

BYLAWS FOR
THE PI-BETA ZETA OF LAMBDA CHI ALPHA AT

The University of California, San Diego

ARTICLE I: NAME

Section 1. The organization be shall be called as the Pi-Beta Zeta of the Lambda Chi Alpha Fraternity.

Section 2. This name shall be applied to the Chapter at University of California, San Diego located in La Jolla, CA.

Section 3. Lambda Chi Alpha at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Section 4. Lambda Chi Alpha at UCSD understands that the university does not assume legal liability for the actions of the organization.

ARTICLE II: OBJECTIVES ENUMERATED

Section 1. Objectives. The objectives of the Chapter shall be:

- (a) To maintain at the University of California, San Diego an undergraduate unit of The Lambda Chi Alpha Fraternity in accordance with its ideals, standards, traditions, and laws set forth in its *Initiation Ritual, Constitution, Statutory Code*, Grand High Zeta edicts, and the authorized rulings and orders of its general officers.
- (b) Particularly to build up the membership, ideals, spirit, organization, and physical equipment of this Chapter so that affiliation therewith shall ever be regarded as an honor and privilege of which only the finest men are worthy.
- (c) To foster a spirit of genuine brotherhood among its members, to make welcome within its home all members and associate members in good standing of other Zetas who visit it, to do all within its power to increase the friendly bond between the Chapters, to develop as much as possible a universal consciousness of fraternalism in The Lambda Chi Alpha Fraternity, to emphasize the fact that its badge and ritual are sacred, that initiate membership is for life, and that its brotherhood is universal within this membership.
- (d) **Lambda Chi Alpha at University of California, San Diego is a non-profit student organization.**
- (e) To make good men great and great men excellent.

ARTICLE III: LAWS

Section 1. Laws enumerated. The Chapter shall be governed by the following laws:

FIRST: CONSTITUTION AND STATUTORY CODE

SECOND: INITIATION RITUAL

THIRD: ORDERS OF THE GRAND HIGH ZETA

FORTH: UNIVERSITY OF CALIFORNIA, SAN DIEGO

FIFTH: CHAPTER BYLAWS

Section 2. Chapter Laws and Regulations. The Chapter and its members shall also abide by the following specific laws and regulations.

(a) Per the resolution approved by the 43rd General Assembly, The the organization of any form of women's auxiliary organization, commonly referred to as "little sisters" or "big sisters" shall be forbidden.

ARTICLE IV: MEETINGS AND FUNCTIONS

Section 1. Regular Meetings. The time and place of regular meetings shall be determined by the High Alpha. The Chapter shall be required to hold a minimum of eight regular business meetings each quarter of the academic year. No meetings are required during the summer term. Notification of the date, time, and location of all regular meetings shall be given to the Chapter at least forty eight hours prior to the meeting.

Section 2. High Zeta Meetings. The time and place of regular meetings shall be determined by the High Alpha. The High Zeta shall be required to hold a minimum of eight regular High Zeta meetings each quarter of the academic year, and a minimum of one meeting during the summer term. Notification of the date, time, and location of all regular High Zeta meetings shall be given to the High Zeta at least forty eight hours prior to the meeting.

Section 3. Executive Committee Meetings. The time and place of regular meetings shall be determined by the High Alpha. The executive committee shall be required to hold a minimum of eight regular Executive Committee meetings each quarter of the academic year, and a minimum of one meeting during the summer term. Notification of the date, time, and location of all regular Executive Committee meetings shall be given to the Executive Committee at least twenty four hours prior to the meeting.

Section 4. Special Meetings. Special meetings may be called by the High Alpha or by the written petition of one-third of the active membership. The entire membership must be notified at least twenty four hours prior to a special meeting.

Section 5. Quorum. A majority, which is defined as more than half of the active members in good standing shall constitute quorum at any regular or special meeting of the Chapter. Associate members shall be considered part of the quorum in all discussions not pertaining to those matters which are reserved to fully initiated brothers.

Section 6. Who may attend. Chapter business meetings are not open to the public. Any invited guests or Alumni will be admitted by the Sergeant at Arms on the approval of the presiding officer. No person under the influence of alcohol or drugs shall be permitted to attend regular or special meetings.

Section 7. Responsibility to attend.

(a) Attendance at all regular and special meetings shall be compulsory on all members not suspended, including associate members. Members not attending compulsory meetings shall be subject to penalties as defined in Appendix I.

(b) Any Chapter event announced (in a Chapter meeting and on the calendar) by the officer in charge of the event as a “mandatory event” at least three weeks prior to the event shall be considered compulsory for all members to attend. Members not attending compulsory events shall be subject to penalties as defined in Appendix I.

(c) Every active member shall be required to be on time, to the High Gamma’s discretion, to all regular meetings. Three violations will result in an unexcused absence against the member’s attendance record.

(d) Any member with three excused absences shall be recorded as having one unexcused absence. All further absences shall be recorded as unexcused, regardless of any absence requests made. Members accruing two or more unexcused absences per quarter shall be subject to penalties as defined in Appendix I.

(e) All decisions concerning excuses for absence from a meeting or function shall be made by the High Gamma with approval by the Executive Committee and High Alpha. Excuses shall be given to the High Gamma or designate (if the High Gamma is not present) before the absence, and must be in writing. The Executive Committee may grant an excuse after the absence in extenuating circumstances.

Section 8. Who may vote. Active members in good standing of the Chapter are entitled to vote on all Chapter decisions. Associate members are entitled to vote in all Chapter meetings except where decisions regarding disassociation and/or initiation are being voted upon. Voting by proxy is prohibited.

Section 9. Behavior at meetings and functions.

(a) Disorder in a regular meeting, special meeting, or function shall not be

tolerated.

(b) Any member who refuses to maintain proper decorum in a meeting or function shall be expelled from said event by the presiding officer. Any further disciplinary action shall be determined by the Executive Committee.

Section 10. Dress at meetings.

(a) Every Chapter meeting requires Business Casual dress.

(b) Attendance at sorority meetings shall be in Business Formal dress unless granted an exception by the Executive Committee.

(c) Business Casual dress shall be defined as a collared shirt, pin or badge, pants (which are not denim), and closed-toed dress shoes and dress socks.

(d) Business Formal dress shall be defined as a dress shirt, tie, pin or badge, coat, slacks, and closed-toed dress shoes, and dress socks.

(f) Guests and Alumni shall be expected to dress appropriately, but may be granted entrance at the discretion of the highest ranking presiding officer.

Section 11. Order of Business. The following will be the Order of Business at regular Chapter meetings of (Zeta Designation) Zeta:

Formal Opening Ceremony at each formal Chapter meeting
Call to order
Roll Call
Approval of minutes
Officers' Reports
Old Open Business
New Business
Announcements
Open Discussion
Formal Closing Ceremony at each formal Chapter meeting
Adjournment

Re-ordering of the agenda can be done during a meeting at the discretion of the presiding officer.

Section 12. Rules of Order. A version of Robert's Rules of Order shall govern the conduct of meetings of the Chapter. The motions which will be recognized during a meeting (in order of consideration) shall be:

Motion to Adjourn with a majority threshold
Raise to a Point of Order

Motion for an Open Roll Call Vote
Motion to suspend the bylaws with a three-fourths absolute threshold
Motion to Reconsider with a majority threshold
Motion to Table/ or Postpone with a majority threshold
Call to the Previous Question with a two-thirds threshold
Motion to Limit Debate with a two-thirds threshold
Motion to Amend a Motion with a majority threshold
(Main) Motion
Raise to a Point of Information
Raise to a Point of Clarification

The following special rules shall be in force:

- (a) An initiated member shall be addressed as “Brother...”
- (b) An Associate Member shall be addressed as “Mister...”
- (c) An initiated officer shall be addressed as “Brother High Alpha,” etc.
- (d) An Associate Member officer shall be addressed as “Mister High Alpha,” etc.

ARTICLE V: OFFICERS

Section 1. Officers by rank. The elected officers are, by rank, as follows:

President also known as the HIGH ALPHA

Internal Vice President also known as the HIGH BETA

External Vice President also known as the HIGH THETA

Secretary also known as the HIGH GAMMA

Treasurer also known as the HIGH TAU

Risk Management also known as the HIGH IOTA

Fraternity Educator also known as the HIGH KAPPA

Recruitment Coordinator also known as the HIGH DELTA

Ritualist also known as the HIGH PHI

Scholastic Chairman also known as the HIGH SIGMA

Social Chairman also known as the HIGH EPSILON

Alumni Secretary also known as the HIGH RHO

Alumni Advisor also known as the HIGH PI

Section 2. Description of selected officers' duties and responsibilities. The duties and responsibilities listed below are the minimum requirements of each office.

(a) High Alpha

- Shall serve as the President of the Chapter
- Shall preside over all Chapter, High Zeta, and Executive Committee meetings
- Shall have the power to call extra or special meetings
- Shall issue signed vouchers to the High Tau for each and every liability of the Chapter
- Shall countersign all checks or requisitions for checks or cash issued from Chapter funds
- Shall appoint the Standards of Excellence Chair
- Shall appoint the Inter-Fraternity Council (herein referred to as IFC) Judicial Board Representative
- Shall appoint the IFC Sports Representative
- Shall appoint the Website Committee Chair
- Shall appoint the Historian Committee Chair
- Shall appoint two Sergeants at Arms
- Shall have the ability to appoint any officers or committees not provided for by the Laws of the Fraternity
- Shall hold a minimum of one two Zeta retreat a year
- Shall hold a minimum of one Executive Committee retreat a year
- Shall send one representative to either the National Assembly or Leadership Seminar
- Shall fulfill all AM Ceremony obligations unless an alternate is assigned
- Shall fulfill the duties of an officer inadequately fulfilling the responsibilities of their office in the absence or disability of said officer
- Shall organize and present the Chapter with officers' reports detailing the status of each office every other week
- Shall be an ex-officio member of all committees
- Shall vote on all committees except when in contradiction of another part of the Constitution and Statutory Code and these bylaws
- Shall be a voting member of the Executive Committee

(b) High Beta

- Shall serve as the Internal Vice President of the Chapter
- Shall serve as the Parliamentarian of the Chapter or appoint one as necessary.
- Shall serve as the Bylaws Chairman of the Chapter or appoint one as necessary.
- Shall assume the role of the High Alpha in the absence or disability of the High Alpha
- Shall be Chairman of the Committee on Internal Membership Involvement of his Chapter

Shall appoint the IFC Sports Representative
Shall be responsible for areas in the Standards for Chapter Excellence that deal with individual involvement and campus involvement
Shall hold a minimum of one two brotherhood retreats a year
Shall appoint a Song Chair
Shall appoint a Clothing Chair
Shall act as the liaison between the Faculty Advisor and the Chapter
Shall fulfill all AM Ceremony obligations unless an alternate is assigned
Shall submit to the High Alpha an officer's report detailing the status of the office every other week
Shall be responsible for ensuring each family has a family representative
Shall hold and chair internal officer meetings once a quarter
Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
Shall be an ex-officio member of all committees of the Chapter including the Executive Committee
Shall be responsible for all documentation required by the University and the General Fraternity for all internal events
Shall inform all Associate Members, with their respective Big Brother, on whether or not they have been approved for initiation.
Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.
Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.
Shall preside over the internal officers of High Gamma

(c) High Theta

Shall serve as the External Vice President of the Chapter
Shall assume the role of the High Beta in the absence or disability of the High Beta
Shall be Chairman of the Committee on Public Relations of the Chapter
Shall be responsible for areas in the Standards for Chapter Excellence that deal with public relations and community service
Shall be responsible for all philanthropic activities in the Chapter
Shall be responsible for communication between other Greek organizations and the Chapter
Shall submit to the High Alpha an officer's report detailing the status of the office every other week
Shall hold and chair external officer meetings once a quarter
Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
Shall be an ex-officio member of all committees of the Chapter including the

Executive Committee

Shall be responsible for all documentation required by the University and the General Fraternity for all external events

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter. Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

Shall appoint a Song/Serenade Chair

Shall appoint a Clothing Chair

Shall act as the liaison between the Faculty Advisor and the Chapter

(d) High Gamma

Shall serve as the Secretary of the Chapter

Shall keep accurate and complete minutes of all meetings of the Chapter

Shall be the custodian of all records of the Chapter, including such documents as are entrusted to his care by the Office of Administration

Shall be responsible for the general correspondence of the Chapter

Shall appoint the Website Committee Chair

Shall appoint the Historian Committee Chair

Shall keep a record of all proposals for membership

Shall keep a biographical record of every initiate in the Chapter

Shall keep a record of all suspensions, resignations, expulsions and deaths within the Chapter and shall send duplicates of such records to the Office of Administration.

Shall take or appoint someone to take attendance at all meetings/events.

Any excused absences must be submitted to the High Gamma 48 hours prior to the Business meeting.

Shall submit to the High Alpha an officer's report detailing the status of the office every other week

Shall attend internal officer meetings once a quarter

Shall create internal committees within his office and appoint chairs to such committees as deemed necessary

Shall be an ex-officio member of all committees of the Chapter including the Executive Committee

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.

Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

(e) High Tau

Shall serve as the Treasurer of the Chapter

Shall collect all dues, fees and assessments duly imposed upon the members
 Shall deposit all funds in Chapter bank accounts and keep records of amounts deposited
 Shall pay all duly authorized Chapter bills, keep a full and accurate record of all transactions, and make a monthly report to the Active Chapter, the Alumni Organization of the Chapter, and the Office of Administration
 Shall present a written financial report summarizing weekly expenditures of all funds as well as the status of Chapter accounts once a month
 Shall report to the proper university official regularly and without exception the names of all undergraduates owing bills to the Active Chapter
 Shall be the liaison between all members and the Executive Committee concerning issues of payment plans
 Shall be responsible for all fundraising activities within the Chapter
 Shall submit to the High Alpha an officer's report detailing the status of the office every other week
 Shall attend both the internal and external officer meetings once a quarter
 Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
 Shall be a voting member of the Executive Committee
 Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.
 Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.
 Shall reimburse members for authorized expenditures by the next business meeting.

Reimbursement forms must be submitted to the High Tau within 2 weeks of the date of expenditure.

Shall collect points from points chair and tabulate dues accordingly.

(f) High Iota

Shall serve as the Chairman of Risk Management Task Force of the Chapter
 Shall be responsible for coordinating the implementation of safety measures, including but not limited to, all social events, philanthropic and community service events, recreational functions, and fire safety
 Shall be responsible for establishing and maintaining a Sober Brothers, Safe Rides and Party Monitor Programs.
 Shall educate all Associate Members on all required risk management material and information
 Shall submit to the High Alpha an officer's report detailing the status of the office every other week
 Shall attend both the internal and external officer meetings once a quarter
 Shall create internal committees within his office and appoint chairs to such committees as deemed necessary

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter. Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

Shall be an ex-officio member of all committees of the Chapter.

(g) High Kappa

Shall serve as the Chairman of the Committee of Fraternity Education of the Chapter

Shall plan and supervise a course of fraternity education for all members based on the history, aims, ideals, laws, programs, policies, and traditions of the institution, the General Fraternity, and the Active Chapter

Shall be responsible for establishing and maintaining the Big Brother Program

Shall organize a minimum of one family activity a quarter

Shall obtain minutes from every family meeting and function

Shall be responsible for ensuring each family has a family representative

Shall fulfill all AM Ceremony obligations unless an alternate is assigned

Shall educate all Associate Members on all fraternity history and information

Shall submit to the High Alpha an officer's report detailing the status of the office every other week

Shall attend internal officer meetings once a quarter

Shall create internal committees within his office and appoint chairs to such committees as deemed necessary

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a

Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.

Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

(h) High Delta

Shall serve as the Chairman of the Membership Committee of the Chapter

Shall be responsible for the obtainment and organization of membership referrals

Shall organize and host a minimum of one philanthropic rush event

Shall provide the Chapter with biographical and pictorial information of each candidate for Associate Membership

Shall fulfill all AM Ceremony obligations unless an alternate is assigned

Shall submit to the High Alpha an officer's report detailing the status of the office every other week

Shall attend external officer meetings once a quarter

Shall create internal committees within his office and appoint chairs to such committees as deemed necessary

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a

Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter. Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

(i) High Phi

Shall serve as the Chairman of the Committee on Ceremonies and Rituals of the Chapter

Shall plan and supervise a program involving the Officer Installation, Chapter Business Meeting, Associate Member Ceremony, and Initiation Ritual

Shall work with other elected or appointed officers of the Chapter in a program of member education regarding the ceremonies of the Fraternity

Shall be responsible for the storage and maintenance of all ritual equipment

Shall act as a Ritual Team alternate, or appoint one as necessary. Shall appoint a minimum of one alternate ritual team

Shall organize and host a minimum of one two practices for the ritual and alternate ritual teams

Shall fulfill all AM Ceremony obligations unless an alternate is assigned

Shall submit to the High Alpha an officer's report detailing the status of the office every other week

Shall attend internal officer meetings once a quarter

Shall create internal committees within his office and appoint chairs to such committees as deemed necessary

Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a

Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.

Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

(j) High Sigma

Shall serve as the Chairman of the Educational Committee of the Chapter

Shall be responsible for developing and implementing educational programs for the Chapter

Shall obtain information for the members concerning scholarships, grants, and loans, and they shall supply such information as may be requested. by the High Pi

Shall be responsible for establishing and maintaining an electronic test database

Shall organize and host a minimum of ten study sessions a quarter, or a study session for every academic week.

Shall collect quarterly grading reports documental evidence of the previous quarter's grades from every member of the Chapter by the second week of the current quarter.r

Shall tabulate the grade point averages of every member and the Chapter as a whole and submit it to the IFC

Shall act as the liaison between the Educational Advisor and the Chapter

Shall be an ex-officio member of the Executive Committee

Shall recommend to the Executive Committee the administration of disciplinary provisions with regard to scholastic deficiency
Shall submit to the High Alpha an officer's report detailing the status of the office every other week
Shall attend internal officer meetings once a quarter
Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.
Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.
Shall organize mandatory study hours for members with low GPA

2.26-2.5: One hour a week, plus any additional hours at the discretion of the High Sigma.

2.01-2.25: Two hours a week, plus any additional hours at the discretion of the High Sigma, and attend professor office hours once a week.

(k) High Epsilon

Shall serve as the Chairman of the Committee on Social Affairs of the Chapter
Shall organize and host the annual formal of the Chapter
Shall organize and host a minimum of two exchanges per quarter
Shall be responsible for all documentation required by the University and the General Fraternity for all socials
Shall submit to the High Alpha an officer's report detailing the status of the office every other week
Shall attend external officer meetings once a quarter
Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.
Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

* The chapter has the option of electing two co-Epsilons to share the responsibilities as deemed necessary.

(l) High Rho

Shall serve as the Alumni Secretary of the Chapter
Shall act as the liaison between the Chapter and the Alumni Associations (Pi-Beta and Regional)
Shall be the Chairman of a Committee on Alumni Affairs

Shall be responsible for the development of an alumni program and the alumni records of the Chapter
Shall write, publish, and distribute a bi-quarterly alumni newsletter.
Shall seek area alumni outside of the San Diego Colleges and Universities
Shall organize and host the annual Pi-Beta Founder's Day dinner on or around April 28th.
Shall submit to the High Alpha an officer's report detailing the status of the office every other week
Shall attend external officer meetings once a quarter
Shall create internal committees within his office and appoint chairs to such committees as deemed necessary
Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha, no later than the 5th academic week of the quarter. Shall submit a Task Decomposition form for the upcoming quarter's events to the High Alpha for events costing over \$300, no later than the 7th academic week of the quarter.
Shall submit a post event write-up to the High Alpha within two weeks of an event occurring.

(m) High Pi

Shall serve as the Chief Judicial Officer of the Chapter
Shall serve as a representative of the Grand High Zeta to the Chapter
Shall serve as the Chairman of the Chapter's Alumni Advisory Board
Shall serve as an ex-officio member of the Executive Committee.

Section 3. Description of appointed Officers' duties and responsibilities. The listed duties and responsibilities of each officer listed below are the minimum requirements of each office.

(a) Parliamentarian

Shall chair all Chapter meetings, moderating motions and ruling on points of order (Article IV, Section 12)
Shall have an understanding of proper parliamentary procedure of the Chapter.
Shall hold a minimum of one parliamentary procedure workshop a quarter.
Shall vote in Chapter meetings where his vote would change the outcome of the vote.

(b) Bylaws Chairman

Shall serve as the Bylaws Chairman of the Chapter.
Shall maintain the Chapter Bylaws of the Chapter.
Appointment of the Bylaws Chairman shall be restricted to members on the Executive Committee.

(c) Standards of Excellence Chair

Shall Chair the Standards of Excellence Committee

Shall act as the Chartering Chairman of the Chapter
Shall serve as an ex-officio on the Executive Committee
Shall act as the liaison between the Standards of Excellence Committee and the Executive Committee

(d) IFC Judicial Board Representative

Shall attend all IFC Judicial Board hearings
Shall follow all IFC Judicial Board policies and procedures

(e) IFC Sports Representative

Shall attend all IFC meetings concerning IFC sporting events
Shall attend all IFC sporting events
Shall organize teams for every IFC sporting event
Shall take attendance at every IFC sporting event

(f) Website Committee Chair

Shall Chair the Website Committee
Shall be responsible for the finances of establishing and maintaining the Chapter website

(g) Historian Committee Chair

Shall Chair the Historian Committee
Shall be responsible for the finances of creating and distributing of the annual digital scrapbook

(h) Sergeant at Arms

Shall protect the privacy secrets of the Fraternity during business meetings
Shall monitor those that enter/exit the room during business meetings

(i) Song Chair

Shall be responsible for the teaching of songs to the Chapter
Shall be responsible for the organization, planning, and training of serenades

(j) Clothing Chair

Shall be responsible for the ordering of all general clothing of the Chapter
Shall be responsible for the organization of Family and Big Brother/Little Brother clothing
Shall propose at least 3 clothing designs a quarter
Proposed apparel shall remain free of alcohol, drugs, or lewd sexual content

(k) College Representatives

Shall act as the liaison between the Chapter and their respective College
Shall schedule and attend quarterly meeting with the Dean of Student Affairs of their respective College
Shall work with the High Delta to publicize and facilitate Rush events

(l) Family Representatives Leader

Shall act as the liaison between their Family, the High Zeta, and the Chapter
Shall hold weekly family meetings, alternating between in-person and paper meetings.
Shall manage family budget, and shall manage family clothing.
Shall hold mid-quarter interviews of each family member. minutes from every family meeting/function to the High Kappa

Section 4. Eligibility to hold office. Only registered UCSD students may hold office in the organization. Only registered students may vote in elections for the selections of the organization's officers. No member may hold a High Zeta office unless he is a member in good standing and meets the requirements of Code X-16 of the *Statutory Code*.

Section 5. Elections. Regular elections of High Zeta offices and executive committee members at large shall be held annually in April 5th week of winter quarter. Each member may only run for three Greek-letter offices in each election. Nominations will be taken one week before elections; all nominations for candidacy must be seconded. Notification of the date of nominations shall be given to all members a minimum of one week in advance. Any member nominated for an office is required to submit a mission statement and goals to the Executive Committee Secretary or designate by midnight of the third school day after he has been nominated. The mission statement and goals of each candidate for every office shall be distributed to the Chapter a minimum of three days prior to the date of elections. The newly elected High Zeta officers shall take office and go through the Formal Installation Ceremony at the last business meeting of the Winter quarter. The period from when the new officers are elected and when they take office shall be a transition period, where the exiting officer shall train the newly elected officer.

All candidate speeches shall be limited to 5 minutes. Question and answer shall continue until the speaker's has been exhausted.

Section 6. Vacant positions. Vacancies shall be filled in accordance with Code IV-31(c) of the *Statutory Code*.

Section 7. Delegate qualifications. The Official Delegate to the General Assembly, Leadership Seminar and any other events requiring an Official Delegate shall be elected by the undergraduate Chapter and shall have at least one full year of college work before graduation and be an active member in good standing.

Section 8. Duties of the Official Delegate. The Official Delegate to the General Assembly, Leadership Seminar, and any other events requiring an Official Delegate shall attend all sessions thereof and serve on committees to which he is appointed. He shall present a report to the High Zeta and then to the active Chapter following his return from the assembly. The financial burden of the Official Delegate to attend the General Assembly and Leadership Seminar shall be on the Chapter.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee voting membership shall be composed in accordance with Code IV-30 of the Constitution and Statutory Code. The Executive Committee non-voting membership shall be composed of the following: High Beta, High Theta (when applicable), High Gamma and the Standards of Excellence Chair.

Section 2. Powers and duties. The powers and duties of the Chapter Executive Committee shall be defined in Code IV-31 of the Constitution and Statutory Code of Lambda Chi Alpha. Additional powers and duties:

- (a) Shall review the Chapter's bylaws the quarter after the Official Delegate attends the Leadership Seminar or General Assembly.

ARTICLE VII: OTHER COMMITTEES

Section 1. Creation and organization. The High Alpha shall create committees at his discretion or upon a majority vote of the Chapter, and the High Alpha shall designate the organization of all committees to either the High Beta or High Theta.

Section 2. Standards Committee.

- (a) Shall be responsible for establishing and maintaining the Standards of Excellence Program and the Point System
- (b) Shall obtain all reports and information necessary for the execution of the Point System
- (c) Shall make recommendations for probation, suspension, and expulsion of members to the Executive Committee when necessary
- (d) Shall meet with every member and officer a minimum of one time a quarter
- (e) Shall maintain all records of every member and officer evaluation for a minimum of two years.

Section 3. Website Committee.

- (a) Shall be responsible for establishing and maintaining the Chapter's website.
- (b) Shall update the website weekly and as directed by the High Zeta
- (c) Shall filter the website for inappropriate content

Section 4. Historian Committee.

- (a) Shall be responsible for establishing and maintaining written and pictorial information of every event
- (b) Shall send a minimum of one delegate to every event
- (c) Shall create and distribute an annual digital scrapbook of the Chapter by the eighth week of Spring quarter

Section 5. Song Committee.

- (a) Shall distribute the songs of the fraternity to all members of the Chapter
- (b) Shall serenade each sorority in the Fall, Winter, and Spring quarters

ARTICLE VIII: MEMBERSHIP

Section 1. Membership requirements for all initiates. The General Fraternity is and shall remain the sole and final authority of the requisites for membership in Lambda Chi Alpha. Only the following shall be eligible for membership in Lambda Chi Alpha:

(a) College men of good moral character whose ideals, characteristics and attainments are such as will make them compatible, congenial, and worthy members of the fraternity, who comply with the laws of the fraternity, and who are not members of any other national general social college fraternity or any similar local general social fraternity.

(b) All initiates, except honorary members at the time of initiation, shall be students at the University of California, San Diego where the Pi-Beta Zeta of Lambda Chi Alpha has been established. No candidate, of whatever membership classification, shall be initiated unless he shall have paid in full, twenty-one days in advance of the initiation, the initiation fee of the subordinate Chapter into which he is received. All initiation fees shall be paid in cash, check or money order only. He shall also have paid the Associate Member fee, all monthly dues, and any other money that he may owe to Chapter, unless a payment plan has been agreed upon with the High Tau and such plan has been approved by the Executive Committee.

(c) **Limited Membership Status:** In a time of individual hardship, a single brother can obtain from the Executive Committee a term of Limited Membership Status in the chapter for one academic quarter. This brother must submit a one page single-spaced report and come before the Executive Committee to explain his reasons for requesting Limited Membership Status by Week 3 of that quarter. Only with the unanimous vote of the Executive Committee can a brother obtain this status. Upon the approval of his request for Limited Membership Status, the brother will be required to pay all International Headquarter Dues and IFC dues. Payment of the remaining Chapter dues will not be required for that quarter excluding all outstanding debts. The brother would forfeit his rights to attend all fraternity events and vote, while retaining the option of attending meetings and initiation. At the beginning of the next quarter, the brother will resume full membership responsibilities and pay the average dues.

This status is limited to two brothers from the Chapter per quarter.

Section 2. Voting on candidates for Associate Membership. The procedure to be used by the Chapter is as follows:

- (a) The High Delta will be responsible for developing criteria for Associate Membership to be passed by the active Chapter by a majority vote. These criteria shall be reviewed on a yearly basis and voted on by the active Chapter at the last Chapter meeting of the Spring quarter.
- (b) A candidate for Associate Membership must attend an interview with a designated member of the Chapter, in addition to receiving a seventy five (75) percent favorable vote of the active membership present and in good standing to be extended a bid. This percentage is in accordance with Code VI-1 of the *Statutory Code*.

Section 3. Voting on candidates for initiation. The procedure to be used by the Chapter is as follows:

- (a) A prospective initiate's name must be proposed by an initiated member of the active Chapter and seconded by another at least two weeks before initiation and tabled for one week. The final vote on candidates for Initiation shall be held at a time to be determined by the active Chapter.
- (b) For approval of Initiation an Associate Member must receive an eighty seven (87) percent favorable vote of the active initiated members present and in good standing. This percentage is in accordance with Code VI-11 of the *Statutory Code*.

ARTICLE IX: INITIATION

Section 1. Time. The time and date of Ritual shall be decided at High Zeta retreat, and shall ultimately be at the discretion of the High Phi..

Section 2. Manner of Initiation. The Chapter shall initiate only in accordance with the laws and practices of the General Fraternity.

Section 3. Compulsory Attendance. Every active member shall be required to attend the Ritual Exemplification Ceremony. Any member not attending the Ceremony shall be subject to discipline at the discretion of the Executive Committee and to penalties as defined in Appendix I.

Section 4. Conduct. Any member not exhibiting an attitude of decent conduct shall be subject to discipline in at the discretion of the Executive Committee.

ARTICLE X: FINANCES

Section 1. Dues. The structure of payment is as follows:

(a) Each active initiated member and returning Associate Member are required to pay no less than \$300 per academic quarter. Each Associate Member is required to pay between \$400 and \$420 in their first quarter in the fraternity, or two payments consisting of \$200 and \$220. Dues shall be paid by the second business meeting of each quarter. Should a member not be able to make such payment, he shall sign a payment plan from the High Tau by the second business meeting of each quarter

(b) Payment plans shall be done on the request of members with the approval of the Executive Committee or High Tau. All payment plans must be accompanied by post-dated checks.

(c) A member shall be fined \$25 per week if his check is returned to the Chapter for any reason and/or he has not paid nor requested a payment plan with the High Tau by the deadline stated in Article X, Section 1a.

(d) Each active member shall have the opportunity to receive a discount on his dues as stated in Article X, Section 3.

Section 2. Budget. The Executive Committee shall request Officers' budgets for the upcoming quarter no later than the Friday before the fifth business meeting of the quarter.

(a) Officer requests for budgets for the upcoming quarter shall be due to the High Tau and Executive Committee no later than the Friday before the sixth business meeting of the 7th week of the quarter.

(b) The budget for the upcoming quarter of the Chapter shall be presented to the Executive Committee the business meeting of the 7th week of the quarter. The budget will then be prepared approved by the Executive Committee and proposed to the active Chapter in the eighth by the business meeting of every the 8th week of the quarter and approved by the Chapter by the ninth business meeting of the 9th week of the quarter.

(c) Associate Members' dues shall not be included in budgetary planning.

Section 3. Fundraising. Fundraising profits shall be disbursed in the following manner:

(a) One half of the funds shall be deposited into the fundraising account for general use by the Chapter.

(b) The remaining half of the funds shall also be deposited into the fundraising account but applied to the dues for the following quarters, of the members who participated in the respective fundraising events, at their discretion.

(c) Funds from a member's fundraising account can and will roll-over so that members have the ability of applying such funds to multiple quarters.

(d) Records of member participation and monetary contribution shall be maintained through a collaboration of the High Tau and High Gamma.

Section 4. General Fraternity Reserve Fund. The amount of \$20 per man per quarter shall be added to the Reserve Fund which shall be used only for purposes specified in Code VII-22 of the *Statutory Code*. This amount will be due by the active Chapter to the General Fraternity Reserve Fund by the second business meeting of every quarter.

Section 5. Chapter Reserve Fund. The amount of \$10 per man per quarter shall be added to the Chapter Reserve Fund. Money from the Chapter Reserve Fund shall be used for the following purposes: covering deficits, investments, legal costs and fees, and official housing costs. Allocations from the Chapter Reserve Fund shall only be made upon the unanimous, absolute vote of the Executive Committee.

Section 6. Association and Initiation fee. The Association fee and Initiation fee shall be no less than the amount listed in Codes VII-3 and VII-4 of the *Statutory Code*.

Section 7. Procedure for disbursement of funds.

(a) General allocations below \$300.01 shall be made upon the majority vote of the Executive Committee.

(b) General allocations above \$300.00 shall be made upon the majority vote of the Chapter with approval of the High Pi.

(c) All submissions for reimbursement must be made within two weeks of the date on the receipts that are being submitted. Upon receiving any form for reimbursement, the High Tau shall have two weeks the later of one business meeting or seven days to issue a check (upon approval of the Executive Committee).

(d) Allocations from the Chapter Reserve Fund shall be made in accordance with Article X, Section 4.

Section 8. Financial Accountability.

(a) The High Tau shall present to the Chapter a written financial report summarizing weekly expenditures of all funds as well as the status of Chapter accounts once a month.

(b) The Chapter will be weekly notified of those members not in good financial standing, where a member shall have neither paid his owed dues nor contacted the High Tau about a payment plan.

ARTICLE XI: DISCIPLINE OF THE INDIVIDUAL MEMBER

Section 1. Offenses defined. Each member of the Chapter shall abide by the laws of the Fraternity as defined in Article I, Section 3 of the *Constitution*, the bylaws of this Chapter, acts of this Chapter, and acts of the Executive Committee and Officers of this Chapter as provided for by said bylaws. A member in violation of any of these laws is subject to disciplinary procedures and penalties.

ARTICLE XII: CONFLICTS WITH THE *CONSTITUTION AND/OR STATUTORY CODE*

Section 1. Adjusting conflicts with the *Constitution* and/or *Statutory Code*. All bylaws that conflict with the *Constitution*, the *Statutory Code*, or orders of the Grand High Zeta are automatically deemed null and void.

ARTICLE XIII: AMENDMENTS

Section 1. Amendments to the by-laws. Proposals for amendments to these bylaws can only be made by the majority vote of the Executive Committee or by petition of 15 percent of the Chapter. Amendments to these by-laws must lay on the table for one week in the Chapter business meeting. A two-thirds vote of the entire Chapter shall be required for the proposed amendment to be entered into the Chapter by-laws.

Certification:

Approved unanimously by the active Chapter on Sunday, March 5th, 2017.

These bylaws shall be in effect upon approval of the Grand High Pi.

APPENDIX I: PENALTIES

Section 1. Meeting Attendance.

A member who has accrued two or more unexcused absences shall be subject to the following financial and social penalties.

- (a) Second unexcused absence: A \$25 fine shall be administered along with a written warning.
- (b) Third unexcused absence: A \$50 fine shall be administered, and the member in violation shall be summoned before the Executive Committee for further discussion on the matter.

Any further unexcused absences shall follow the same format as Appendix I Section 1(b).

Section 2. Ritual Exemplification Ceremony Attendance.

An active member who does not attend the Ritual Exemplification Ceremony shall be fined \$60, or \$20 per section missed.