

Phi Delta Theta Fraternity

California Kappa Associate

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Title I – Statement of Policy

Article 1

The California Kappa Associate Chapter of Phi Delta Theta duly associated on the 31st day of May, in the year 2015.

Article 2

The California Kappa Associate Chapter of Phi Delta Theta believes that fundamental policies and regulations are necessary for the successful operation and conduct of this Associate Chapter and for the strengthening of the Fraternity and the institution as a whole. Nothing in the following policies shall be construed so as to violate any provisions of *The Bond* or The Code of our international Fraternity.

Article 3

The California Kappa Associate Chapter of Phi Delta Theta adheres and supports the Fraternity's laws regarding hazing and pre-initiation activities and the FEA Statement of Position on hazing and Pre-Initiation activities. The Associate Chapter also supports the Fraternity's Risk Management Policies.

Article 4

Phi Delta Theta was organized with three principle objectives: The cultivation of friendship among its members, the acquirement individually of a degree of mental culture, and the attainment personally of a high standard of morality.

Article 5

The California Kappa Associate Chapter of Phi Delta Theta strives to build a foundation of excellence that enhances the character of each individual through

unity, equity, and integrity.

Article 6

Any or all of these policies and bylaws may be stricken or altered by a two-thirds (2/3) vote of a quorum of active members of the Associate Chapter. Such a vote may be taken after a motion to strike or alter has been presented in writing to the Associate Chapter.

Article 7

A copy of these bylaws shall be easily accessible to each active member and Phikeia. An electronic copy shall be kept at all times by the President. The same shall not be printed to conserve paper.

Title II – Meetings

Article 1 – Meeting Time, Date, and Location

All power of the Associate Chapter shall be vested in the regular meeting. Formal meetings of the Associate Chapter shall be held at least once per week throughout the scholastic year at a regular date, time, and location as determined by the executive committee and agreed upon by a two-thirds (2/3) vote of a quorum of active members of the Associate Chapter. The Warden will notify all members if a meeting is changed with at least 24 hours notice.

Article 2 – Voting and Quorum

Section 1 - Members may not conduct business without the presence of a quorum. A quorum shall be defined as two-thirds (2/3) of all active members of the Associate Chapter.

Section 2 - When voting becomes necessary during the chapter meeting, votes shall be taken by a show of hands, and shall require a simple majority for approval. The Warden or another appointee of the President shall count votes.

Article 3 – Special Meetings

Section 1 - Special meetings are defined meetings where parliamentary business of the fraternity may be conducted outside the regular date, time and location of regular Associate Chapter meetings. Special meetings may only be called by the Associate Chapter President, or by one-quarter (1/4) of the active members of the Associate Chapter.

Section 2 - Official Associate Chapter business may be conducted at Special meetings with 24 hours notice to all active membership by the Warden or other appointed officer as designated by the Associate Chapter President.

Article 4 – Secrecy of Meetings

All meetings shall be held under strict secrecy, and any information discussed during meetings may not be divulged to outside persons without prior consent of two-thirds (2/3) of a quorum of active members of the Associate Chapter, or the Public Relations Committee in conjunction with the Associate Chapter President.

Article 5 – Parliamentary Procedure

All meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order, unless explicitly or implicitly stated in the Phi Delta Theta Code, or in these Bylaws. All meetings shall be presided by the President or an appointee of the same.

Article 6 – Dress Code

Section 1 - All event dress shall be determined in advance by the executive committee as defined by the following three classes:

(a) Class A – Shall be defined as a suit with matching jacket. Tie optional. Under no circumstances may any hats or inappropriate shoes be worn.

(b) Class B – Shall be defined as dress slacks, dress shoes, and a dress shirt, and an optional tie. Under no circumstances may any polo shirts, hats or inappropriate shoes be worn.

(c) Class C – Shall be defined as a collared shirt or letters, and khakis or jeans with appropriate shoes.

Section 2 - At all regular meetings, a strict adherence to the Dress Code Class C shall be followed by all active Associate Chapter members.

Section 3 - At all regular Associate Chapter meetings, to which Alumni are invited, a strict adherence to the Dress Code, Class C shall be followed by all active Associate Chapter members.

Section 4 - The Warden must inform the chapter within twenty-four (24) hours of any Associate Chapter meeting regarding any dress code change.

Section 5 - Requests for exemption from the dress code may be made to the Warden with twenty-four (24) hour prior notice.

Section 6 - Violators are subject to judicial action from the Warden and the Judicial Board.

Article 7 – Finals

All fraternity business shall not be required during the week(s) in which finals are administered and shall resume after the conclusion of finals. Members may meet and hold events, but attendance will not be mandatory and no votes may be taken during the aforementioned weeks.

Article 8 – Attendance By Alumni and Members from other Chapters

All alumni and active members of any Phi Delta Theta chapters shall be allowed to attend Associate Chapter meetings as long as they have given at least 24 hours notice to the Executive committee.

Article 9 – Attendance

Section 1 - The secretary shall call roll at the beginning of each regular meeting, and shall note all late arrivals and early departures of members from the meetings, and the times thereof, until the meeting is adjourned. All absence

records shall be cleared at the end of each quarter.

Section 2 - All Associate Chapter meetings require mandatory attendance from all active members.

Section 3 - An absence is defined as failure to attend 45 minutes of a meeting. Anything more than 20 minutes shall be defined as a half absence.

Section 4 - There will be a maximum amount of two excused absences and one unexcused absence per quarter to Associate Chapter Meetings.

Section 5 - There will be a maximum amount of two unexcused absences per quarter to selected committee meetings.

Section 6 - In the event that an active member is not able to attend meeting or miss roll call, he must notify in writing to the Warden with at least twenty-four (24) hours prior to the meeting. If approved by the Warden, this shall be treated as an excused absence.

Section 7(a) - Failure to notify the Warden within the given time frame will result in the disciplinary action of a \$5 fine. This disciplinary action shall be submitted to the Warden and be completed by the next mandatory meeting.

Section 7(b) - Beyond two excused absences from chapter meeting per quarter, member in question is required to pay a \$25 fine to remain in good standing.

Section 8 - Absences due to mandatory athletic events or other obligations deemed excusable by the Warden are exempt from the rules specified above and are not included in the total count of excused or unexcused absences.

Section 9 - It is understood that there are extenuating circumstances that require a member to miss a meeting or become unable to give twenty-four (24) hour notice. Missed meetings due to any unpredicted situation where notice is not given on time will be taken into consideration on a case-to-case basis at the discretion of Warden. If a circumstance is deemed to be valid, the absence will count toward the excused absences.

Section 10 - Active members shall attend two (2) philanthropic events per quarter. If members don't meet the criteria, the Philanthropic Chairman and the

Community Service Chairman shall give the member a formal warning. After two quarters of not meeting the expectations, the accused will be referred to the Warden for Judicial action.

Section 11 - Active members will be required to participate in at least one (1) RM position, in one (1) set-up, and in one (1) clean-up per academic quarter. Failure to meet criteria will result in a meeting with the warden and social chair as well as disciplinary action with possible suspension from social events.

Article 10 – Classes Scheduled During Chapter Meetings

Section 1 - As Sound Learning is a Cardinal Principle of Phi Delta Theta, class shall always be a valid and excused reason to miss a meeting. All members shall make every reasonable attempt to schedule classes outside of the regular meeting time; however, in the event that such a conflict exists, the member need only present the executive committee with proof of the scheduling conflict.

Section 2 - In order to receive automatic excusal from meetings, the class must:

- (a) Not be offered at any other time, and
- (b) Count toward the member's major, minor, or General Education.

Section 3 - All other exceptions not provided for by Section 2 must be approved by the executive committee. The executive committee shall excuse all reasonable conflicts.

Title III – Election of Officers

Article 1 – List of Offices

Section 1 - The executive offices of the fraternity shall be those of the President, Vice President, Phikeia Educator, Treasurer, Recruitment Chairman, Scholarship Chairman, Warden, and Secretary.

Section 2 - The general officers of the fraternity shall be those of the Risk Management Chairman, Greek Week Chairman, Social Chairmen, Bylaws Chairman, Alumni Relations Chairman, the Historian, Philanthropy Chairman, the Chorister, the Fundraising Chairman, the Public Relations Chairman, Brotherhood Chairman, Athletics Director, Chaplain, Awards Chairman, Community Service Chairman, Parents Club Coordinator, Parent's Club Chairmen, Assistant Treasurer, Inter Fraternity Council (IFC) Delegate, and the Webmaster, as prescribed in *The Code* of the Fraternity.

Article 2 – Creation of New Offices

Other chairs may be added by a vote of two-thirds (2/3) of a quorum of active members of the Associate Chapter. The Bylaws Chairman is responsible for updating the Bylaws where appropriate within 30 days.

Article 3 – Terms

All the officers shall serve one academic year terms.

Article 4 – Election Periods

Section 1 - Elections of executive officers shall be held on the fourth week of Spring Quarter.

Section 2 - Elections of general officers shall be held on the fifth week of Spring Quarter.

Section 3 - Nominations of officers shall be taken beginning one week before the night of elections.

Section 4 - In the case of an office vacancy, a special election shall be held immediately to fill the position see Title III, Article 11.

Article 5 – Election and Installation of Executive Officers

Section 1 - All of the executive officers shall be installed according to Section 115 of *The Code*, on the fourth week of Spring Quarter.

Section 2 - The period of time between the fourth week of Spring Quarter and the last chapter meeting of the same Spring Quarter shall serve as a transition period for the new and old offices.

Section 3 - The newly installed executive officers will start to host general Chapter Meeting no later than week 9 of the elected Quarter.

Article 6 – Election of Recruitment Chairman

Section 1 - At all times there shall be a Recruitment Chairman.

Section 2 - The term of a Recruitment Chairman shall last for one year; during that year, he will be the chief planner for one rush week, which will occur at the beginning of the Spring and Fall quarter of his term, such that:

(a) The Recruitment Chairman elected in Spring Quarter shall be the chief planner for the fall and spring rush of that subsequent year.

Section 3 - The Recruitment Chairman shall chair Recruitment Committee for the duration of his respective term.

Article 7 – Election and Installation of Other Officers

Section 1 - Election of all other officers not in the executive committee shall be held on the fifth week of Spring Quarter.

Section 2 - In the case of an office vacancy, a special election shall be held immediately to fill the position. The date of chapter elections may be moved by majority vote of the Executive Council.

Section 3 - All of these officers shall be installed according to Section 115 of The Code.

Article 8 – Minimum Vote for Election

All officers must be elected by a two-thirds (2/3) vote of a quorum of active members of the Associate Chapter.

Article 9 – Elections Procedures

Elections procedures shall be outlined by the Code, Section 114.1, except as otherwise prescribed in the bylaws of Phi Delta Theta, California Kappa Associate Chapter.

Article 10 – Nominations

Section 1 - All candidates for office must be nominated by an active member of the Associate Chapter one week prior to the date of election to office.

Section 2 - Any active member may self nominate for any office.

Section 3 - All nominations, including self-nominations, shall be sent directly to the Warden.

Section 4 - All nominations, including self-nominations, shall be kept anonymous.

Section 5 - Warden shall inform the nominated person that an anonymous member has nominated him no later than 24 hours after the nomination.

Section 6 - Nominees have 24 hours time period to either accept or decline the nomination by informing the Warden directly.

Article 11 – Interim Officers

Section 1 - In the interim period between a failed vote of confidence and successful election of a person to hold the position, the Vice President shall assume all responsibilities of the vacant position.

Section 2 - Any person desiring to leave their elected position before one (1) year service must give two (2) weeks' notice.

Section 3 - When an elected position becomes vacant, nominations for the vacant position shall be held at the next meeting of the entire chapter. The meeting following, elections shall be held for that position. Self-nominations will be accepted at any time prior to the election.

Section 4 - The Warden will release the nominations within 48 hours before the chapter meeting when elections are held.

Section 5 - The Co-Chairman would assume the role of the respective Officer position.

Section 6 - Interim positions last until the end of the quarter or the next voting session, whichever comes first.

Section 7 - In the case where an Officer position has no Co-Chairman, the Vice President will assume the aforementioned officer position.

Article 12 – Speeches, Questions, and Discussion

Section 1 - Prior to elections, each candidate will be allowed time for a speech and a question-and-answer period in which active members of the Associate Chapter may question the candidate.

Section 2 - After all candidates have been given time for speeches and questioning periods, the Warden will escort the candidates out of the meeting so that discussion and voting may begin.

Section 3 - Time limits on speeches, questioning, and discussion shall be as follows:

(a) All speeches for candidates for office on the executive committee shall not exceed five (5) minutes; the following question and answer period shall not exceed ten (10) minutes; the following discussion period shall not exceed twenty (20) minutes. (b) All speeches for candidates for general office shall not exceed three (3) minutes; the following question and answer period shall not exceed five (5) minutes; the following discussion period shall not exceed seven (7) minutes.

Article 13 – Limit on Number of Offices Held

Section 1 - No member may hold more than two elected offices within the Associate Chapter unless the chapter is below 24 active members.

Section 2 - An Executive officer may not hold any other officer position.

Title IV – Duties of Officers

Article 1 – The Powers and Duties of the Officers

The powers and duties of the officers shall be those prescribed by the code of the general fraternity, and, in addition, those hereinafter provided.

Article 2 – Eligibility for Office

Section 1 - Executive officers must have been an active member of the Associate Chapter for the duration of two pledge education periods prior to election.

Section 2 - All other officers must have been an active member of the Associate Chapter for the duration of one pledge education period prior to election.

Section 3 - Nominees' eligibility for office requirements are exempt if the chapter is below 24 active members.

Article 3 – Scholastic eligibility for Office

All officers must not be on academic probation, meaning they must maintain a 2.5 grade point average on a 4.0 scholastic scale.

Article 4 – The President

Section 1 - The President shall be responsible for all External Affairs of the Fraternity.

Section 2 - The President shall serve as chairman of all Associate Chapter meetings and be proficient with parliamentary procedure as outlined in Robert's Rules of Order.

Section 3 - The President shall serve as an ex officio member of all Associate Chapter committees.

Section 4 - The President shall work to remain informed of the current performance of each elected and appointed officer within the Associate Chapter.

Section 5 - The President shall have custody of *The Bond*, Constitution, General Statutes, Rituals, and Associate Chapter bylaws.

Section 6 - The President shall ensure that the Associate Chapter takes a productive role in the Greek community and seeks interaction with other Greek organizations.

Section 7 - The President shall lead and encourage participation in the proper and consistent performance of Ritual each week.

Section 8 - The President shall foster a positive relationship between the Associate Chapter and the university, meeting frequently with the Chapter Advisory Board Chairman, Corporation President, Alumni Club President, and Province President.

Section 9 - The President shall submit the Fall and Spring Report packet promptly to General Headquarters.

Section 10 - The President shall work with the Vice President on the selection of Convention Leadership Conference delegates.

Section 11 - The President shall inform the Associate Chapter of applicable local, state, federal, university/college, and Fraternity regulations that must be followed.

Section 12 - The President shall serve as the liaison between the Associate Chapter and the General Headquarters.

Section 13 - The President shall lead the Associate Chapter by setting a positive example through everyday interaction.

Section 14 - The President shall work with the Vice President to monitor the overall morale of the Associate Chapter.

Section 15 - The President shall appoint a representative to the IFC. The position of IFC representative will not be considered an office, and may be held by a member of the fraternity who already holds an elected office.

Section 16 - The President shall have the ability to appoint temporary officers to

fill vacant positions, and to create new by-appointment offices, as he deems appropriate. Appointed Officers shall be ratified by the General membership with a two-thirds voting requirement.

Section 17 - The President shall chair the Administrative Committee and shall appoint members to this committee of his choosing to serve on the Administrative Committee.

Section 18 - The President shall work with the Vice President in the planning and execution of an Officers Retreat, the purpose of which would be to establish broad Associate Chapter and specific officer goals and objectives.

Section 19 - The President shall create and dissolve ad hoc committees on an as needed basis.

Section 20 - The President shall have the power to request the presence of any member of the Associate Chapter at the Executive Committee Meeting and to allow his active participation therein.

Section 21 - The President shall serve as a voting member on the Executive Committee.

Article 5 – The Vice President

Section 1 – The Vice President shall oversee the internal operations of the fraternity.

Section 2 – The Vice President shall provide the President with regular updates and keep him informed of any internal complications.

Section 3 – The Vice President shall serve as the chairman of the Executive Committee and Executive Board.

Section 4 – The Vice President shall serve as the presiding officer at Associate Chapter meetings in the absence of the president.

Section 5 – The Vice President shall work to remain informed of the performance of each elected and appointed officer within the Associate Chapter.

Section 6 – The Vice President can choose to ensure that all reports are submitted to the institution, the General Headquarters, etc., in a timely and professional manner by taking specific note of the Red Letter Days Calendar and checking to ensure their completeness prior to the prompt submission of required reports.

Section 7 – The Vice President shall work with the President in the planning and execution of an officers' retreat, the purpose of which would be to establish broad and specific Associate Chapter and officer goals and objectives.

Section 8 – The Vice President shall coordinate the development of written officer reports and permanent officer files.

Section 9 – The Vice President shall be familiar with parliamentary procedure outlined in Robert's Rules of Order.

Section 10 – The Vice President shall encourage each officer to use the manuals and other publications prepared and distributed by the General Headquarters.

Section 11 – The Vice President shall assign reasonable deadlines by which all officers and committee chairmen are expected to complete certain tasks appropriate to that committee.

Section 12 – The Vice President shall require these elected and appointed officers to submit reports on their official activities during executive committee and Associate Chapter meetings, as necessary.

Section 13 – The Vice President shall assist in the enforcement of the policies, rules and regulations of the Fraternity at the request of the Warden.

Section 14 – The Vice President shall serve as an additional signer for the Phi Delta Theta Cal Kappa Checking Account in the absence or inability of, or as directed by, the President. The Treasurer shall also have the discretion to look for additional signers.

Section 15 – The Vice President shall work with the Executive Board to create the Executive Council Agenda.

Section 16 – The Vice President shall create the Executive Board Agenda.

Section 17 – The Vice President shall chair the Executive Board and Executive Council meetings.

Section 18 – The Vice President shall serve as an ex officio member of all Associate Chapter committees.

Section 19 – The Vice President shall serve as a voting member on the Executive Committee.

Article 6 – The Treasurer

Section 1 – The Treasurer shall appoint a committee of his choosing.

Section 2 – The Treasurer shall inform all members, including Phikeia of their financial obligations to Phi Delta Theta.

Section 3 – The Treasurer shall collect all money owed to the Associate Chapter, including that from members whom may have graduated or left the Associate Chapter owing money, in a timely manner through the means according to the treasurer.

Section 4 – The Treasurer shall fulfill payment of all accounts payable in a timely manner.

Section 5 – The Treasurer shall meet all budgetary and audit deadlines.

Section 6 – The Treasurer shall inform all other officers of the amount of money that the budget allows them to work with.

Section 7 – The Treasurer shall review and present the Budget Request Sheet and Refund Request Sheets to the pertinent committees.

Section 8 – The Treasurer shall prepare monthly Treasurer's Reports to submit to General Headquarters upon request.

Section 9 – The Treasurer shall be familiar with and enforce all rules and

regulations concerning finances set by the General Fraternity and the Associate Chapter.

Section 10 – The Treasurer shall delegate appropriate tasks and responsibilities to an assistant to help in the fulfillment of all duties and responsibilities.

Section 11 – The Treasurer shall submit to the General Fraternity all Phikeia one-time new member fee within 10 days after Phikeia Induction and submit all initiation dues within 10 days after initiation.

Section 12 – The Treasurer shall maintain good financial relations with the university and IFC by paying all bills by the due date.

Section 13 – The Treasurer shall prepare and deliver an officers report at each executive committee meeting and each Associate Chapter meeting.

Section 14 – The Treasurer shall be aware of all Associate Chapter obligations concerning financial matters and guarantee that his successor is aware of these as well.

Section 15 – The Treasurer shall serve as a voting member on the Executive Committee.

Section 16 – The Treasurer must share the Chapter fund's bank activity and all budget information upon request by President, Vice-President, Assistant Treasurer and General Headquarters.

Section 17 – The Treasurer must keep detailed physical and/or digital records on all transactions regarding Chapter financial activities.

Section 18 – The Treasurer shall advise and/or assist in any projects which utilize Chapter funds.

Section 19 – The Treasurer is responsible for carrying the Chapter Debit Card. The Treasurer is required to keep the card information to maximum level of security, in such processing all physical financial transaction in person if possible.

Section 20 – The Treasurer is responsible for collecting and verifying receipts and leftover from allocated Chapter fund receiver.

Article 7 – The Secretary

Section 1 – The Secretary shall maintain minutes of each Associate Chapter meeting, including attendance records.

Section 2 – The Secretary shall disperse minutes to all actives within 3 days after transcription.

Section 3 – The Secretary shall report truanancies to the Warden.

Section 4 – The Secretary shall make and update contact information of all brothers, and contacts within the university, fraternities and sororities.

Section 5 – The Secretary shall write an agenda for Associate Chapter meetings in conjunction with the Executive Board.

Section 6 – The Secretary shall find the location for all Associate Chapter and special meetings.

Section 7 – The Secretary shall sit on the Executive Board, Executive Committee and the Finance Committee as a note taker and voting member.

Section 8 – The Secretary shall train and mentor any future secretaries the will replace him and make sure that the incoming secretary is both competent and successful in completing the tasks required of this position

Section 9 – The secretary shall take charge of the Flare and is responsible for taking attendance, inputting all events, and awarding points.

Article 8 – The Bylaws Chairman

Section 1 – The Bylaws Chair shall appoint a committee of his choosing which will serve as the Bylaws Committee.

Section 2 – The Bylaws Chair shall work with his committee to know, and, if necessary, to amend the bylaws.

Section 3 – The Bylaws Chair shall be a non-voting member of the Judicial

Committee.

Section 4 – The Bylaws Chair shall be responsible to amend the bylaws in a timely manner.

Article 9 – The Warden

Section 1 – The Warden shall be educated in Robert's Rules of Order and all Associate Chapter traditions and ceremonies.

Section 2 – The Warden shall oversee and regulate all regular and special meetings as well as elections according to the rules of each.

Section 3 – The Warden shall notify all fraternity members of all special meetings, hearings, and other special events of the fraternity by phone.

Section 4 – In the event the Warden is absent in any meeting, the President shall appoint a temporary Warden.

Section 5 – The Warden shall regulate proper conduct at Associate Chapter/Chapter events and take necessary action for active members and guests who get out of line acting in a negative manner.

Section 6 – The Warden shall have the authority to regulate redundant or digressive comments during any meeting.

Section 7 – The Warden shall preside as the Judicial Chair in all Judicial Board hearings.

Section 8 – The Warden shall be a member of both the Executive Board and Executive Committee.

Section 9 – The Warden shall appoint a committee and work with his committee members to handle all disciplinary procedures as outlined in Title IX.

Section 10 – The Warden and his committee shall know and interpret the bylaws. If necessary, he shall temporarily rectify any discrepancies within the Bylaws.

Section 11 – The Warden shall serve as a voting member on the Executive

Committee.

Article 10 – The Social Chairman

Section 1 – The Social Chairman shall form a committee of his choosing and organize all events including, but not limited to: invites, exchanges, and formals.

Section 2 – The Social Chairman shall also be required to organize inter fraternity events and keep in close contact with all other fraternity and sorority social chairs.

Section 3 – The Social Chairman shall coordinate and execute a minimum of two social events per quarter.

Section 4 – The Social Chairman shall submit all ideas for approval by a plurality of those present in quorum of the Executive Committee.

Section 5 – The Social Chairman shall forward all costs for events to the Finance Committee for approval in.

Section 6 – The Social Chairman shall serve as a voting member on the Executive Committee.

Article 11 – The Alumni Chairman

Section 1 – The Alumni Chairman shall form a committee of his choosing and shall keep in touch with Associate Chapter alumni as well any Phi Delta Theta's living within the Los Angeles County line.

Section 2 – The Alumni Chairman shall update and maintain a list of all the aforementioned alumni.

Section 3 – The Alumni Chairman shall inform alumni of all related events, philanthropies, and fundraisers.

Section 4 – The Alumni Chairman shall inform the Associate Chapter of any alumni planning to attend any event, and be responsible for any necessary accommodations that must be made.

Section 5 – The Alumni Chairman shall coordinate all newsletters and/or emails written to alumni in conjunction with the Public Relations Alumni delegate.

Section 6 – The Alumni Chairman shall send a monthly newsletter and/or email to the aforementioned alumni every month detailing the last month's events and occurrences.

Section 7 – The Alumni Chairman shall sit on the Executive committee.

Article 12 – The Historian/Librarian

Section 1 – The Historian/Librarian shall maintain the history of the fraternity, its members, and its Phikeia:

- Family Lineages
- Executive Boards

Section 2 – The Historian/Librarian shall maintain and update members' statuses as needed in MyPhiDelt.

Section 3 – The Historian/Librarian shall organize the composites.

Section 4 – The Historian/Librarian shall organize amenities for the graduating class which include but are not limited to purchasing stoles, organizing the photoshoot, organizing the senior spotlights, etc.

Section 5 – The Historian/Librarian shall appoint a committee of his choosing at his discretion.

Article 13 – The Internal Philanthropy Chairman

Section 1 – The Internal Philanthropy Chairman shall form a committee of his choosing and organize all events pertaining to philanthropic endeavors.

Section 2 – The Internal Philanthropy Chairman shall plan a minimum of one philanthropic event per quarter, as well as maintain and install a long term philanthropic project.

Section 3 – The Internal Philanthropy Chairman shall make recommendations to the Finance Committee whom must take action on approving all costs of Philanthropy events.

Section 4 – The Internal Philanthropy Chairman shall inform the Warden of actives that do not meet the minimum philanthropic event requirements.

Section 5 – The Internal Philanthropy Chairman shall sit on the Executive committee.

Section – 6 The Internal Philanthropy Chairman has the authority to make events relating to their position mandatory as approved by their committee

Section 7 – The Internal Philanthropy Chairman shall work with the External Philanthropy Chairman to form a committee of his choosing and organize all events pertaining to community service.

Section 8 – The Internal Philanthropy Chairman shall keep in regular contact with the External Philanthropy Chairman to create community service events that promote brotherhood.

Article 14 – The External Philanthropy Chairman

Section 1 – The External Philanthropy Chairman shall keep in regular contact with all other fraternity and sorority philanthropy chairs, and inform the Associate Chapter of all philanthropies the Associate Chapter is invited to attend as well as all others occurring.

Section 2 – At the beginning of each academic quarter, the External Philanthropy Chairman shall create an outline of all philanthropic events that the chapter will participate in after discussion among active members.

Section 3 – The External Philanthropy Chairman shall sit on the Executive committee.

Section 4 – The External Philanthropy Chairman shall be responsible for developing at least 1 community service event.

Section 5 – The External Philanthropy Chairman shall make recommendations to the Finance Committee whom must take action on approving all costs of Community Service events.

Section 6 – The External Philanthropy Chairman shall inform the Warden of actives that do not meet the minimum community service hour requirements.

Article 15 – Chaplain

Section 1 – The Chaplain shall conduct the religious exercises of the chapter.

Section 2 – The Chaplain shall conduct biweekly sharing sessions for actives.

Article 16 – The Chorister

Section 1 – The Chorister shall form a committee of his choosing and organize all mass deliveries, t-shirt design, and any other creative aspect of the fraternity.

Section 2 – The Chorister shall submit all ideas to the Executive Board for approval by a plurality of those present in a quorum.

Article 17 – The Scholarship/Awards Chairman

Section 1 – The Scholarship/Awards Chairman shall form a committee of his choosing to oversee the overall GPA of the fraternity and individual GPA of its members and Phikeia.

Section 2 – The Scholarship/Awards Chairman shall create weekly study hours and may require extra study hours for those whose grades are in danger of falling below the minimum.

Section 3 — The Scholarship/Awards Chairman shall work with the Phikeia Educator to form a scholarship program for the Phikeia.

Section 3 – The Scholarship/Awards Chairman shall report to the Vice President

and Judicial chairman any individual(s) who are at risk of or who have fallen below the minimum GPA.

Section 4 — The Scholarship/Awards Chairman shall maintain a scholarship file containing academic information for each member.

Section 5 – The Scholarship/Awards Chairman shall be a voting member in the Executive Committee.

Section 6 - The Scholarship/Awards Chairman shall be tasked with organizing an Awards Banquet at the end of each calendar year.

Section 7 – The Scholarship/Awards Chairman shall be responsible for the Scholarship Program delineated in Title VII.

Article 18 – The Fundraising Chairman

Section 1 – The Fundraising Chairman shall be a part of the Financial committee under the Treasurer as an assistant.

Section 2 – The Fundraising Chairman shall work with his committee to plan no less than three fundraisers per academic year.

Section 3 – The Fundraising Chairman shall sit on the Executive Committee.

Section 4 – The Fundraising Chairman shall prepare reports biweekly and submit them to the Executive Council and electronically to the Vice President prior to all Executive Council meetings.

Article 19 – The Public Relations Chairman

Section 1 – The Public Relations Chairman shall form a committee of his choosing and handle all relations with the media.

Section 2 – Prior to any statement made to the media or outside public, both the Public Relations Chairman and the Executive Committee must confer and agree with each other.

Section 3 – The Public Relations Chairman shall also handle all parental letters, work in conjunction with the Alumni Chairman for all alumni letters, and respond and relay messages sent through social media.

Section 4 – The Public Relations Chairman shall maintain an active social media account and keep up to date with weekly posts and all other posts relating to publicized events.

- Almost Phiday
- Phiday Spotlight
- Recruitment
- Philanthropy/Community Service
- Birthdays/Holidays

Section 4 – The Public Relations Chairman shall sit on the Executive Committee.

Section 5 – The Public Relations Chairman shall prepare written reports biweekly and submit them in writing to the Executive Council and electronically to the Vice President prior to all Executive Council meetings.

Article 20 – The Phikeia Educator

Section 1 – The Phikeia Educator shall form a committee of his choosing and shall create and implement a constructive and educational four-week program for the Phikeia.

Section 2 – The Phikeia Educator might want to obtain approval of said program by the Chapter Advisory Board.

Section 3 – The Phikeia Educator shall see that Phikeia abide by the dress code and all policy regarding use of the crest and letters.

Section 4 – The Phikeia Educator shall see that Phikeia elect officers as mentioned in the Phikeia manual, and that those officers fulfill their duties.

Section 5 – The Phikeia Educator shall coordinate Phikeia brotherhood events with the Brotherhood Chair and his committee.

Section 6 – The Phikeia Educator shall sit on the Executive committee.

Section 7 – During or immediately following the completion of program events, the Phikeia Educator shall take notes regarding the success of the event and potential recommended changes, to be passed on to the incoming Phikeia Educator.

Article 21 – The Risk Management Chairman

Section 1 – The Risk Management Chairman position may be held by up to two elected actives. The Risk Management Chairman shall read and become knowledgeable on all Risk Management Policies.

Section 2 – The Risk Management Chairman shall make the Associate Chapter aware of the risk inherently involved in fraternity activities.

Section 3 – The Risk Management Chairman shall frequently report his activities to the Vice President.

Section 4 – The Risk Management Chairman shall keep in constant contact with any committee planning an activity and be required to oversee and approve any fraternity activity where risk is involved. The Risk Management Chairman must not approve any event until the Policies are satisfied and approval shall only be denied if any part of the policies are not met.

Section 5 – The Risk Management Chairman shall inform each chair involved in planning an event of the contracts and forms, including but not limited to: event planning form and signature page, third party checklist, bartender contract, venue contract, security contract, transportation contract, venue liquor license, bartender liquor license, security liability insurance, venue liability insurance, and bartender liability insurance that must be collected in order to have an event. (Of the aforementioned forms, not all will necessarily apply to each event.)

Section 6 – The Risk Management Chairman shall make sure each event abides by the Risk Management Policies of Phi Delta Theta.

Section 7 – All aforementioned forms that apply to a particular event must be submitted to headquarters no later than forty days prior to an event and event

approval must be received from headquarters prior to holding each event.

Section 8 – The Risk Management Chairman shall check to make sure all policies are being adhered to while at each event.

Section 9 – The Risk Management Chairman shall sit on the Executive committee.

Article 22 – The Recruitment Chairman

Section 1 – The Recruitment Chairman position may be held by up to two elected actives.

Section 2 – The Recruitment Chairman shall organize and implement all recruitment and recruitment related activities.

(a) A recruitment program shall be formulated and presented to the Associate Chapter no later than four months following the election.

(b) The program shall entail activities for the entire term and must be approved by the Executive committee and the Finance committee.

Section 3 – The Recruitment Chairman shall form a committee of his choosing to organize said activities.

Section 4 – The Recruitment committee shall also see that all rush recommendations are properly and promptly acknowledged as outlined by Title VI and the IFC.

Section 5 – The Recruitment Chairman shall sit on the Executive committee.

Section 6 – The Recruitment Chairman has the authority to make events relating to their position mandatory as approved by their committee.

Article 23 – The Brotherhood Chairman

Section 1 – The Brotherhood Chairman shall form a committee of his choosing and organize all brotherhood activities.

Section 2 – The Brotherhood Chairman shall be required to organize no less than two Brotherhood events per quarter.

Section 3 – The Brotherhood Chairman shall sit on the Executive Committee.

Section 4 – The Brotherhood Chairman shall prepare biweekly reports and submit them electronically to the Executive Council and Vice President prior to all Executive Council meetings.

Article 24 – The Athletics Chairman

Section 1 – The Athletics Chairman shall be responsible for enrolling the fraternity in IFC sports and Intramurals.

Section 2 – The Athletics Chairman shall be responsible for having at least one practice before each game.

Section 3 – The Athletics Chairman shall be responsible for creating event reminders for all actives participating or spectating sporting events.

Article 25 - Interfraternity Council (IFC) Delegate

Section 1 - The IFC Delegate shall attend weekly IFC President meetings.

Section 2 – The IFC Delegate shall be responsible for attending IFC meetings if the Chairman responsible for attending cannot attend.

Article 26 – Deadline for Appointment of Committees

Section 1 – All Chairmen must redraft their respective committees at the start of each quarter.

Section 2 – All Chairmen must appoint their respective committees, if required, no later than one week after election.

Title V – Committees

Article 1 – List of Committees

The committees of the Associate Chapter shall be: Executive Committee, Judicial Committee, Pallas Committee, Finance Committee, Recruitment Committee, Social Committee, Risk Management Committee, Philanthropic and Community Service Committee, and the Scholarship Committee.

Article 2 – The Executive Board

Section 1 - The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Warden.

Section 2 - The Vice President shall chair the Executive Board.

Section 3 - The Executive Board Co-Chairman shall be the President and the Note Taker shall be the Secretary.

Section 4 - The Executive Board shall oversee all fraternity business during University breaks and holidays.

Section 5 - Executive Board Officers shall serve on the Executive Council and Judicial Committee.

Section 6 - The Executive Board shall oversee the development of the Associate Chapter agenda.

Section 7 - The Executive Board shall meet weekly or at the request of the Vice President, with at least 48 hours notice.

Article 3 – The Executive Committee

Section 1 - *Definition.* The Executive Committee shall consist of the Executive Board members and all other elected officers, including the Recruitment Chair, Risk Manager, Phikeia Educator, Public Relations Chair, Alumni Relations Chair, Scholarship/Awards Chair, Social Chair, Philanthropy Chair, Brotherhood Chair,

and Fundraising Chair. The Vice President shall chair the Executive committee. The Executive committee shall plan all events or designate the planning to one or more committees, and discuss all matters which are pertinent to the fraternity. The Executive Council shall oversee all Fraternity operations throughout the regular quarter.

Section 2 - Elected positions may be added onto or taken off of the Executive Committee by amendments to these bylaws but the number of members on the committee must be an odd number for voting purposes.

Section 3 - The Vice President shall preside over the Executive Committee.

Section 4 - The President Shall serve as Co-Chairman of the Executive Committee.

Section 5 - The Secretary shall be the official note-taker for the Executive Committee.

Article 4 – Formation of New Committees

Additional committees may be formed, corresponding to new positions created as outlined in Title III, Section 2.

Article 5 – Committee Meeting Time, Date, and Location

Section 1 - The Executive Committee and Executive Board shall meet weekly at a time and in a location to be determined by the Vice President.

Section 2 - All other committees shall meet at least biweekly at a time and in a location to be determined by the committee chairman.

Article 6 – Secrecy of Committee Meetings

Committee meetings can be conducted in public spaces. Alumni, active members, or Phi Kappa of any Phi Delta Theta chapter who wish to attend the Executive Board committee meeting are welcome to attend.

Article 7 – Committee Events and Programs

All committees shall be responsible for planning and organizing events and/or

programs within their respective areas, as outlined in Sections 127.1-128 of The Code. The duties of each committee shall correspond to those within the associate chapter Bylaws.

Article 8 – Approval for Committee Events

Committees must propose all events first to the Executive committee and then to the Finance committee.

(a) If the Risk Manager or Finance committee rejects the proposal, the proposal must be changed or discarded. (b) If the Public Relations Chairman or Executive committee rejects the proposal, the proposal must be changed, discarded, or brought to vote in the Associate Chapter meeting followed by the completion of a petition requesting reconsideration signed by one-half (1/2) of all the active members of the Associate Chapter.

Article 9 – Committee Requirements

Section 1 - All committees shall have a Chairman, as well as a Co-Chairman, a Note-Taker, and two Members-At-Large to be determined by the Chairman.

Section 2 - All committees shall meet at least bi-weekly, unless otherwise stated, and shall submit reports of official meetings to the Vice President.

Section 3 - Committee chairmen shall be responsible for keeping attendance of committee members at committee meetings.

Article 10 – Standing Committees

Section 1 - The Standing Committees shall meet weekly unless otherwise described by the Committee Chairman.

Section 2 - The Standing Committees shall be: The Executive Board, Executive Committee, Alumni Committee, Brotherhood Committee, Fundraising Committee, Judicial Committee, Phikeia Education Committee, Community Service Committee, Philanthropy Committee, Recruitment Committee, Scholarship/Awards Committee, Social Committee, Finance Committee and Risk Management Committee.

Article 11 – Ad Hoc Committees

Section 1 - The Ad Hoc committees shall assemble only at the request of the president for a duration determined by the president.

Section 2 - The Ad Hoc committees shall be: The Athletic Committee, Administrative Committee, the Bylaws Committee, the Creativity Committee, the Public Relations Committee, or other committees formed by the President.

Title VI – New Members / Phikeia

Article 1 – Eligibility for Membership

Section 1 - Eligible persons for membership in Phi Delta Theta shall be any male undergraduate student in attendance and with minimum 2.5 cumulative GPA at the University of California, San Diego.

Section 2 - Students with no UC San Diego GPA (i.e. Fall freshmen and transfers) will be required to submit a GPA in good academic standing from previous institution.

Article 2 – Regulation of Bid Distribution

All bids for candidacy for membership shall adhere to the rules and regulations as stipulated by the Inter-Fraternity Council at University of California, San Diego, and all regulations found henceforth, and preceding in the bylaws of Phi Delta Theta, California Kappa Associate Chapter.

Article 3 – Bid Process

A bid will be extended to potential new members when $\frac{2}{3}$ of voting members approves the extension.

Article 4 – Rush Week

The Associate Chapter shall hold at least three recruitment events during the

official Rush Week designated by the Interfraternity Council at University of California, San Diego. One event shall be held each day of the week and all events shall be organized by the Recruitment Chairman acting as Chief Planner for that rush; as provided in Title IV, Article 22, Section 2; with the assistance of his committee and the Co-Chairman.

Article 5 – Rush Week Meetings, Generally

The Associate Chapter shall meet at least once during the weekend preceding Rush Week at a time to be determined by the Recruitment Committee and announced to the Associate Chapter no fewer than three (3) weeks before the meeting is to take place.

Article 6 – Thursday Rush Week Meeting Procedure

Section 1 - Votes during the Thursday meetings may be in the affirmative or in the negative. Only active members that have attended two (2) recruitment events and the Blue Chip Dinner are eligible to vote.

Section 2 - Before any discussion of a candidate takes place, every voting member of the Associate Chapter in attendance shall give a roll call vote on that candidate. Each voting member will have ten (10) seconds to state his intended vote (yes, no or abstention) on the eligible new member. If there's not a clear consensus the candidate will be tabled for a formal discussion.

Section 3 - A discussion about the eligible new member shall follow this preliminary vote. There shall be no time limit on the discussion. Recruitment chair, President, and Vice President hold the right to remove members from discussion of candidate to maintain focus. Removal can be overruled by $\frac{2}{3}$ of voting members.

Section 4 - After the discussion, each member shall give another roll call vote but shall not state a reason. The second vote on each eligible new member shall be the vote of record.

(a) During the Thursday meeting, an eligible new member must receive at least a two-thirds (2/3) vote in the affirmative of the active membership of the Associate Chapter to be offered a bid for membership.

Article 7 – Removal of a Phikeia from the Class

To remove a Phikeia from the pledge class, or to hold back a Phikeia from membership after candidacy has been granted, the Pallas committee will assess the membership of the Phikeia and present their recommendation at each Associate Chapter meeting. A $\frac{1}{3}$ vote from quorum is required to remove a Phikeia, and their activity will be immediately terminated by the Phikeia Educator.

Article 8 – Becoming a Full Member

After the Phikeia period, all candidates for membership will assume, following a two-thirds vote of the active members of Phi Delta Theta, California Kappa Associate Chapter, full, active membership privileges for their remaining tenure at the University of California, San Diego as an undergraduate student.

Article 9 – Phikeia Executive Board

Phikeia shall elect, from among themselves, an executive board to facilitate Phikeia activities and assist the Associate Chapter executive board. Said positions shall mimic the general Associate Chapter board, with a Social Chairman and without Bylaws/Warden, and shall have no legislative powers over Associate Chapter business.

Article 10 – Blue Chip Dinner

The rushees attending Blue Chip Dinner shall be determined by active members that attend the Invite committee meeting and who participated in a minimum of one (1) rush events.

Title VII – Scholarship Program

Article 1 – Purpose

The purpose for the Scholarship Program is to create a system that reinforces self-improvement, with the aim of achieving and maintaining the highest GPA

on campus.

Article 2 – Minimum GPA Requirements for New Members

Section 1 - For incoming first years to obtain a bid, they must have a high school GPA in good academic standing.

Section 2 - For all other cases, the Associate Chapter's minimum cumulative GPA to obtain a bid shall be a 2.5 in a 4.0 scholastic scale.

Section 3 - Under no circumstances may a Phikeia be initiated into California Kappa – Phi Delta Theta if their cumulative GPA during their Phikeia quarter is below a 2.75.

Section 4 - Each Phikeia is required to self-report their cumulative GPA and projected GPA for the current quarter to the Scholarship Chairman in order to be initiated.

Article 3 – Minimum GPA Requirement for Active Members

Section 1 - The Associate Chapter's active members shall have a minimum GPA of a 2.5 in a 4.0 scholastic scale, maintained each quarter.

Section 2 - If an active member does not meet the GPA requirements delineated in **Title VII, Article 3, Section 1** the member shall face a disciplinary procedure delineated in **Title IX, Article 6, Section 1**.

Section 3 - Each active member is required to self-report their cumulative, and most recent quarterly GPA to the Scholarship Chairman before the end of week 1 of each quarter.

Section 4 - If an active member does not adhere to the requirements delineated in **Title VII, Article 3, Section 3** the member shall be considered as not meeting the GPA requirements, and thus, subject to a disciplinary procedure delineated in **Title IX, Article 6, Section 1**, until the academic history has been submitted and reviewed.

Section 5 - If an active member fails to meet the GPA requirement stated in **Title VII, Article 3, Section 1** for two successive quarters, then the member shall face

a disciplinary procedure delineated in **Title IX, Article 6, Section 3**.

Section 6 - Any active member that has knowingly provided deceitful information regarding their GPA will be subject to punishment at the discretion of the Judicial Board.

Title VIII – Finances

Article 1 – Financial Expectations

Section 1 - The Associate chapter bills will include but are not limited to the following items.

- (a) Associate Chapter shall finalize the Associate Chapter dues of the subsequent quarter no later than the last meeting of the current quarter.
- (b) A 2/3-Executive Committee vote will be required to approve all the Associate Chapter dues.
- (c) The Associate Chapter's General Fraternity New Member Fee shall be a one-time \$220 fee.
- (d) The Associate Chapter's General Fraternity Initiation Fee shall be a one-time \$380 fee.
- (e) The Associate Chapter's General Fraternity Insurance shall be an annual \$120 with 0.04% tax fee.
- (f) The Associate Chapter's two conference fees shall be a \$350 fee due fall quarter and spring quarter. The conference fees are split between all Associate Chapter members.
- (g) UC San Diego Interfraternity Council Fee shall be \$10 fee per quarter per member.
- (h) All service costs will be charged to members as part of the dues excluding credit card transaction fees. If a member decides to use card for GreekBill payment submission, an additional 0.03% of the due, online card transaction fee, will be charged to the member.
- (i) Additional chapter Dues will include social, brotherhood, recruitment, and utility events to be approved by the executive committee and the financial committee.

Section 2 - GreekBill system shall be used as the only means to collect dues. Members who cannot meet this requirement shall contact the treasure for

additional payment options.

Section 3 - Associate Chapter members are expected to pay their financial responsibilities in a timely manner. Failure to pay in a timely manner will result in disciplinary action.

Article 2 – Approval of Budget

The Associate Chapter budget is to be prepared by the Treasurer by the first week of June for the following fiscal year. The budget will be voted on during the last meeting of the spring quarter. If the Associate Chapter is on quarterly budgeting period, the Associate Chapter budget of the subsequent quarter is to be prepared by the Treasurer by week 9. The budget will be voted on during the last meeting of the current quarter.

Article 3 – Use of Funds

Section 1 - Associate Chapter funds may not be used to purchase alcohol.

Section 2 - The Associate Chapter must approve any non-budgeted expenditure in excess of \$250.

Section 3 - The Executive Board and/or the Associate Chapter must approve any non-budgeted expenditure in excess of \$100 and below \$250.

Section 4 - Any non-budgeted expenditure below \$100 must be approved by the Financial Committee and/or the Executive Board and/or the Associate Chapter.

Section 5 - Either the Treasurer, the Financial Committee, the Executive Board, or the Associate Chapter must approve any non-budgeted expenditure below \$15.

(a) The approval shall be reviewed by the Judicial Board to ensure transparency.

Section 6 - At least one executive officer or financial committee member is required to attend any event that has been allocated a chapter budget.

Section 7 - The treasurer or chair of the corresponding committee will appoint a member(s) who is responsible for all the transactions for an approved event.

Section 8 - The treasurer reserves the right to utilize any amount of chapter funds in emergencies and situations he sees fit. This transaction must be reported to the Executive Committee and presented to the Associate Chapter immediately for approval purposes.

Article 4 – General Funding Allocations

Section 1 - Three weeks prior to the end of each quarter, any member requesting funding for events or projects for the subsequent quarter, must request and fill out a Budget Request Sheet from the treasurer.

Section 2 - The Budget Request Sheets will be reviewed in the soonest financial committee meeting upon submission to be approved by a simple majority vote.

Section 3 - The approved Budget Request will be forwarded to the Executive Board for second approval in the same week.

Section 4 - If the budget is either approved or denied, a formal email from the treasurer will be sent to the requester with potential recommendations.

Section 5 - All budget requests will be presented in subsequent quarterly budget to the Associate Chapter for final approval and revision.

Section 6 - Any leftover funds must be returned to Treasure in immediate and timely manner. The requestor must work within his budget and any additional cost will not be refunded unless approved through the non-budgeted expenditure approval process above.

Article 5 – Refunds

Section 1 - When personal funds are used for an approved item or event, the payee shall submit a Refund Request Form unless previously approved by the Treasurer or the financial committee.

Section 2 - The form and an itemized receipt of the purchase shall be submitted to the Treasurer no later than a week after the event. Failure to submit said form within a week will result in a denied request for reimbursement.

Section 3 - If approved by the Treasurer, the funds shall be refunded no more than two weeks after the committee meeting unless a critical situation, defined by the Associate Chapter or the Executive Committee, appeared.

Title IX – Disciplinary Procedures

Article 1 – General Causes for Discipline

Section 1 - A member may be disciplined for the following reasons:

- (a) Financial Delinquency
- (b) Violations of the Bond, the Code, or the Bylaws of Phi Delta Theta, California Kappa Associate Chapter
- (c) Violations of the UC San Diego Student Conduct Code
- (d) Violations of Associate Chapter Scholastic Standards
- (e) Violations of the law
- (f) Conduct unworthy of a member of Phi Delta Theta

Section 2 - All of the actions of active members, whether public or private, are subject to investigation by the judicial committee.

Article 2 – Judicial Hearings

Section 1 - The Judicial Committee may summon any member to a hearing whom it feels has violated one or more of the rules set forth in Article 1;

additionally, any member may recommend another member for a hearing before the Judicial Committee.

Section 2 - If the Judicial Committee votes unanimously not to recommend discipline, the member who recommended the hearing will be subject to a fine of \$50.

Section 3 - All recommendations for discipline by the Judicial Committee must be unanimous or by a count of 4 to 1. The Judicial Committee chair must inform the Associate Chapter of the reasons for each decision made regarding disciplinary hearings at the following meeting.

Article 3 – Financial Delinquency

Section 1 - The deadline for Fall quarter dues shall be determined and notified to the whole Associate Chapter more than 21 days in advance. The deadline to set up a payment plan with the Treasurer shall be at least one-week in advance of the deadline of dues.

Section 2 - The deadline for Winter quarter dues shall be determined and notified to the whole Associate Chapter more than 21 days in advance. The deadline to set up a payment plan with the Treasurer shall be at least one-week in advance of the deadline of dues.

Section 3 - The deadline for Spring quarter dues shall be determined and notified to the whole Associate Chapter more than 21 days in advance. The deadline to set up a payment plan with the Treasurer shall be at least one-week in advance of the deadline of dues.

Section 4 - A member who does not pay his dues by the deadline will be sanctioned as follows:

- (a) He will lose privilege to attend all Phi Delta Theta events until dues have been paid.
- (b) After a week, the member will be subjected to a \$15 fine.
- (c) After four weeks, the member will be reviewed by Judicial Board for further assessment.

Article 4 – Violation of the Bond or the Code

Section 1 - If a member of the Associate Chapter is suspected of violating The Code or The Bond, the Warden will notify him of his hearing with the Judicial Committee, and will do so no fewer than seven days prior to the hearing.

Section 2 - During the hearing, the Judicial committee will be free to examine the member in question about the suspected violations. All active members are allowed to attend the hearing, but only the members of the Judicial committee may question the member. The committee will then deliberate in a closed session. If the committee determines that the member in question is indeed guilty of the alleged violation, then the committee will determine an appropriate punishment, including, but not limited to, fines, restriction from social events, or suspension or expulsion from membership in the fraternity.

Section 3 - All fines will be determined by the Judicial committee while all suspensions and expulsions of membership must be approved by a vote of two-thirds (2/3) of a quorum of active members of the Associate Chapter.

Article 5 – Violation of the University of California, San Diego Student Conduct Code

A member suspected of violation of the University of California, San Diego Student Conduct Code is subject to the same procedure outlined in **Title VII, Article 4** of the Associate Chapter bylaws.

Article 6 – Violation of the Associate Chapter Scholastic Standards

Section 1 - The minimum quarterly GPA of an active member of Phi Delta Theta, California Kappa Associate Chapter is 2.75. A member whose quarterly GPA falls below 2.75 but remains above 2.5 is subject to a hearing before the Scholarship committee. The Warden will deliver notice to the member in question no later than 7 days prior to the hearing. During the hearing, the Scholarship committee will be free to examine the member in question about their scholastic problems. After the hearing, the Scholarship committee will decide on what type of penalty to apply including but not limited to requiring

study hours, weekly grade reports, and/or mandatory TA/Professor Office hours.

Section 2 - A member whose cumulative GPA falls below 2.5 is subject to a joint hearing before the Scholastic and Judicial committees. The Warden will deliver notice to the member in question no later than 7 days prior to the hearing. During the hearing, the Scholastic and Judicial committee will be free to examine the member in question about the suspected violations. All active members are allowed to attend the hearing, but only the members of the Scholastic and Judicial committees may question the member. The committees will then deliberate and vote on what action to take. If the committees decide to suspend the member, two-thirds (2/3) of a quorum of active members must approve of the penalty.

Section 3 - Any member who's quarterly GPA falls below a 2.75 for two successive quarters is subject to a hearing before the Scholarship Committee, and to Academic Probation. The Warden will deliver notice to the member in question no later than 7 days prior to the hearing. During the hearing, the Scholarship committee will examine the member's failure to achieve above a 3.0 after having already met with the committee the prior quarter, and determine what means could be put in place to aid the member. These punishments may include, but are not limited to: mandated study hours, academic progress reports, as well as bi-weekly meetings with the Scholarship Committee to evaluate progress. Under extreme cases where great academic improvement has been demonstrated by the member during the period of probation, the member's probation may be lifted at the discretion of the Scholarship Committee.

Article 7 – Violations of the Law

A member convicted of a crime by a federal, state, or local court, is subject to the same procedure outlined in Title IX, Article 4 of the Associate Chapter bylaws.

Article 8 – Conduct Unbecoming of Phi Delta Theta

A member engaging in actions detrimental to the Associate Chapter is subject to the same procedure outlined in Title IX, Article 4 of the Associate Chapter bylaws.

Article 9 – Impeachment of Officers

Section 1 - All officers deemed to be derelict of duty or suspected of violation of the bylaws or The Code may be brought before an impeachment committee by a vote of plurality of all active members.

Section 2 - The impeachment committee will be made up of the members of the Judicial Committee and Executive Board. An officer undergoing impeachment proceedings may not serve on the impeachment committee, and in that case, the Risk Management Chair will serve on the committee.

Section 3 - All active members may attend impeachment proceedings but only committee members may participate in hearings. The impeachment committee, after examination, may then vote to impeach or end impeachment proceedings.

(a) If the impeachment committee impeaches the officer, the fraternity votes on whether to remove the officer from office. The impeachment committee's vote to impeach the officer must be unanimous or by at least a 7-2 majority.

(b) If the impeachment committee votes to end impeachment proceedings, the officer remains in office, unless a petition of two-thirds (2/3) of active members is presented to continue impeachment, in which case the issue of impeachment would be brought before the entire Associate Chapter. When the fraternity votes on whether to remove the officer from office, the officer can only be removed from office by a vote of two-thirds (2/3) of a quorum of all active members of the Associate Chapter.

Article 10 – Appeals

The fraternity will follow the procedure in The Code Section 157 for any appeals to a penalty applied to an active member of the Associate Chapter.

Article 11 - Fines

Section 1 – Fines will be assigned through GreekBill.

Section 2 – Failure to adhere to Dress Code will result in a \$10 fine.

Section 3 – Failure to attend Associate Chapter Meeting outside of the allocated absences will result in a \$25 fine.

Section 4 – Failure to attend the mandatory events listed below will result in a \$50 fine.

- Induction
- Initiation
- Recruitment Events
- Philanthropy Events

Section 5 – Failure to fulfill assigned role or find a replacement will result in a \$50 fine.

Section 6 – Failure to fulfill assigned tabling hours for recruitment or philanthropy events will result in a \$5 fine per hour that is not completed. Said member is also under social probation for one week.

Section 7 – Warden must be notified of a request to be exempt from fines due to prior circumstances and/or special cases. Warden shall consult the Executive Board and reserves the right to accept or deny said request.