

Pi Kappa Phi Fraternity Eta Chi Chapter Bylaws

Article I – Purpose

- Section 1.01 The purpose of the Eta Chi Chapter of Pi Kappa Phi Fraternity shall be to promulgate and exemplify the ideals and goals of the Pi Kappa Phi Fraternity, both locally and nationally, as set forth in its Code of Conduct, Ritual, Constitution, and Supreme Laws.
- Section 1.02 The purpose of these Bylaws is to provide a written structure for the operation of the Eta Chi Chapter of Pi Kappa Phi Fraternity. These Bylaws are written to ensure a solid foundation of brotherhood from which the Chapter shall grow.
- Section 1.03 These laws have been enacted by a three-fourths majority vote of the members. They shall in no way conflict with the Constitution and Supreme Laws of Pi Kappa Phi Fraternity, but are intended only to implement them.
- Section 1.04 The enforcement of these Bylaws and its amendments is the direct responsibility of each brother. Failure to abide by these laws will result in appropriate disciplinary actions instigated or delegated by the Executive Council and the Standards Board.
- Section 1.05 Failure to read this body of Bylaws will not give reason or excuse for failure to comply with them. Each brother is responsible for the knowledge contained in these Bylaws and as set forth by the Constitution.

Article II – Interpretation

- Section 2.01 These Bylaws shall be interpreted by the Standards Board. The Board's decision may only be overturned by a unanimous decision of the Executive Council or a three-fourths majority vote of the Chapter. The decision shall become an official Appendix to the Bylaws entitled, "Decisions of the Standards Board." Each entry must be dated, giving a brief synopsis of the circumstance surrounding the incident and the decision, excluding names. This entry must be approved by the Chief Justice of the Standards Board as well as the Executive Council before it may be placed upon the Appendix.
- Section 2.02 The Warden's Committee shall be responsible for each new associate learning the Constitution and Bylaws of this Fraternity.

Article III – Membership

- Section 3.01 A. Associate members ("associates") shall be defined as:
1. Male students of Texas Christian University who meet the eligibility requirements for membership in a Greek-letter fraternity;
 2. Who meet the approval of a three-fourths majority of the Chapter;
 3. And are associated and obligate themselves to the Pi Kappa Phi Fraternity.
- B. Prospective members may only be voted for admittance into the Chapter a total of three times per academic year.

C. Associate members are to be accorded all rights, privileges, and obligations delegated to them by the Gold Book and the Eta Chi Chapter which shall be carried out by the Warden's Committee.

D. Upon the satisfactory completion of the member education program as required by the Warden's Committee, as well as meeting all requirements as defined in these bylaws, an associate shall be eligible for admission into the brotherhood.

E. In accordance with the Gold Book, any associate member not meeting initiation requirements, as set forth by these bylaws, within two consecutive semesters shall be removed from the Chapter. However, a third and final semester may be granted by a three-fourths vote of the Chapter.

Section 3.02 A. Brothers ("actives") shall be defined as:

1. Male students of Texas Christian University who meet the eligibility requirements for membership in a Greek-letter fraternity;
2. Who demonstrate the characteristics necessary for membership as defined by the National Fraternity, Code of Conduct, and these bylaws;
3. Who have passed an election to membership vote by no less than 90% of the Chapter;
4. Who have been initiated into the Pi Kappa Phi Fraternity by the official Pi Kappa Phi ritual.

Section 3.03 A. The Chapter is required to discuss the associates continually throughout the term. Election to membership shall take place at the chapter meeting prior to initiation for the purpose as provided by the Constitution and Supreme Laws. Associate members will be voted upon at this meeting and must pass an election to membership vote of no less than 90% of the Chapter in attendance at this meeting.

B. A vote of no less than 10% of the Chapter against an associate member shall mean removal from the Eta Chi Chapter.

C. Once an associate has been removed from the Chapter, they are no longer eligible for membership in the Eta Chi Chapter.

D. Removal from the Chapter must be done with the utmost consideration. A brother must be fully aware of the far-reaching consequences which result from this action. A secret ballot vote to remove an associate from the Chapter may be called at any time during a term, with at least one week notice to the Executive Council.

Section 3.04 A. There shall be no status of inactive members in this chapter according to the Bylaws of Pi Kappa Phi Fraternity.

B. In the event a brother in his last semester before graduation cannot pay his dues then he may apply for hardship with the Standards Board. Hardship means that the brother may work out a payment plan with the Treasurer that extends past his graduation date. This shall not be construed to mean that the brother's financial obligation is canceled.

Section 3.05 A. Suspension of membership is the removal of a member from all chapter activities and privileges. A brother may be deemed as suspended in the following manner:

1. A three-fourths vote of the Executive Council, or;
2. A majority vote of the Standards Board, or;
3. A three-fourths vote by the brothers of the Chapter, or;
4. By direction of the National Council.

B. The vote of the Executive Council or the Standards Board to suspend membership may be overturned by a three-fourths vote of the brotherhood. If the National Council suspends membership, then they have the sole responsibility for the reinstatement. Suspensions does not constitute expulsion from the Pi Kappa Phi National Fraternity.

C. Prior to any reinstatement, the brother must petition the Executive Council for reinstatement. A brother may be reinstated in the following manner:

1. A three-fourths vote of the Executive Council, or;
2. A majority vote of the Standards Board, or;
3. A three-fourths vote by the brothers of the Chapter, or;
4. By direction of the National Council.

D. The vote of the Executive Council or the Standards Board to reinstate membership may be overturned by a three-fourths vote of the brotherhood.

Section 3.06 Alumni Initiation

Candidates for Alumni Initiation should follow a specific outline of events to ensure the understanding of Pi Kappa Phi and the meaning of our ritual. Each Alumni Initiate must complete the steps as follows:

1. Pay a fee of \$75
2. Two weeks prior to Alumni Initiation potential Alumni should be sent an Alumni Initiation packet explaining Pi Kappa Phi and the Eta Chi Chapter.
3. The day before Initiation; potential Alumni, the active brothers who recommended the potential Alumni, the Chaplain, an Alumni member, and anyone on the Executive Council shall attend dinner to discuss Pi Kappa Phi and what they are about to be doing.
4. The morning of Initiation, each member will be prepped on the seriousness and sacredness of the ritual.

Article IV – Member Duties & Responsibilities

Section 4.01 Associates shall:

1. Attend both weekly Associate Member meeting as well as part of the Chapter meetings as designated by the brothers;
2. Achieve at least a 2.667 cumulative grade point average, or have a 3.0 grade point average for the previous semester of taking at least 12 hours to become eligible for admittance into the brotherhood;
3. Be educated by the Warden's Committee;
4. Serve on one committee;
5. Make Chapter payments as deemed necessary by the Treasurer;
6. Participate in all community service events as required;
7. Have a vote only in Associate Meetings;
8. Be involved in or work for at least one organization other than Pi Kappa Phi or hold a job;
9. Attend all Big Brother/ Little Brother Events;
10. Participate in all Ability Experience events;
11. Show ultimate respect towards both associates and active brothers.
12. Abide by the Eta Chi Code of Conduct
13. Any associates not meeting one or more of these requirements shall be considered in good standing by the Standards Board.

Section 4.02 An associate not in good standing shall:

1. Not be eligible for initiation
2. Appear before the Standards Board

Section 4.03 Brothers shall:

1. Attend weekly Chapter meetings;

2. Maintain at least a 2.67 cumulative grade point average or have received at least a 3.0 grade point average for the previous semester taking at least 12 hours (if members fail to meet this requirement, he will be placed on Academic Probation – see Section 17.07);
3. Serve on one committees per year, unless chair;
4. Participate in all community service events as required;
5. Make Chapter payments as deemed necessary by the Treasurer;
6. Have the right to make and amend motions during Chapter meeting;
7. Have the right to participate in debate during Chapter meeting;
8. Have the right to vote in Chapter meetings;
9. Be involved in or work for at least one organization other than Pi Kappa Phi or hold a job;
10. Participate in at least all Push event as required;
11. Contribute at least one book to the Chapter Library at the end of his senior year;
12. Abide by the Eta Chi Code of Conduct;
13. Any brothers not meeting one or more of these requirements shall be considered not in good standing by the Standards Board.
14. Pass chapter vote.

Section 4.04 A brother not in good standing shall:

1. Lose all voting and motion privileges
2. Appear before the Standards Board

Article V – Executive Officers

Section 5.01 The executive officers of this Chapter, ranking in order, shall be the Archon, Vice Archon, Treasurer, Secretary, Warden, Historian, Risk Manager, and Chaplain.

Section 5.02 The Archon, upon the majority approval of the Executive Council, shall have the power to fill all appointed positions.

Section 5.03 Each officer shall prepare and maintain an operations manual, which will include all functions of his office.

Section 5.04 All officers resigning from office must submit a written resignation to the Archon and the Board of Alumni Advisors. If the Archon is resigning, he must notify, in writing, the Board of Alumni Advisors, the Regional Governor, as well as, the Executive Council.

Section 5.05 Any officer may be removed from office according to the procedure outlined in the Constitution and Supreme Laws of Pi Kappa Phi Fraternity. He may also be removed at any time by the vote of three-fourths of all active members in good standing and upon the approval of the Standards Board. One week prior to the vote, a notice must be given to the officer in question by the Sergeant at Arms in order for the Officer in question to be heard.

Section 5.06 If at any time during his term an executive officer is no longer in good standing with the Chapter, he will be automatically removed from office.

Section 5.07 Should a vacancy occur in the officer of Archon, the Vice Archon shall become Archon and an elections shall be held to fill the office of Vice Archon. Should there be a vacancy in any other elected office, a special election shall be called and be held the next available Chapter meeting.

Article VI - Officer Elections

Section 6.01 Voting for Executive Council officers shall be done by a secret ballot.

Section 6.02 A candidate receiving a majority of all votes on the balloting shall be declared elected.

- Section 6.03 To qualify for office, a brother must be an active member of the Fraternity in good standing and a cumulative grade point average of 2.67
- Section 6.04 Nominations for candidates shall begin to be accepted by the Secretary one week prior to the election of officers. Elections shall be set as the last Chapter meeting in November. Nominations will be accepted until the candidates begin their speeches for their respective offices. If no nominations are received for a position, nominations will be called for before the first speech.
- Section 6.05 Brothers nominated for an office are, in turn, nominated for each office below.
- Section 6.06 Balloting will begin with the Archon and proceed in order of rank. If a candidate is defeated for one office, he is automatically nominated for each remaining office provided he gives verbal notification of his intention to run prior to the speeches of the other candidates.
- Section 6.07 There shall be a right of success of terms.
- Section 6.08 No brother shall hold more than one office in any one term; provided, however, that this is not to be construed to mean committee chairmanship.
- Section 6.09 Installation of newly elected officers shall occur during the first Chapter meeting of the Spring semester after initiation. At this meeting, the Executive Council shall pass all operations manuals to the new officers. The following Chapter meeting of the Spring shall commence with the address of the new Archon.

Article VII – Officer Duties

- Section 7.01 The Archon shall:
1. Be the official head of the Chapter;
 2. Preside all the meetings of the Chapter and its Executive Council;
 3. Be an ex-officio member of the Standards Board
 4. Be an ex-officio member of all committees.
 5. Supervise the work of the Chapter's officers;
 6. Supervise the Chapter's college activities;
 7. Have the sole right and responsibility of contract signing;
 8. Live in the Chapter House/ Wing unless serving as a Resident Assistant on campus;
 9. And perform other duties as may be prescribed in the Supreme Laws of Pi Kappa Phi, and those set forth in any manuals including the Gold Book
- Section 7.02 The Vice Archon shall:
1. Be held responsible for the implementation of the committee system within the chapter;
 2. Be in charge of Chapter involvement and responsible for all written programs;
 3. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book;
 4. Chair the Committee Head Meeting which shall be held at least once a month;
 5. Oversee the operations of the standing committees.
 6. Be ultimately responsible for Rush.
 7. Live in the Chapter House/ Wing unless serving as a Resident Assistant on campus;
- Section 7.03 The Treasurer shall:
1. Prepare a budget with the guidance from the Finance Committees;
 2. Be held responsible for maintaining and adhering to an acceptable accounting system agreed upon by the Chapter;

3. 3. Prepare and submit monthly financial reports of the Chapter's financial position to the National Office, the Executive Council, and the brotherhood;
4. Appoint an assistant treasurer;
5. Collect and disburse the Chapter's funds with the aid of the Assistant Treasurer;
6. Supervise the efforts of all officers and committee chairmen in determining appropriate budgets;
7. Refuse to pay any expenditure incurred by an executive officer, a committee chairman, or one of its members without proper authority of in excess of the amount budgeted to the committee;
8. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book;
9. Chair the Finance Committee;

Section 7.04 The Secretary Shall

1. Keep an accurate account of all meetings of the Chapter and Executive Council;
2. Report all initiations to the Administrative Office within three days of initiation. This is to include record cards as well as fees.
3. Submit all necessary reports to the Administrative Office and care for the Chapter's correspondence;
4. Distribute membership shingles and other supplies;
5. Be responsible for all dealings with the yearly Chapter Composite;
6. Provide all written and verbal directions from the Administrative Office of Pi Kappa Phi, and those set forth in any manuals including the Gold Book;
7. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book.

Section 7.05 The Warden shall:

1. Keep order and attend the doors during all sessions of the Chapter;
2. Distribute and collect ballots;
3. Be held responsible for member education and shall instruct each new initiate on the Constitution and Bylaws;
4. Have the option to appoint an Associate Trainer from the Member Education Committee;
5. Have the option to appoint the Scholarship Chair from the active body at-large;
6. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book;
7. Serve as chairman of the Warden's Committee.

Section 7.06 The Historian shall:

1. Keep an accurate account of the history of the Chapter;
2. Care for a guest book to be signed by all guests to any official Chapter meetings;
3. Maintain a Chapter scrapbook;
4. Keep an accurate account of the history of the Fraternity and Chapter including:
 - a. Newspaper articles;
 - b. Minutes of meetings;
 - c. Important dates;
 - d. Social events;
 - e. Community Service;
 - f. Various other activities;
5. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book;
6. Serve as chairman of the Historian's Committee.

Section 7.07 The Risk Manager shall:

1. Handle all risk management for the Chapter.
2. Communicate with the university's advisors and IFC officials in order to verify Eta Chi is operating within risk standards.
3. Oversee social event risk, while also keeping in contact with the social committee members
4. Communicate with the National Headquarters of Pi Kappa Phi Fraternity in order to complete all risk management requirements.

5. Serve as the chairman of the Risk Manager's Committee.

Section 7.08 The Chaplain shall:

1. Be protector of the Ritual;
2. Conduct all religious exercises of the Chapter;
3. Direct the initiation of all members;
4. Be held responsible for the observance of Founder's Day;
5. Have the sole responsibility of safekeeping the Chapter's ritual equipment;
6. Appoint a Ritual sub-chairman;
7. Perform all the duties as provided in written or verbal directions from the Administrative Office of Pi Kappa Phi, the Executive Council, the Chapter, and those set forth in any manuals including the Gold Book;
8. Serve as the chairman of the Chaplain's Committee.

Article VIII – Executive Council

- Section 8.01 The Executive Council shall always, and under all circumstances, do what is in the best interest of the Chapter.
- Section 8.02 The Executive Council shall act as the administrative body of the Chapter.
- Section 8.03 The Executive Council shall be composed of the Archon, Vice Archon, Treasurer, Secretary, Warden, Historian, and Chaplain.
- Section 8.04 The Executive Council shall have the authority to appoint the following:
1. Standards Board Members with the approval of the standing Standards Board;
 2. Infracollegiate Council representatives;
 3. House of Student Representatives representatives;
 4. A Chapter House manager who will be responsible for the general appearance running order of the House. He will be responsible for seeing that all rooms, including the Chapter Room, are kept in order;
 5. Pi Kapp College, Supreme Chapter, and Mid-Year Leadership Conference attendants;
 6. Other various Pi Kappa Phi representatives.
- The Executive Council's appointments must be approved by a majority vote of the Chapter.
- Section 8.05 The duties of the Executive Council shall be:
1. Formulate and discuss plans to expedite Chapter meetings;
 2. Act on behalf of the Chapter in matters arising which require immediate attention;
 3. Discuss motions that will require attention at the following Chapter meeting;
 4. Review judgments set forth by the Standards Board;
 5. Be responsible, in conjunction with the Social/ Risk Management Committee, for the supervision of all official Pi Kappa Phi events.
 6. Hear all appeals of the Standards Board;
 7. Perform any other functions the Chapter deems necessary.
- Section 8.06 Five of the seven officers must be present for an Executive Council meeting to be held. Official Business must be approved by a majority vote of those officers in attendance.
- Section 8.07 The Executive Council shall meet at least once a week. These meetings will be open to all members as observers only. The Archon shall have the right to close Executive Council meetings to all observers at his discretion.

Article IX – Standards Board

- Section 9.01 The Standards Board shall set and maintain the standards of the Chapter pertaining to, but not limited to, individual behavior, conduct, and Chapter discipline
- Section 9.02 The Standards Board shall be composed of five brothers who shall:
1. Be an active brother in good standing with the chapter;
 2. Have a cumulative GPA of 2.8;
 3. Have been a member of the Chapter for at least two consecutive semesters;
 4. Be well respected within the majority of the active brotherhood;
 5. Have a solid record of integrity, honesty, and sound judgment.

Section 9.03 The members of the Standards Board shall be appointed by the Executive Council with approval of the standing Standards Board and a majority of the brotherhood by Chapter vote. Within the Standards Board there shall be:

A. Chief Justice who shall:

1. Preside over all hearings and meetings;
2. Be a liaison between the Standards Board and the Executive Council;
3. Write a report for every case and submit a copy to both the Scribe and the Executive Council within three days;
4. Prepare a transcript of procedures, of high importance and in which he sees fit, to be forwarded to the National Headquarters for review by the National Chancellor within fifteen days;
5. Shall present decisions of interpretations of the Constitution and Bylaws to the Chapter.

B. A Scribe who shall:

1. Be responsible for recording minutes of all meetings and hearings including testimonies;
2. Keep and maintain a file of formal complaint forms;
3. Add decisions regarding interpretations of the Constitution and Bylaws to an addition of the Bylaws entitled, "Decisions of the Standards Board."

C. A Sergeant-at-Arms who shall:

1. Be responsible for contacting the accused brother to notify of his appearance before the Board and decisions of the Board;
2. Be responsible for escorting the accused brother into the meeting;
3. Read the charge(s) filed against the accused member.

D. Two additional members.

Section 9.04 All members of the Standards Board shall serve until he:

1. Graduates, or;
2. Is elected to an Executive Office, or;
3. Misses more than one unexcused Standards Board meeting or one hearing of the Standards Board per semester, or;
4. Formally resigns by writing a letter to the Chief Justice and Executive Council, or;
5. Is removed from office for not being in good standing with the Chapter. A member of the Standards Board may be removed by either a three-fourths majority vote of the Chapter or unanimous vote of the Executive Council.

Section 9.05 The filing of a complaint must be made by an associate or an active within ten school days of the incident or the offense is invalid. This shall entail submitting a formal complaint in writing to the Sergeant-at-Arms and the Archon. Three of the five members of Standards Board must vote to hear the complaint before it can be brought to an official hearing. If the Standards Board votes to hear a complaint, then it must do so within fifteen school days of the original filing. The accused member must be notified no sooner than ten school days and no later than three school days prior to the hearing. During the hearing, the plaintiff will speak first followed by the defendant, the member accused of the wrong-doing. The Standards Board shall then proceed to a closed session where a decision will be made. The members involved will be notified of the decision in writing as soon as it is made.

In the case of an appeal of the Standards Board, the appeal must be filed in writing to the Executive Council within three school days of the decision. A unanimous vote of the Executive Council is required to overturn a Standards Board decision.

- Section 9.06 The hearing is confidential, unless the accused brother denies this allowance. Issues concerning the case should be discussed within the company of the Standards Board. Penalties will be communicated to the Chapter at the following Chapter Meeting when possible and approved by the Archon.
- Section 9.07 The ideal situation for brothers to discuss the complaint in a forum in which Ultimate Respect is shared. This includes the plaintiff notifying the accused brother of his complaint, and that he will be bringing him before the Standards Board with the defendant present.
- Section 9.08 If the accuser requests anonymity on the request form, his name will be withheld from the defendant. Furthermore, the accuser's testimony shall be taken in the absence of the defendant. If, after interviewing the accused brother, the Standards Board would like to ask additional questions of the complaint, the accused brother should be allowed the same opportunity. This preserves impartiality and the ethical standing of the Board.
- Section 9.09 A quorum of 80% Standards Board members must be at each meeting in order for business to be conducted.
- Section 9.10 All five members of the Standards Board must be present for a hearing to occur. 80% must agree for disciplinary action to be imposed. The Archon may take the place of an absent member.

Article X – Chairmen Requirements & Responsibilities

- Section 10.01 Chairmen shall serve one-year terms commencing in the Spring except the Intramural Chairman whose term shall run concurrent with the school year.
- Section 10.02 Brothers interested in becoming a chairman shall submit their names to the chapter at or up to one week following the chapter meeting where officers are elected. At the following Chapter meeting those candidates shall be required to speak and the chapter discuss in the same manner as officer elections. The chairman of each standing committee shall be voted on and approved by a majority of the chapter.
- Section 10.03 Committee chairmen shall be responsible for:
1. A list of goals that will be submitted to the Executive Council by the fourth Chapter meeting after Spring initiation. This list will include both short and long-term goals;
 2. Attend a monthly Committee Head Meeting (CHM) deemed by the Vice-Archon;
 3. Submitting a monthly report to the Vice Archon to provide an insight as to the direction of the committee and activities accomplished;
 4. Giving a weekly report to the brotherhood during Chapter meetings;
 5. Recruiting brothers as both voting and non-voting members;
 6. Delegating responsibilities to all committee members;
 7. Holding meetings as deemed appropriate to their respective committee;
 8. A budget that will be determined in cooperation with the Treasurer;
 9. All expenditures of the committee;
 10. Preparing and maintaining an operations manual to pass on to the next chairman.
- Section 10.04 Chairman shall have the option of serving on only the committee of which he is chair.
- Section 10.05 Any chairman resigning from office must notify the Executive Council one week prior to resignation. A newly appointed chairman shall be appointed by the executive Council and installed by the majority approval of the brotherhood.
- Section 10.06 Any chairman may be removed from office by:
1. A three-fourths vote of the Executive Council, or;
 2. A majority vote of the Standards Board, or;
 3. A three-fourths majority of the Chapter, or;
 4. By direction of the National Council, or;
 5. By no longer being in good standing with the Chapter.

Article XI – Committee Structure

Section 11.01 The committee structure shall be as follows:

Executive Committees:

1. Budget and Finance Committee
2. Warden's Committee
3. Historian's Committee
4. Chaplain's Committee

Standing Committees

1. Brotherhood/ Member Education Committee
2. Intramurals Committee
3. Push Committee
4. Rush Committee
5. Scholarship Committee
6. Social/ Risk Management Committee

The Standards Board shall not be referred to as a committee.

Section 11.02 The Finance Committee shall:

1. Prepare and present a full budget to the brotherhood for each semester at the second Chapter meeting of the Fall and Spring;
2. Be a committee designated as an extension of and an aid to the Treasurer;
3. Supervise all committee spending throughout the semester;
4. Be chaired by the Treasurer and assisted by the Assistant Treasurer.

Section 11.03 The Warden's Committee shall:

1. Be responsible for all associate membership education regarding Pi Kappa Phi Fraternity as accordance with the White Diamond and the Eta Chi Member Education Program.
2. Be responsible for sending an appropriate number of members to attend all Associate Member meetings;
3. Be chaired by the Warden and assisted by the Associate Trainer who shall be responsible for conducting all Associate Member meetings.

Section 11.04 The Historian's Committee shall:

1. Formulate and implement policies for the establishment of effective alumni relations programs;
2. Insure the database of Chapter alumni is kept current;
3. Perform a survey every two years of alumni addresses to insure that the whereabouts of all Chapter graduate members are known;
4. Produce an alumni newsletter at least once a semester;
5. Produce an annual Chapter publication;
6. Be the official Chapter correspondent to the *Star & Lamp*;
7. Maintain a yearly scrapbook in cooperation with the Historian;
8. Be responsible for all correspondence with all Fraternities and Sororities;
9. Be chaired by the Historian.

Section 11.05 The Chaplain's Committee shall:

1. Be responsible for the planning and performance of all rituals and sub-rituals;
2. Be chaired by the Chaplain and assisted by the Ritual Sub-Chairman.

Section 11.06 The Brotherhood/ Member Education Committee shall:

1. Be responsible for planning and coordinating at least one brotherhood activity per month;
2. Work closely with the Ritual Committee and the Chaplain;
3. Be responsible for the implementation of a Big Brother/ Little Brother Program and plan at least two activities for the program;
4. Be responsible for Chapter participation in all Journey programs.

Section 11.07 The Intramurals Committee shall:

1. Be responsible for the recruitment of brothers to field all Pi Kappa Phi teams;
2. Be responsible for the sign-up and payment of all teams;
3. Be responsible for attending all team captain meetings held by the university recreational sports department;
4. Be responsible for all Greek Week activities for the Chapter.

Section 11.08 The Ability Experience Committee shall:

1. Produce at least one annual fund raising program;
2. Be responsible for raising at least \$5000 annually;
3. Produce an annual report to TCU's administration to inform them on the accessibility of campus to physically disabled persons. This report shall be reviewed by the Executive Council prior to submission;
4. Be responsible for all community service events and approve all community service activity requests of members;
5. Coordinate individual member community service requirements;
6. Provide information and sign-up opportunities to the brotherhood regarding Ability Challenges, Ability Experience Camps, "Gear-Up Florida," and the Journey of Hope.

Section 11.09 The Rush Committee shall:

1. Create and enact a recruitment program;
2. Collecting and evaluating recommendations;
3. Securing dates and establishing formal Rush locations and supplies;
4. Plan all Rush activities;
5. Coordinate brothers to attend informal and formal Rush events;
6. Extend bids for membership to potential new members with a minimum high school/previous-year grade point average of 3.0

Section 11.10 The Scholarship Committee shall:

1. Be responsible for the academic integrity of the Chapter;
2. Be responsible for the establishment of mandatory study hours;
3. Work closely with the Member Education committee and the Academic Coach;
4. Prepare and maintain a test file and keep care of all Chapter study facilities;
5. Be responsible for the Chapter Library;
6. Enforce the academic probation policies in conjuncture with the Standards Board

Section 11.11 The Social / Risk Management Committee shall:

1. Review and revise the Risk Management policy for both the National Fraternity and the Eta Chi Chapter every semester;
2. Be responsible, in conjunction with the Executive Council, for the supervision of all formal Pi Kappa Phi social events in accordance with the Risk Management policy of the National Fraternity and the Eta Chi Chapter;
3. Correspond with the National Pi Kappa Phi office in regard to any change of policies that will affect this Chapter;
4. Be responsible for the care and replacement of all House equipment connected with social events;
5. Report any members assumed to be in violation of Risk Management policies to Standards Board;
6. Prepare a tentative social calendar at the beginning of each semester to be submitted at the third Chapter meeting for a brother majority approval;
7. Oversee all social event activities within the Chapter;
8. Be dictated by the financial status of the Chapter as set forth by the Treasurer;

Section 11.12 The Archon with the approval of the Executive Council shall have the authority to establish any ad-hoc committees he sees fit to establish such as Homecoming Chairman, sorority philanthropy chairmen, etc.

Section 11.13 The House CRA Shall:

1. Be defined as: An active brother in good standing with the chapter and who resides in the House for the duration of the semester in which he is elected.
2. The Duties of the House Manager:
 - a. The upkeep/cleaning of the chapter room and the making and enforcement of a cleaning schedule.
 - b. Use the house budget toward improvements upon approval of the treasurer.
 - c. Responsible for storage room and closet cleanliness
 - d. Responsible for maintain fraternity housing with TCU including the filling of all beds as stated in our current contract at that time.
3. Room assignments are based on:
 - a. Current residents get first pick based on initiation number average. (ex. 110 get pick over 120)
 - b. Triple rooms are first come, first serve with 3 members. The group with the initiation average closest to 0 gets 1st pick and so on.
 - c. The Archon and C.R.A. will have set rooms, with an option for a roommate.
 - d. Active members who have not yet lived in the wing, who do not have a lease/renting contract will be asked to move in.
 - e. Then actives/associates living in adjacent wing or other dorms that have not fulfilled the mandatory 1 semester of living in the house will be asked to move in.
 - f. Those associates who can move in the wing will have choice of rooms last, but will be determined by weekly test grade averages given by the Warden's Committee. The best averages get first pick of rooms remaining.
 - g. If the housing contract has not yet been fulfilled, the member required to fill the vacancy will be determined by classification first and initiation number second. (ex. A sophomore is required to fill the spot before a junior regardless of initiation number, and the most recently initiated sophomore has the first responsibility)
 - h. TCU students who are not associated with Pi Kappa Phi Fraternity will not be allowed to reside in the wing unless mandated by Residential Services.
 - i. Adjacent Wing does not count towards the mandatory 1 semester of living in the Wing.
4. Exemptions:
 - a. If an associate coming into the chapter already has a lease/renting agreement off campus, then they are exempt to the 1 semester of living in the wing as stated in the by-laws.
 - b. If an active in the chapter has already been accepted into the on-campus apartments, they can forego the 1 semester of living in the wing.

Article XII – Meetings

Section 12.01 Robert's Rules of Order, where not inconsistent with these Bylaws, the Chapter or National Constitution, or the Supreme Laws of Pi Kappa Phi shall govern all meetings.

Section 12.02 Both Chapter meetings and Associate meetings shall be held once a week during the regular school term. Exceptions can be made by the Executive Council.

Section 12.03 Associates will be required to attend Associate meetings and Chapter meetings. Associate members may only stay for the Executive Reports, Chairman Reports, Ad-Hoc Reports, and announcements. They will then be dismissed from the Chapter Meeting by the Archon.

Section 12.04 The order of Chapter meetings shall be as follows:

1. Invocation and Roll Call
2. Executive Officer Reports
3. Chairman Reports
4. Ad Hoc Reports

5. New Business
6. Old Business
7. Announcements
8. Pass the Gavel (time permitting)
9. Adjourn

Section 12.05 At least one Chapter meeting a month shall be a formal meeting. Brothers shall wear attire decided upon by the brothers and be admitted according to the ritual of the fraternity. If the brother is not dressed appropriately, the Warden shall not admit him into the meeting, causing him to be either late or have an unexcused absence. Only initiated brothers are allowed to attend Formal Chapter meetings.

Section 12.06 All brothers and associates knowing in advance that they will be unable to attend Chapter meeting will be required to notify the Secretary in writing six hours before meeting. Associates must likewise notify the Associate Trainer for Associate Meetings absences. Absence policy is as follows:

1. An excused absence will be determined by the discretion of the Secretary;
2. A second unexcused absence will result in a \$10 fine;
3. A third unexcused absence will result in an additional \$10 fine and loss of social privileges for the next party, this is not construed to mean a mixer;
4. A fourth unexcused absence will result in a loss of social privileges, and an appearance before the Standards Board.

Section 12.07 Any member who arrives at either Chapter or Associate Meetings after roll call has been read will be considered tardy unless they have notified the Secretary in writing six hours before the meeting. Two tardies will result in an unexcused absence.

Section 12.08 Any members displaying excessively disorderly conduct shall be removed from the meeting by the Warden.

Section 12.09 Any member who leaves either Chapter or Associate Meetings early must notify the secretary of his departure in advance. Three of these early departures without notification will result in an unexcused absence.

Article XIII – Voting

Section 13.01 Voting privileges will be given to those in good standing with the Chapter. Only brothers may vote during Chapter meetings, likewise only associates may vote during Associate meetings. A simple majority of a quorum will be required to transact business.

Section 13.02 A simple majority of those brothers who have active voting membership will be required to meet quorum. Any business transacted at a meeting where quorum is not met will be considered void.

Section 13.03 A two-thirds vote of those brothers in attendance will be required in which:

1. The Bylaws are amended, or;
2. The Constitution is amended, or;
3. The Budget is approved, or;
4. A delegate to the Supreme Chapter is chosen.

Section 13.04 In voting secret ballot, the vote shall be inspected by the Warden and the Secretary.

Article XIV – Finances

Section 14.01 Each term's budget shall be drawn up the previous term by the Treasurer with the assistance of the Chapter's Financial Advisor. Upon the approval of the Finance Committee, the budget must be approved by a two-thirds vote of the Chapter. The budget may be changed at the discretion of the treasurer and Executive Council as needed during the course of the semester.

- Section 14.02 Dues are set for the forthcoming year as provided in the budget, and they may later be changed at any time by a two-thirds vote of the Chapter.
- Section 14.03 Every member of the fraternity shall be held fully responsible for their financial responsibility to the Chapter as described by Supreme Law during their entire membership. Exceptions may be made each semester for those brothers enrolled in exchange programs.
- Section 14.04 At the beginning of each term, the Treasurer shall submit a payment plan to the Chapter to be signed by each member in the Chapter. This shall occur no later than the second Chapter meeting of each semester. If a brother cannot follow the payment plan laid out by the Treasurer, special arrangements can be arranged with the Treasurer. The member must still sign a special contract outlining specific dates of payment. Dues must be paid on the date they are due. For each day payment is late, two dollars will be added to the amount that is due. In addition, members that:
1. Are 8-15 days late in payment will have an additional \$10 mandatory fine;
 2. Are 16-30 days late will lose his social privileges as deemed by the Executive Council;
 3. Are over 30 days will lose all social privileges and appear before the Standards Board.
 4. Any member with an outstanding balance at the end of each semester shall be considered not in good standing with the Chapter until the balance has been paid unless exceptions have been made with the Treasurer.
- Section 14.05 All payments must be given either to the Treasurer or the Assistant Treasurer.
- Section 14.06 The Initiation Fees must be paid immediately prior to the formal ceremony. The Treasurer will notify prospective initiates along with the Warden's Committee to see that they understand the amount and due date of fees. An associate may not be initiated into the brotherhood as long as the associate has an outstanding balance with the Chapter. No exceptions will be made in this case.
- Section 14.07 All brothers are liable for all Chapter debts uncured to them without authorization of the Chapter, the Treasurer, or the Executive Council.
- Section 14.08 The financial records of the Chapter shall be reviewed by the Chapter Financial Advisor at least twice a year. They must be audited one month following the election of the new Treasurer. The financial records must be audited by a Certified Public Accountant every two years.
- Section 14.09 Seven percent of the Chapter's intakes shall go directly into the savings fund.

Article XV – Fines & Assessments

- Section 15.01 All members are individually held financially responsible for any damage they may cause to the Chapter House or its contents. Depending on the circumstances involved, the Executive Council may agree to split the costs incurred.
- Section 15.02 Any member who causes a fine to be placed on the Chapter shall be held liable to the Chapter for the full amount of the fine.
- Section 15.03 Any fine imposed by the Executive Council must be followed by the Fine Policy of the Eta Chi Chapter.
- Section 15.04 All events which are deemed mandatory by the Archon and the Executive Council at least three weeks prior to the event shall carry a fine for unexcused absences. This fine shall be determined by the Executive Council and approved by the Standards Board.
- Section 15.05 Any member who discussed, shares, or reveals any information discussed at either an Associate Meeting or Chapter Meeting will be immediately sent to the Standards Board where a \$100 fine will be recommended. Any member who misses a formal ceremony, such as Initiation or a Pi Kappa Phi chapter retreat, without a valid excuse in writing to the Secretary 24 hours beforehand, will be required to pay a \$50 fine.

Section 15.06 All members wishing to appeal their fines shall follow the proper procedure outlined by the Fine Policy. All fines must be paid to the Treasurer.

Section 15.07 All fines not listed will be set by the Standards Board.

Article XVI – Customs & Traditions

Section 16.01 The Chapter shall conduct a retreat for the entire membership during the Spring semester of each year. The retreat shall be held off campus with the purpose of setting planning goals, solving problems, brotherhood bonding, and other topics as determined. A Fall retreat is highly recommended for the brotherhood.

Section 16.02 National Founder’s Day will be observed on the tenth of December every year.

Section 16.03 The Chapter’s seniority of members will be determined by the lowest initiation number.

Section 16.04 The Charter shall always remain on display in the Chapter Room or living area of the House.

Section 16.06 The Fraternity shall purchase an engraved gavel for each Archon’s permanent possession.

Section 16.08 The Chapter shall have authority to appoint a Pi Kappa Phi Princess when deemed necessary throughout the year. The Pi Kappa Phi Princess shall be awarded to a female who has contributed in some way to the Chapter. The Chapter shall present her a rose and the “Rose of Pi Kappa Phi” will be sung to her by the brotherhood at a specified Chapter Meeting. At the end of the year, one special lady will be chosen by the Chapter as the Rose Queen of Pi Kappa Phi. This award shall be given with special care and respect to a lady who has contributed greatly in several ways to the betterment of the Eta Chi Chapter of Pi Kappa Phi Fraternity. The Rose Queen shall receive a dozen roses and be invited to the annual Rose Ball at the end of the Spring Semester. A plaque honoring the Rose Queens shall be kept in the chapter room throughout the year

Section 16.09 There shall be a “Pi Kapp Brother of the Year” award given at the end of the year to a brother who exemplifies the ideals of the Eta Chi Chapter. This will be voted upon by all the brothers and presented at the senior candle pass. An “Associate of the Year” award will also be given, voted on by both Associates and Actives. This award will be given at the time of Initiation and presented properly by the Ritual Committee. In both instances plaques will be given.

Section 16.10 The Chapter shall also vote on and present the “Dwayne K. Todd Outstanding Alumni” award to an alumni who has demonstrated support, assistance, and leadership in all areas of fraternity life to the undergraduate Chapter. This award should be presented at the Founder’s Day Banquet or Homecoming activities. This award is intended to be given on an “as deemed necessary” basis and shall be treated with the utmost respect.

Section 16.11 The Chapter shall also recognize the seventh day of March as the Founder’s Day for the Eta Chi Chapter. This day is to be honored in a manner the Chapter sees fit, making sure to refer back to the original ideals and foundations of this Chapter – as listed in the Chartering Brochure.

Section 16.12 The brotherhood is strongly encouraged to create new traditions of its own that comply with the ideals and foundations of the fraternity.

Article XVII – Amendments

Section 17.01 Cumulative grade point average shall mean cumulative grade point average of all classes taken at TCU.

Section 17.02 The Eta Chi Code of Conduct is to be considered part of these Bylaws, and any infraction of the Code will be dealt with by the Standards Board.

- Section 17.03 Article IV, Section 4.01, 2 read: Achieve at least a 2.5 cumulative grade point average, or have a 2.8 grade point average for the previous semester of taking at least 12 hours to become eligible for admittance into the brotherhood;
- Article IV, Section 4.01, 2 now reads: Achieve at least a 2.667 cumulative grade point average, or have a 3.0 grade point average...
- Amendment made in response to Nationals raising its grade point average to 2.5. A cumulative grade point average of 2.667 accommodates to the university's plus-minus system.
- Section 17.04 Article IV, Section 4.03, 2 read: Maintain at least a 2.5 cumulative grade point average or have received at least a 2.8 grade point average for the previous semester taking at least 12 hours.
- Article IV, Section 4.03, 2 now reads: Maintain at least a 2.667 cumulative grade point average or have received at least a 3.0 grade point average...
- *See explanation above
- Section 17.05 Article VI, Section 6.03 read: To qualify for office, a brother must be a member of the Fraternity in good standing and have a cumulative grade point average of 2.5
- Article VI, Section 6.03 now reads: To qualify for office, a brother must be a member of the Fraternity in good standing and have a cumulative grade point average of 2.667
- *See explanation in Section 17.03
- Section 17.06 Article XI, Section 11.13, 3,G read: If the housing contract has not yet been fulfilled, actives with the lowest initiation number who have not lived in the house will be ordered to fill the wing.
- Article XI, Section 11.13, 3, G now reads: If the housing contract has not yet been fulfilled, the member required to fill the vacancy will be determined by classification first and initiation number second. (e.g. A sophomore is required to fill the spot before a junior regardless of initiation number, and the most recently initiated sophomore has the first responsibility)
- Amendment made in response to the university's policy requiring sophomores to live on campus. It is more feasible and reasonable to have the house filled with sophomores before juniors.
- Section 17.07 Academic Probation Policy (referred to Section 4.03):
- If an active member loses good standing due to not meeting academic standards, he will be placed on academic probation. Probation will not entail any punishment until the University releases U-Grades the subsequent semester. If the member on probation receives a U-Grade, he is to receive a social violation and miss the next social event. If the member does not receive a U-Grade, he will remain on probation without receiving a penalty. If the member on probation earns a satisfactory GPA at semester, he will be off academic probation. If the member does not meet academic standards, he will remain on academic probation and receive another social violation. The process is to be repeated the subsequent semester.
- The policy is to be enforced by the Scholarship Chair in conjuncture with the Standards Board.
- Section 17.08 The following amendment, which shall become section 17.08, will apply to the Alpha Gamma class and all following classes. Section 17.07 will continue to be active for all brothers initiated in and before the spring semester of 2013:
- There shall be no discussion of an associate member's letter and/or numerical grade in any academic course during the vote for initiation. However, character traits pertaining to academic aptitude can be discussed.

After the first semester of failing to maintain a 2.67 cumulative GPA, an active member shall lose one social event of their choosing. He shall meet with the Scholarship Chairman to develop an academic improvement plan within the first 14 class days of the semester.

The academic improvement plan will specify the campus resources to be utilized in improving the member's GPA, as well as the frequency with which these resources are to be used. Additionally, the academic improvement plan will require, at a minimum, 10 documented library study hall hours per week. Failure to meet with the Scholarship Chairman, to comply with the conditions of the academic improvement plan, or to complete the required library study hall hours shall result in the case being referred to the Standards Board for further adjudication.

After the second consecutive semester of failing to maintain a 2.67 cumulative GPA, an active member shall lose the following privileges: voting privileges, Big Brother privileges, social privileges, and intramurals. He shall meet with the Scholarship Chairman to develop an academic improvement plan within the first 14 class days of the semester. The academic improvement plan will specify the campus resources to be utilized in improving the member's GPA, as well as the frequency with which these resources are to be used.

Additionally, the academic improvement plan will require, at a minimum, 10 documented library study hall hours per week. Failure to meet with the Scholarship Chairman, to comply with the conditions of the academic improvement plan, or to complete the required library study hall hours shall result in the case being referred to the Standards Board for further adjudication.

After the third consecutive semester of failing to maintain a 2.67 cumulative GPA, an active member shall be reclassified to alumni status and prohibited from attending any events hosted by the chapter until he graduates from TCU or discontinues his course of study,

unless the event is open to all alumni members of the Eta Chi Chapter.

Section 17.09 A minimum high school/previous university GPA of 3.0 is required for the rush committee to extend a potential new member a bid to membership.

Section 17.10 In compliance with the National Headquarters' recommendation, Risk Manager will now be an executive office to be held and elected as such.