau Omega: The Positive Experience*) and any other relevant materials in the education of members (*The Positive Experience Guide*).
  - b. Develop a comprehensive, progressive education program, which contains no hazing.
  - c. Refer any allegations of hazing to the Judicial Committee for further review.
  - d. Develop a program for continuing the education of a member beyond initiation.
  - e. Encourage members to participate in all programs offered by the National Fraternity, including but not limited to The LeaderShape Institute, Regional Leadership Conferences, ATO Congress, Noah's Ark.
- 10-1101 The duties of the Scholarship Committee shall be to:
- a. Establish goals for the scholastic achievement of the Chapter.
  - b. Promote improvement of scholarship through administering the chapter scholarship program by all members and rewards academic excellence.
  - c. Secure and maintain information in connection with the scholarship standing of new members and members of the Chapter.
  - d. Submit applications for all scholastic honors and awards.
- 10-1201 The duties of the Social Committee shall be to:
- a. Plan and supervise all social activities of the Chapter such as exchanges, mixers, formals, and date parties.

- b. Encourage and maintain good social relations with other campus organizations.

10-1301 The duties of the Risk Management Committee shall be to:

- a. Assist the Risk Management Officer in carrying out his duties.
- b. Educate the Chapter and pledges on risk management policies.
- c. Plan educational sessions regarding alcohol management.
- d. Implement the ATO Risk Management Policy for all activities.
- e. Educate the Chapter on fire safety.

10-1401 The duties of the House Management Committee shall be to:

- a. Assist the House Manager in carrying out his duties.
- b. Prepare an annual house repair and maintenance budget get for submission to the Finance Committee.
- c. Meet prior to the fall “work week” and plan work projects needed to put the house into proper condition for the coming school year.
- d. Advise on transactions with local businessmen to ensure that the Chapter is purchasing supplies at the most economical prices.
- e. Conduct an annual inventory of all chapter-owned equipment.
- f. Review the chapter house is covered by adequate replacement and liability insurance.
- g. Lock and secure all chapter facilities when the house is closed.
- h. Conduct routine fire and safety checks, preferably by licensed officials.
- i. Forecast and recommend long-range house improvements to the House Corporation.
- j. Conduct at least one surprise fire drill each semester.

## Article XI - Board of Trustees

- 11-101        There is established a Board of Trustees for the West Virginia Theta Omicron Chapter, whose members are appointed by the Chief Executive Officer and serve at the pleasure of the Chief Executive Officer. The members of the Board of Trustees shall select a Chairman and such other officers, as they shall determine. [PP.8-0401]
- 11-201        The duties of the Board of Trustees shall include, but need not be limited to:
- a. Assist the Chief Executive Officer with matters relating to the Chapter.
  - b. Attend meetings and ceremonies of the Chapter as often as possible.
  - c. Counsel and advise the officers and members of the Chapter.
  - d. Work with the Chapter to promote alumni interest, activities and investment in the Chapter. [PP.8-0402]
- 11-301        a. The Board of Trustees shall possess all the powers of the Board of Directors with regard to the Chapter's charter.
- c. The Board of Trustees shall possess judicial powers in regard to that Chapter as extended to all Boards of Trustees by the National Chancellor. In disciplinary matters, the Board of Trustees shall utilize procedures prescribed in the rules of the National Chancellor.
- c. Judicial decisions of the Board of Trustees shall be subject to review by the National Chancellor. Other decisions of the Board of Trustees shall be subject to review by the Chief Executive Officer.
- The Chairman of the Board of Trustees shall possess the powers of the Board of Trustees with regard to the Chapter, subject to review and approval by the Chapter's Board of Trustees. Other powers and duties may be delegated or assigned to the Chairman by the Board of Trustees. [PP.8-0403]
- 11-401        The Board of Trustees, when finding that probable cause exists to believe

that a member or pledge is or has been involved in conduct prejudicial to the interests of the Fraternity, may suspend a member or pledge from the Fraternity or a Chapter officer from his office. This suspension shall last no longer than 60 days, except if extended by the Judicial Committee of the Board of Directors. The Board of Trustees shall notify the Chief Executive Officer, who may terminate the suspension. The Board of Trustees shall investigate the facts and circumstances concerning the suspension and shall either terminate the suspension, refer the matter to the Executive Committee of the Chapter or the Chief Executive Officer or decide the matter itself. Decisions shall be in accordance with the rules of the National Chancellor. [PP.8-0406]

## **Article XII – Judicial/Discipline**

- 12-101 A member, chapter or alumni association may be disciplined for the following:
- a. For any violation of the *ATO National Bylaws or Policies and Procedures* or these Bylaws or House Rules of the Chapter thereof;
  - b. For any conduct prejudicial to the interests of the Fraternity or of Chapter thereof; or
  - c. For any offense against the laws of any city, county, state, or federal government.

A member who has been found guilty by any court of law anywhere of an offense, felony or misdemeanor, involving moral turpitude may be regarded to be guilty of conduct prejudicial to the interests of the Fraternity. Failure on the part of a member to pay his indebtedness shall be regarded as prejudicial to the interests of the Chapter.

12-102 Ignorance of the Chapter Bylaws shall not be considered a valid excuse for violation thereof.

- 12-103 The West Virginia Theta Omicron Chapter shall refer all disciplinary proceedings against a member or pledge to the Judicial Committee.
- a. The Judicial Committee shall investigate all allegations of a violation of Section 13-0101 of these Bylaws For any violation of the *ATO National Bylaws or Policies and Procedures* or these Bylaws or House Rules of the Chapter thereof;

- b. If, after determining that reasonable grounds exist to determine that a violation of Section 13-0101 of these Bylaws has occurred, the Judicial Committee shall give written notice of the allegations to the accused member and the date, time and place of the hearing on the allegations. A written notice shall designate, with as much specificity as possible, the facts and circumstances supporting the determination that a violation of Section 13-0101 of these Bylaws has occurred. Written notice may be delivered by hand, U. S. Mail, facsimile or to the member's last known e-mail address if e-mail can be verified. If the accused member is unable to be found, written notice may be made by U. S. Mail to the member's last known address on record with the Chapter or the Chief Executive Officer. For any conduct prejudicial to the interests of the Fraternity or of Chapter thereof; or
- c. The accused member has the right to appear at the hearing of the Judicial Committee in person or by telephone, to submit a written response at the hearing, to call witnesses or present evidence, attend through a representative, or to waive any appearance or response. A failure to appear or to submit a written response shall be deemed to be a waiver of his right to appear and respond.
- d. A hearing on any alleged violation of Section 13-0101 of these Bylaws shall be held no sooner than seven (7) days from the date of delivery of written notice to the accused member.
- e. For any offense against the laws of any city, county, state, or federal government.
- f. A majority vote of the Judicial Committee is necessary for a determination that a violation of Section 13-0101 of these Bylaws has occurred.
- g. A majority vote of the Judicial Committee is necessary to determine any penalty for a violation of Section 13-0101 of these Bylaws, except that a two-thirds (2/3) vote of the Judicial Committee is necessary for a penalty of expulsion from the Fraternity.
- h. The member may appeal the decision of the Judicial Committee to the Chapter. The Chapter may, by a two-thirds (2/3) vote, amend or reverse the decision of the Judicial Committee.
- i. A written summary of the actions of the Judicial Committee and the Chapter, including decision on the violation and penalty, shall be



delivered to the member within ten (10) days of action taken by the Judicial Committee or Chapter by hand, U. S. Mail or facsimile to the member's last known address on record with the Chapter or the Chief Executive Officer. The summary may also be sent via facsimile or to the member's last known e-mail address if e-mail can be verified.

- j. A member may appeal the decision of the Judicial Committee and the Chapter to the Board of Trustees. A member wishing to pursue an appeal to the Board of Trustees shall give the Chapter President written notice of his application to the Board of Trustees of his appeal. The Chapter President shall forward a copy of the written summary of the action of the Executive Committee and Chapter to the Board of Trustees. The Board of Trustees may, in its discretion, hear witnesses and consider documents. The Board of Trustees may, by majority vote, amend or reverse the determination of the Judicial Committee or the Chapter.
- k. A written summary of the actions of the Board of Trustees, including decisions on the violation and the penalty, shall be delivered to the member within ten (10) days of action taken by the Board of Trustees by hand, U. S. Mail or facsimile to the member's last known address on record with his Chapter or the Chief Executive Officer. The summary may also be sent via facsimile or to the member's last known e-mail address if e-mail delivery can be verified.
- l. A member, Executive Committee or Chapter may petition the National Chancellor to appeal the decision of the Board of Trustees. The written summary of the actions of the Judicial Committee, Chapter and Board of Trustees shall be delivered to the National Chancellor together with a written request for review specifying the action or penalty to be reviewed. A copy of the petition and response to the petition shall be sent to all parties participating in the prior proceeding. The decision of the National Chancellor shall be final.

12-201      **Controlled substances:** Possession, consumption, use or sale of controlled substances (including marijuana) is prohibited.

12-202      In the case of possession, consumption, or use of controlled substances (including marijuana) in the Chapter House, on Chapter property, or at a Chapter function or event, or in the case of sale of controlled substances (including marijuana) anywhere, if the member lives in the house, the Executive Committee shall terminate his housing contract and the person shall move out of the Chapter House immediately. The member shall be immediately suspended from the Chapter. This suspension shall last no

longer than sixty (60) days. The Executive Committee shall levy a fine of \$200.

- 12-203 In the case of the first occurrence of possession, consumption or use of controlled substance (including marijuana) on adjacent property or at an event an observer would associate with the fraternity, the Executive Committee shall place the person on probation for no more than thirty (30) days and levy a fine of \$100.
- 12-204 In the case of a second occurrence of possession, consumption or use of controlled substances on adjacent property or at an event an observer would associate with the Fraternity, the Executive Committee shall terminate his housing contract and the person shall move out of the fraternity house immediately. The member shall be immediately suspended from the Chapter. This suspension shall last no longer than sixty (60) days. The Executive Committee shall levy a fine of \$150.
- 12-205 In addition to the above, other discipline may be levied or invoked by the Executive Committee, utilizing the rules of the National Chancellor.

#### **Article XIV – Miscellaneous**

- 13-101 The Chapter shall submit to the National Headquarters (Chief Executive Officer), over the signature of the President, Secretary and Chairman of the Board of Trustees, the Annual Report & Awards Application annually. [PP.9-4701]
- 13-201 The Chapter shall enforce the ATO Risk Management Policies as provided in sections 1.01 through 3.01 of the Risk Management Policies.
- 13-301 The Chapter shall hold a brotherhood retreat each semester that is required for all members and pledges. The retreat will be regarded as a chapter meeting.
- 13-401 The Chapter shall send two members to the National Congress one shall be the President the other slot will be offered to a member who has been in the Chapter for a year or less who has shown drive and commitment to the fraternity.

- 13-501 The President, Vice President, House Manager, and Membership Education Chairman must live in the Chapter House during their full time in office. There will be no exceptions, if one of the above officers moves out they shall be stripped of their title and the President shall appoint a replacement.
- 13-601 All members must live in the Chapter house for two semesters during their membership. Failure to live in the house by a member's junior year will result in said member's dues being doubles during the year. Failure to live in the house by a member's senior year will result in said member's dues being tripled. An exception is made if the house remains under full occupancy during their membership.