

The Epsilon Gamma Chapter of
Beta Theta Pi
Central Michigan University
Updated: May 01, 2011

Constitution

May 01, 2011

Article One – Name & Purpose

Section 1: The name of this Fraternity shall be the Epsilon Gamma Chapter of Beta Theta Pi

Section 2: The purpose of this Chapter is to live and grow according to these bylaws, according to the Code of the Epsilon Gamma Chapter, according to the Constitution of The Beta Theta Pi Fraternity, and according to the Ritual and principles that all Betas ought to stand for.

Section 3: An RSO may not discriminate on the basis of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight. However, social fraternities and sororities may select members based on gender. (See Regulations under Title IX of the Education Amendments of 1972) [20 U.S.C. §1681, Article 6(A)]

Article Two – Structure

Section 1: Beta Theta Pi consists of three branches that make up Epsilon Gamma. They are: the Executive Board, the *Kai* Committee, and the Chapter. All three branches work together through a system of checks and balances make up Epsilon Gamma.

Section 2: The Executive Board shall be made up of eight officers ranked accordingly: President, Vice President, Treasurer, Pledge Educator, Recruitment Chairmen, Ritual Chairmen, Risk Manager, and Secretary.

Section 3: The *Kai* Committee shall consist of one representative from each class standing, the Risk Manager, and be headed by the Chief Justice of *Kai* Committee.

Section 4: “The Chapter” consists of all active voting members of the Epsilon Gamma Chapter.

Article Three – Membership & Privileges

Section 1: PRIVILEGES – The privileges of voting and running for office (Executive or *Kai* Committee) shall be limited to those members without outstanding balances or sanctions from previous semesters and those members not on academic suspension as determined by our Academic Assistance Plan.

Section 2: MINIMUM MEMBERSHIP REQUIREMENTS – Every active member must meet the minimum requirements established by the Epsilon Gamma Standards of Membership.

These standards are as follows:

- I will maintain a 3.0 cumulative GPA, and will actively strive to cultivate my intellect through the many avenues afforded to me.

- I will honor the seven obligations that I have sworn to uphold – most notably that I will remain urbane in deportment and courteous in expression, thereby maintaining my character as well as the dignity of Beta Theta Pi.
- I will attend all weekly Chapter meetings in their entirety and brotherhood events when scheduled with two weeks notice.¹
- I will attend all house cleanings.²
- I will pay my fraternity dues by the second week of the semester or 7th week on a payment plan. (Unless otherwise discussed with the current Treasurer.)
- I will perform at least 10 hours of community service per semester and report them to the Historian by April 15th at noon.
- I will fulfill the requirements of my position within the fraternity while striving to go above and beyond with all I do.
- I will actively participate in 90% of all recruitment events with class and other campus involvements being the only exception.
- I will attend all Rituals provided there are no unavoidable conflicts.¹
- I will attend at least one Beta Theta Pi Leadership Development Program throughout my tenure at Central Michigan University and strive to grow as a leader in all ways possible.
- I will attend the Kickoff and Mid-Year retreat in their entirety.
- I will sign and adhere to the Risk Management policy of Epsilon Gamma Chapter.
- I am to provide written documentation if I am to miss any mandatory fraternity event, three days in advance.
- I will respectfully adhere to any sanction or punishment deemed appropriate by the *Kai* Committee
- All graduating Brothers will be reviewed by the *Kai* Committee once a term

¹Each member will be allowed two unexcused absences from Chapter Meetings, Ritual and Brotherhood events per semester. If you break this rule you will be sent to *Kai* and lose voting rights for the semester.

²Each member will be allowed one excused absence from house cleanings per semester

Section 3: Academic Policy – Every Spring semester, along with approval the constitution, the scholarship chairman will submit any changes to the academic policy currently in place, and all members shall abide by the revised policy.

Article Four – Meetings & Quorum

Section 1: Regular meetings of this Chapter shall be held each week during the school year. The purpose of the Chapter meeting is to inform the members of the workings of the Chapter through committee and Executive Board reports. This is the only time all week that everyone in the Chapter is present, and it should be an anticipated event.

Section 2: Special (unannounced) outside of the regularly scheduled Chapter meetings. Chapter meetings may be called by the President, the Executive Board, or by two-thirds (2/3) of Chapter members in good standing.

- Section 3: A quorum shall consist of two-thirds (2/3) of members with voting rights for the transaction of all business at any regular Chapter meeting. Two-thirds (2/3) of members with voting rights shall constitute quorum for all special Chapter meetings. Any meeting that involves removing a member from office or a member from the roll requires 85% of the members with voting rights to constitute a quorum.
- Section 4: Chapter meetings are to follow Robert's Rules of Order. The Ritual Chairmen shall keep the Chapter in line at all meetings.
- Section 5: Meetings shall begin promptly at the scheduled time and shall be conducted in an orderly manner. Each member shall be recognized by the President before addressing the Chapter. This procedure is to be strictly enforced.
- Section 6: The dress code for all regular Chapter meetings shall be pin attire (collared shirt, khakis, and/or badge; no shorts or sandals), unless otherwise decided upon for a particular meeting due to other circumstances. There is no dress code for informal meetings, but all other rules apply. If you are not dressed as described as above, you will be asked to leave the Chapter meeting, thus resulting in an unexcused absence.
- Section 7: Formal meetings are to be held once a month to reiterate the Ritual. Dress code at formal meetings shall be shirt and tie with badge on.
- Section 8: The President may schedule an "Eye of Wooglin" when he deems necessary, which must include all Chapter members, and may include General Fraternity officers and alumni.
- Section 9: All business voted on by the Chapter, (excluding amendments to the Epsilon Gamma Code, by-laws, and bid of membership) requires a two-thirds majority for a motion to pass, unless otherwise stated in the constitution or by-laws.

The Epsilon Gamma Chapter of
Beta Theta Pi
Central Michigan University

By-Laws

May 01, 2011

Article One – Officer & Chair Positions

Section 1: These officers are to be elected by a simple majority of active members, present and voting, at a regularly scheduled meeting:

- A. President
- B. Vice President
- C. Treasurer
- D. Pledge Educator
- E. Recruitment Chairmen
- F. Ritual Chairmen
- G. Risk Manager
- H. Secretary

Section 2: Voting shall be done by secret ballot, unless otherwise agreed upon, and if there are more than three (3) people running for an office, the top two (2) vote getters will then be re-discussed and re-voted on, unless there is a clear majority and the winner receives more than 50% of the vote. On election night, all nominees for each office being discussed must leave the room and come in one by one and give a five minute speech for President and three minutes for all other positions about ideas, changes, and qualifications. After each nominee for a particular office has spoken, all nominees remain outside while the Chapter discusses the good and bad points for each nominee. This is a crucial time for the Chapter because members are forced to put down any favoritism that one may have for a nominee and determine how well each nominee will fill the necessary position.

Section 3: By the first Sunday in December, nominations for the Executive Board offices and chair positions will be open to the Chapter, and nominations will continue into the next week, which will be elections. The new officers will be installed at the first meeting of the year (typically the first weekend in January)

Section 4: If a nominee loses his election, he is automatically eligible as a nominee for the next office to be considered. The order of elections shall be (1) President, (2) Vice President, (3) Treasurer, (4) Pledge Educator, (5) Recruitment Chairmen, (6) Ritual Chairmen, (7) Risk Manager, (8) Secretary

Section 5: In the event of an emergency in which an Executive Board office becomes vacant, the President will appoint a member to fill a vacant position, who must then be confirmed by the Executive Board, until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.

Section 6: OFFICER TRAINING AND TRANSITION - On the Friday of finals week in May, the Executive Board will have an officer retreat to discuss the failures and successes of the spring semester, as well as ideas for the upcoming fall. On the last weekend before finals in December, the old and new officers will have an officer transition retreat to discuss duties, successes, failures, and ideas for the upcoming

calendar year. This is vital to the transition of officers and to the Chapter's consistency from year to year. There will be a time slot at each retreat that is open to all Chapter members and alumni with concerns, questions, and comments.

Section 7: All chair positions are appointed by the Vice President. Proposals for a chair position are due one week following Election Day so that the Vice President can appoint them at the first meeting of the calendar year. The Executive Board will approve the cabinet positions before finalized. If a Brother is not selected for a specific chair, he will automatically be considered for all other chair positions. These chair positions are:

- A. Chief Justice of *Kai* Committee
- B. Scholarship Chairman
- C. Social Chairman
- D. Intramural Chairman
- E. Philanthropy Chairman
- F. Chorister
- G. Alumni Relations Chairman
- H. Public Relations Chairman
- I. Historian
- J. House Manager
- K. Fundraising Chairman
- L. S.G.A. Representative
- M. I.F.C. Representative
- N. Greek Week Representative
- O. Apparel Chairmen
- P. Parent Relations
- Q. Leadership Development

Section 8: Removal of any chairman is done so by the Vice President, with approval from the Executive Board. They will then appoint someone to fill the vacant position.

Section 9: By virtue of his position, the President will be the Chapter's official delegate to the General Convention.

Section 10: In the case that the Chapter President is unable attend; the Chapter may move to vote to select a member from the Epsilon Gamma Chapter to represent us at the General Convention that year. The member must be with voting rights with no outstanding balances. The Epsilon Gamma Chapter will pay for the delegate. The elected member will be required to attend all functions at the General Convention.

Section 11: The purpose of each chairman is to coordinate the workings of a committee and to inform the Chapter on committee activity at meetings. Meetings must be at least bi-weekly, and it is the responsibility of Chapter members with suggestions or concerns to attend the committee meetings. Personal discussions about the workings of a committee are to be discussed at the committee meetings, not in the Chapter meetings. If a Chapter member has a problem with the workings of a committee and the member has had no success with attending the committee meetings, he can present his problem to the Executive Board. The Executive Board will try to compromise with the committee chairman (if they deem necessary). The Executive Board can bring discussion in front of the Chapter if they feel Chapter input is needed.

Article Two – Finances

Section 1: Dues shall be collected from each member to fulfill the financial obligations of the Chapter and shall be payable as provided by the treasurer. Each member is obligated to the dues established by the general fraternity. The rest of the membership dues are set each year by the treasurer and announced at the fall kickoff meeting.

Section 2: No Chapter funds shall be used to purchase alcoholic beverages.

Section 3: Bills will be rendered at the beginning of each semester and must be paid in full by the end of the semester. If the Chapter dues are not paid in one lump sum, the member will be put on a payment plan. This will be a monthly or bi-weekly payment broken down to equal payments. Any member who has not paid by the due date will be brought before the *Kai* Committee by the Treasurer for sanctions to be decided upon.

Section 4: All bills shall be paid by check or cash, to the Treasurer. Chapter Approval of the President and Treasurer shall be necessary for any purchase in excess of \$300.

Section 5: All previous balances must be paid by each member as soon as possible. By the end of the second week of school, every member must have a previous balance under \$100, or that member will be considered inactive and not be allowed to participate in Beta functions (i.e. sports, socials, brotherhoods) until the balance from the previous semester is under \$100.

Section 6: In the event of dissolution, all Chapter funds will be given to the Beta Theta Pi Foundation to be put to use in furtherance leadership development.

Article Three – The Executive Board

Section 1: The purpose of the Executive Board is to facilitate the operation of the Chapter, to aid in the control of its finances, to prepare business in order that Chapter meetings may be as orderly and as effective as possible, and to provide in all other ways possible for the businesslike administration of Chapter affairs and policies.

Section 2: The Executive Board shall consist of eight voting members: President, Vice President, Treasurer, Pledge Educator, Recruitment Chairmen, Ritual Chairmen, Risk Manager, and Secretary

Section 3: The Executive Board will meet weekly to conduct business. The meeting is open to all active members, but they are not granted voting permission.

Section 4: All findings and proceedings of the Executive Board shall be reported to the Chapter.

Section 5: The Executive Board has the power to conduct any business without consulting the Chapter if and only if a situation arises where the consent of the Chapter is not needed or is inconvenient. (i.e. summer vacation or any situation that is in direct violation of the standards of the university, local Chapter, or general fraternity and must be taken care of accordingly.) Actions must be expressed in writing to the Chapter within 48 hours of the meeting, along with reasoning as to why the Chapter was left out of the matter.

Section 6: If a Chapter member feels that a member of the Executive Board is not fulfilling his duties and should be removed, then that member should go to a member of the Executive Board and explain his reasons.

Section 7: If the Executive Board votes, by simple majority, to bring the officer in front of the Chapter, then it will take a 75% Chapter vote to remove the Brother from office.

Section 8: All representatives from the Executive Board (unless excused) are required to be present at all ceremonies and Chapter functions, including pledge education meetings.

Section 9: The Executive Board is in charge of coordinating the Men of Principle Kick Off Weekend every fall.

Section 10: Members of the Executive Board must maintain a rolling two semester GPA of 3.0 on a 4.0 scale or higher to serve on the Executive Board. Failure to do so will result in your position being called before the Chapter for removal from office.

Article Four – The *Kai* Committee

Section 1: The first purpose of the *Kai* Committee is to provide self-governance within the Chapter through education and to hold members accountable for any action that violates local bylaws, general fraternity policies, university codes, state and local laws, and most importantly Beta Theta Pi Ritual.

Section 2: BROTHERHOOD COMMITTEE—The second purpose of the Committee is to serve as the Brotherhood Committee. The *Kai* Committee is in charge of formulating brotherhood events.

The Brotherhood Committee has the following duties:

- To set up three large alcohol free brotherhood events per semester. (i.e.: paintball, laser tag, putt-putt, card tournament, golf outing, etc.)
- To set up and encourage smaller events that will aid in constantly improving the brotherhood of the Epsilon Gamma Chapter.

Section 4: The *Kai* Committee consists of six members, made up of the Chief Justice of *Kai* Committee, the Risk Manager and a member from each class standing. An Alumnus is eligible to be the senior class representative. The official class representative votes in the meetings while the alternate steps in when the representative cannot perform his duties (The President is the Alternate for the Chief Justice of *Kai* Committee) The four representatives from each class vote and the Chief Justice of *Kai* Committee votes in the case of a tie. The Chief Justice of *Kai* Committee appoints each *Kai* Committee member, and the appointment process follows the Executive Board voting process. *NOTE: The Freshman member of the committee will serve as the secretary, and will take minutes on each meeting and present the minutes to the Chief Justice of Kai Committee documentation.*

Section 5: The *Kai* Committee members must be respected active Brothers with voting rights with no more than one *Kai* Committee violation in the past that exceeded the second step, or more than four violations of lesser degree. Once a member exceeds his violation limits, he is no longer eligible to serve on the committee. If he is on the committee, he will be removed and a new member will be elected to join the committee. The *Kai* Committee members are not on the committee to make personal decisions about situations, they are there simply to uphold our bylaws and Ritual. *Kai* Committee members have to look past friendships and focus on their purpose described in Section 1 in order to hold members accountable in the best ways possible.

Section 6: If a member of the *Kai* Committee or a member of the Executive Board feels a member of the *Kai* Committee should be removed, the Executive Board votes, by simple majority, to decide whether or not to call a vote in front of the Chapter to remove the *Kai* Committee member. If the Executive Board votes to bring a *Kai* Committee member in front of the Chapter for removal from the committee, then it will take a two-thirds (2/3) Chapter vote to remove the member from the *Kai* Committee. *Kai* Committee members should always set good examples of themselves in accordance with our Ritual and bylaws. Any *Kai* Committee member that is deliberately going against standards set forth in the bylaws and Ritual of this fraternity should be considered for removal.

Section 7: The *Kai* Committee shall meet at least bi-weekly, and any member may be requested to attend. In order for a *Kai* Committee meeting to take place there must be at least 4 members present (one representative from each class standing), not including the chairman.

Section 8: CASE RECOMMENDATIONS –In order for a case to be heard by the *Kai* Committee, it must be recommended to either the Chief Justice of *Kai* Committee, to any *Kai* Committee member, or to the President. Cases may be recommended to the *Kai* Committee by the following:

- A committee member seeing a potential problem or being witness to a situation which is a violation of policy
- An initiate who has a personal complaint or Chapter concern
- A Chapter member who has a personal complaint or Chapter concern

WHEN A PERSON IDENTIFIES A CASE AND BELIEVES A MEMBER OR MEMBERS SHOULD BE BROUGHT IN FRONT OF THE KAI COMMITTEE THAT PERSON'S IDENTITY WILL BE KEPT IN STRICT CONFIDENTIALITY UNLESS THE PERSON AND KAI COMMITTEE (COLLECTIVELY) FEELS HIS IDENTITY NEED NOT BE KEPT CONFIDENTIAL.

Section 9: STEPS OF ACTION—(1) The *Kai* Committee meets to decide whether or not a case should be heard. If a case is to be heard, they meet and discuss both the problems and appropriate forms of action. (2) If necessary, the committee will ask for the individual(s) involved to address the committee, stating their sides of the situation. (3) After the committee has heard all information, appropriate action or sanctions should be taken. (4) It is essential that all actions of the committee be documented for future reference. Previous case precedence should be followed as a matter of consistency, but it is not required. (5) The committee will update the member(s) that brought the situation to the *Kai* Committee in order to explain to them the reasons for the decision.

JUST BECAUSE A MEMBER IS CALLED TO THE KAI COMMITTEE, IT DOES NOT MEAN THAT HE IS BEING ACCUSED. IT SIMPLY MEANS THAT HIS SIDE OF THE STORY IS REQUESTED.

Section 10: How negatively Brothers actions have affected the well being of the house and how contradictory the actions are in accordance to the Ritual and bylaws should determine the severity of his punishment. If a member violates a third or fourth step *Kai* violation, as outlined in the Epsilon Gamma Code, then the *Kai* Committee has the authority to enforce any sanction they deem necessary. If a member is continuously violating first or second step *Kai* violations, then a member of the Chapter can move to hold a Chapter vote to remove a member from the roll. In this case, it requires a 70% majority of voting Chapter members to remove a member from the roll.

Section 11: There are four different steps of violation of the *Kai* Committee. The first step involves violations that bring minute consequences, while the fourth step involves violations that are extremely severe and can have consequences that can destroy the Chapter. The violations of each step are outlined in the Epsilon Gamma Code, and the *Kai* Committee must use good discretion to place any violation not clearly stated under each step.

Section 12: APPEAL PROCESS--The *Kai* committee speaks for the Chapter and handles problems internally, and the committee's decisions are to be respected and not taken personally. The *Kai* Committee's decision can be appealed to the Executive Board. The Executive Board hears the side from the member(s) given the sanction, and then they hear an explanation from the *Kai* Committee. The Executive Board must decide whether or not the sanction given by the committee is justified, due to violations of the party in question. If the Executive Board feels the *Kai* Committee unjustly sanctioned a member, by a vote of 5 out of 8 members of the Executive Board, then the appeal is accepted. Then the Executive Board comes up with an amendment to the *Kai* Committee sanction, which will be brought in front of the Chapter. It is extremely important for the Executive Board not to act as the *Kai* Committee by deciding whether a sanction was too severe or too light, but they are to simply determine whether or not the sanction came because of violations to Beta Theta Pi policies or not. If 70% of the Chapter votes to accept the Executive Board's amendment, then the sanction will change. If a 70% majority fails to accept the amendment, then the original sanction stands. A member can only appeal a sanction once to the Executive Board.

Section 13: Any member that does not show up for a *Kai* Committee meeting will be fined fifteen dollars per missed meeting. If a Brother has to miss a meeting with a valid excuse, the Chief Justice of *Kai* Committee must be notified 24 hours in advance.

Article Five – Officer Duties

Section 1: All elected officers are required to read these bylaws and to perform their respective duties and responsibilities as set forth.

Section 2: DUTIES OF THE PRESIDENT

- A. To call and preside over all Chapter meetings, and to run Chapter meetings in an orderly fashion by recognizing and encouraging others to recognize each member with snaps after each Brother gives a report. It is at the President's discretion to decide whether or not a motion to vote is acceptable according to our rules and regulations.
- B. To act as the Chapter's official delegate to the General Convention.
- C. To act as a liaison between the Chapter and the Chapter advisors as well as with the General Fraternity, University officials, and community leaders.
- D. To represent the Chapter at Interfraternity functions, campus fraternal activities, and any occasions of similar nature.
- E. To coordinate the development of Chapter goals at the beginning of the school year and to report on the status of the Chapter in the annual report at the end of the academic year.
- F. To serve as the chairman of the Executive Board.
- G. To make all Chapter decisions, with the support of Alumni and the General Fraternity, which will promote the safety and security of the Epsilon Gamma Chapter.

Section 3: DUTIES OF THE VICE PRESIDENT

- A. To preside at Chapter meetings in the absence of the President.
- B. To serve as chairman of the committee cabinet.
- C. To keep a checklist of the General Fraternity Award Requirements, and make sure each committee is doing everything possible to meet these requirements.
- D. To act as President in case of his absence.
- E. To assist the President in all duties in which he may desire assistance.
- F. To coordinate the activities of the different committees and chairmen in order to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest capacity and **most importantly**, documenting the information for future reference.
- G. To act as liaison, along with the President, between the Chapter and its advisors, the General Fraternity, and University Officials.
- H. To promote the involvement of Chapter Brothers in IFC, Student Government Association, and other campus and community organizations.
- I. The Vice President must give a presentation to each pledge class early in the pledge period that emphasizes these bylaws and the structures of the Chapter committees, Executive Board, the Chapter, and the Epsilon Gamma Code.

Section 5: DUTIES OF THE TREASURER

- A. To prepare the Chapter's annual financial budget in conjunction with the Chapter Financial Advisor.
- B. To collect payments from all Chapter members by the seventh week of the semester.
- C. To present a yearly dues proposal to be voted on each year.
- D. To pay all bills promptly so that advantage is taken of all discounts.
- E. To present the financial records of the Chapter in good working order.
- F. To submit the names of members delinquent in paying their bills to the President and to the *Kai* Committee.
- G. To monitor and control each committee chairman's use of his portion of the budget in order to keep it within limits.
- H. To require members with outstanding balances from the previous semester to sign the *Beta Theta Pi Promissory Note* at the beginning of each semester.
- I. To ensure that the Chapter has an excellent financial rating from the Assistant General Treasurer of Beta Theta Pi.
- J. To coordinate efficient fundraisers with the fundraising chairman

Section 6: DUTIES OF THE SECRETARY

- A. To send monthly and annual reports/correspondence to the Administrative Office.
- B. To send articles to *The Beta Theta Pi Magazine* along with pictures when

- appropriate.
- C. To send thank you and congratulation letters to all parents, University Officials, General Fraternity, Fraternities, Sororities, or any group or individual when a letter is so needed.
 - D. To initiate and answer any correspondence requested by any Chapter member.
 - E. To send shingle orders, notice of admission, pledge cards, and initiation forms to the Administrative Office within one week of pledging or initiation.
 - F. To make sure that all necessary Chapter stationary is on hand.
 - G. To keep record of all thank you letters, awards, Chapter newsletters, and other publications.
 - H. To obtain all relevant information from active members and current pledges each semester in order to keep the Chapter bio updated.
 - I. To put all minutes from the Executive Board meeting on the Beta-E-News.
 - J. To record and keep record of minutes at all Chapter meetings.
 - K. To take and record roll at all Chapter meetings, and to report to the *Kai* Committee any members who fail to meet the requirements for Chapter meeting attendance as described by these bylaws.

Section 7: DUTIES OF THE RISK MANAGER

- A. To ensure that Beta Theta Pi's risk management policy is implemented at each Chapter event.
- B. To continually educate the Chapter on risk management by presenting articles and problems that have developed due to risk management violations.
- C. To bring a guest speaker in front of the Chapter on risk management at least three times a year.
- D. To coordinate a risk management workshop that is open to people outside the Chapter.
- E. To bring a guest speaker on drug and alcohol awareness in front of the Chapter at least once a year.
- F. To oversee all recruitment and pledge related activities and to inform all active members of acceptable practices, and to stop all unacceptable practices immediately and to report all violations to the *Kai* Committee.
- G. To submit all required risk management documentation to the administrative office.
- H. To authorize the workings of the social committee, Ritual committee, and any other committee that requires risk management, according to the local and national risk management policies.
- I. To head the Sober Brother Program and coordinate designated drivers for each Chapter event that involves alcohol.
- J. To head the party monitor program.
- K. Create a parties list for all social Chapter functions, and keep it updated.

Section 8: DUTIES OF THE PLEDGE EDUCATOR

- A. To work as a liaison between the Chapter and each pledge class.
- B. To schedule and reside over all pledge meetings.
- C. To develop all pledge class members as Betas, in accordance with our bylaws and Ritual.
- D. To teach the lore of the Beta Theta Pi Fraternity as outlined in the *Son of the Stars* book, as well as the workings and history of the Epsilon Gamma Chapter.
- E. To work with the Pledge Class Executive Board in fulfilling all pledge goals that are given to them at the start of the pledge period.
- F. To report to the Chapter all activities and workings of the pledge class so that actives and pledges work with each other during the pledge period.
- G. To be responsible for the selection of big Brothers for each pledge that will aid them in the most efficient way towards their development as a member of Beta Theta Pi.
- H. To follow the same documented pledge program of the previous pledge educator as a matter of consistency.
- I. To make sure the pledge class follows the study hour and grade check policies outlined in the Academic Plan.

Section 9: DUTIES OF THE RECRUITMENT CHAIRMAN

- A. To recruit value-centered leaders which encompass aspects from our Ritual and bylaws that can improve the well being of the Epsilon Gamma Chapter.
- B. To reply and keep on file all recruitment recommendations in the form of correspondence from alumni of this or any other Chapter.
- C. To utilize the recruitment committee to plan and organize all recruitment events.
- D. To maintain a list of all potential members that the Chapter may be interested in.
- E. To ensure that no recruitment efforts involve any alcohol whatsoever.
- F. To be familiar with the CMU Interfraternity Council recruitment regulations and to present to the Chapter these regulations and all other pertinent information deemed necessary for successful recruitment.
- G. To develop a recruitment calendar of events, and to distribute this calendar to the Executive Board before the start of each semester so that the information can be included on the active calendar.
- H. Give a Recruitment Workshop (designed by the General Fraternity) for each pledge class each semester.
- I. Organize a transitional recruitment event towards the end of the Fall and Spring semesters
- J. Create detailed recruitment information sheets that should be filled out by all potential members that must be certified by the Vice President.
- K. Acquire a picture of all potential members that can be used via powerpoint so that the Chapter has a clear idea of who is being debated on for bids.

- L. Incorporate at least one recruitment event with a sorority each semester.
- M. Present an outlined recruitment workshop to the Chapter that is certified and documented for the general fraternity.
- N. To work directly with the Scholarship Chairmen to promote and organize the Men of Principle Grant each semester.

Section 10: DUTIES OF THE RITUAL CHAIRMAN

- A. To procure all Ritual equipment.
- B. To be responsible for ensuring that all songs and parts are known for all Rituals.
- C. To ensure that all Rituals are performed with dignity and in correlation with all General Fraternity, IFC, and University regulations, as well as all federal, state and local laws.
- D. To schedule Ritual rehearsals prior to all performances of the Ritual of Beta Theta Pi.
- E. To ensure that Ritual regalia is properly stored, secured, and cared for.
- F. To educate newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.
- G. To ensure that adherence to prescribed procedures, performances, and proper use of all Ritual regalia and equipment at all ceremonies as prescribed in Chapter VIII of the Laws of Beta Theta Pi.

Article Six – Duties of Committee Chairs

Section 1: All appointed chairmen are required to read these bylaws and to perform their respective duties and responsibilities as set forth in the Epsilon Gamma Code. **MOST IMPORTANTLY, EACH COMMITTEE CHAIRMAN IS TO FOLLOW THE GUIDELINES OF THE PREVIOUS YEAR'S CHAIRMAN. THEY MUST ALSO DOCUMENT THEIR WORK FOR FUTURE USE, AS WELL AS FILL OUT GENERAL FRATERNITY AWARD APPLICATIONS THAT MIGHT FALL UNDER HIS COMMITTEE TWO WEEKS PRIOR TO THE APPLICATION DUE DATE.**

Section 2: All committee chairmen must create a working committee that is to be used and consulted with on each activity presented to the Chapter.

Section 3: All committee actions not clearly defined by these by-laws must be authorized by the Vice President of Operations before any business takes place.

Section 4: All committee chairmen are to report to the Chapter the workings of the committee, and they are to discuss major events with the Chapter rather than just reporting what was discussed in the committee meetings. Further, the committee chairmen must not strictly use the Chapter for discussion on minor issues, but as a consultant concerning multiple ideas.

Section 5: DUTIES OF THE Cabinet Positions:

DUTIES OF THE CHIEF JUSTICE OF KAI COMMITTEE

- A. To serve as chairman of the *Kai* Committee.
- B. To keep a binder that organizes records of all *Kai* Committee meetings.
The binder must contain the following: Dates of meetings, committee members present, Brothers called, Brothers absent, reasons for each Brother being present, discussion, and sanctions. This information is to be collected by the secretary of the committee, and is to be recorded consistently from year to year.
- C. To run the *Kai* Committee meetings and make sure the *Kai* Committee operations follow the outlined steps as stated in Article 4.
- D. To serve as the chairman of the Brotherhood Committee
- E. To be responsible for the keeping of the official Roll Book of the Epsilon Gamma Chapter, and to ensure that each member completes his information directly after initiation and before graduating.
- F. To report to the Vice President all findings of the *Kai* Committee within 24 hours following a *Kai* Committee meeting.

DUTIES OF THE SCHOLARSHIP CHAIRMAN

- A. To know the academic standing of all Brothers and pledges and to inform those on academic probation or suspension concerning the circumstances of their situation in accordance with the academic plan.
- B. To set up tutoring or any other academic assistance for any Brother that is in need.
- C. To set up a study hour proctor program that requires all active Brothers to participate in the academic development of all Epsilon Gamma Brothers.
- D. To keep track of all study hours and to report to the *Kai* Committee members that do not meet requirements outlined by the Academic Plan.
- E. To keep confidential the academic standings and information of all Brothers of Epsilon Gamma.
- F. To schedule a guest speaker at least once a year on any one of the following: time management, interviewing skills, resume writing, writing skills, etc.
- G. To work to ensure that 90% of Chapter members are in good academic standing as outlined by the Academic Plan.
- H. To pursue candidates for Men of Principle Grant at the beginning of each semester.
- I. To work with the Recruitment Chairmen to promote and organize the Men of Principle Grant.

DUTIES OF THE SOCIAL CHAIRMAN

- A. To schedule and organize all Chapter social activities.
- B. To work with the social committee or appoint committees necessary for any social function.
- C. To enforce all General Fraternity risk management policies and campus

- regulations during Chapter social functions.
- D. To work with the Risk Manager in maintaining discipline and setting up designated drivers at all Chapter social functions.
 - E. To set up a social with a **diverse** group of sororities for the academic year.
 - F. To set up at least one alcohol free social each semester.
 - G. To have dates of each social presented to the Chapter one month before the event.
 - H. To set up at least one event per year that incorporates three or more organizations.
 - I. To set up at least one event per year that incorporates a Chapter that is a member of the Pan-Hellenic council.

DUTIES OF THE INTRAMURAL CHAIRMAN

- A. To register teams for IM sports and attend all captains meetings
- B. To keep records of the tournament schedules of each sport so that everyone knows where every fraternity has finished in each sport.
- C. To appoint team captains of each sport that will select the best possible team to represent our Chapter and that will lead and keep the team in line and under control at each event.
- D. To provide a schedule of IM sports games to the Chapter
- E. To organize practices if desired
- F. To make sure all participants and spectators adhere to sportsmanship polices

DUTIES OF THE PHILANTHROPY CHAIRMAN

- A. To oversee the coordination of any campus, Greek, or Chapter philanthropic event.
- B. To organize and oversee two large philanthropy events per year.
- C. To keep record of all obtained volunteer hours of each member, and to make sure that our records are ready for the Knox application
- D. To work with the Public Relations Chairman to promote our two big philanthropies throughout Mount Pleasant, CMU, and the Greek System.
- E. To apply for the John Holt Duncan Service Award.

DUTIES OF THE CHORISTER

- A. To organize at least one (1) Chapter serenade each semester.
- B. To coordinate Chapter singing at any event that is fitting. (i.e. Parents Weekend, Lavalieri Ceremony, etc.)
- C. To lead Chapter singing at all Chapter events. (i.e. Initiation, Chapter meetings, ceremonies, etc.)
- D. To conduct song practice at every Chapter meeting.
- E. To teach the Chapter a new Beta song at least once a semester.
- F. To attend all pledge education meetings and to teach all pledges the songs known by the Chapter.
- G. To work with the Chapter and submit an application for Best New Beta Song.

- H. To prepare at least five (5) non-beta songs for courting during Greek Week.
- I. To make sure the Chapter knows how to sing all Chapter songs with the correct pronunciation.

DUTIES OF THE ALUMNI RELATIONS CHAIRMAN

- A. To plan and implement at least FOUR (4) alumni events per semester.
- B. To keep an updated mailing list of all local Beta Alumni, and all Epsilon Gamma Alumni.
- C. To work with the Public Relations Chairman in forming the Epsilon Gamma Alumni and Parents Newsletter three times a year.
- D. To contact alumni when we have any large events.
- E. To set up an alumni mass email that reports monthly events.
- F. To recognize an outstanding alumni every year.

DUTIES OF THE PUBLIC RELATIONS CHAIRMAN

- A. To maintain a list of local media sources and contact them to promote all philanthropy and other big Chapter events.
- B. To run recognition advertisements in CM Life after approving articles with the Vice President.
- C. To invite faculty/administration to appropriate Chapter functions.
- D. To inform the General Fraternity of our events and accomplishments via email.
- E. To coordinate the formation of the Epsilon Gamma Parent and Alumni Newsletter three times a year: fall, winter, and spring.
- F. To submit at least two press releases (with pictures) per year to local media sources. Copies must be kept for the Knox Award Application.

DUTIES OF THE HISTORIAN

- A. Keep record of all newspaper articles, press releases, and Beta homepage recognition.
- B. To take pictures at all Chapter functions, and to send pictures along with articles into local newspapers.
- C. To make sure that graduating seniors fill out information in Epsilon Gamma's Official Roll Book.
- D. To coordinate the formation of any applications or packets that the Chapter is obligated or available to create. (i.e. Sisson, Select 2000 Packet, Knox, etc.)

DUTIES OF THE HOUSE MANAGER

- A. To oversee the completion of weekly house duties.
- B. To be responsible for the overall cleanliness of the Chapter house, and to send those members to *Kai* to have fines assessed.

- C. To schedule a Chapter house fire drill each semester.
- D. To work closely with the risk manager and to ensure that the Chapter house stays alcohol free.
- E. To keep an updated list of needed repairs, and to coordinate business with the landlord.
- F. To obtain all cleaning supplies needed.
- G. To coordinate at least one Chapter house cleaning each semester.
- H. To oversee one Chapter house remodeling project to each pledge class, to be determined by the collective members of the class.

DUTIES OF THE FUNDRAISING CHAIRMAN

- A. To be responsible for at least one Chapter fundraiser per semester.
- B. To work with any committee chairman in fundraising, in the event that adequate funds are not available for an event desired by the Chapter.
- C. To help coordinate one fundraiser with each pledge class.

DUTIES OF THE SGA REPRESENTATIVE

- A. To represent Beta Theta Pi as a professional registered student organization on Central Michigan University's Campus.
- B. To vote on behalf of Beta Theta Pi and make our voice heard among the student government.

DUTIES OF THE IFC REPRESENTATIVE

- A. To represent Beta Theta Pi at the Interfraternity Council along with the President.
- B. To report back to the Chapter every week with regards to these meetings.
- C. To vote on behalf of Beta Theta Pi at IFC meetings.

DUTIES OF THE GREEK WEEK REPRESENTATIVE

- A. To Represent Beta Theta Pi at any and all Greek Week Functions and planning committee.
- B. To be responsible for collecting all members class and work schedules if a time conflict occurs with Greek Week scheduled events.
- C. Class schedules must be collected by the Greek Week Representative prior to Spring Break, and must be an official schedule from Central Michigan University
- D. Work schedules must be collected immediately upon availability.
- E. To select the best possible participants for the Greek Week events.
- F. To create a committee to me with the partners of Greek Week for purposes of Mock Rock and any other area pertaining to Greek Week.

DUTIES OF THE APPEARL CHAIRMAN

- A. To be in charge of designing clothes for the Chapter for certain events.

- B. To be responsible for collecting money for the clothing.

DUTIES OF THE PARENT RELATIONS CHAIRMAN

- A. To be responsible for creating a list of all active members parents names and addresses, and keeping it updating.
- B. To set up an event each semester that is focused on parents.
- C. To work closely with the Alumni Relations Chairman.
- D. To contact pledges parents about Epsilon Gamma and Beta Theta Pi.

DUTIES OF THE LEADERSHIP DEVELOPMENT CHAIRMAN

- A. To update the Chapter on General Fraternity and other leadership development opportunities.
- B. To make sure all spots available for the Wooden Institute are filled.

Article Seven– Pledging Requirements

Section 1: There shall be two pledge periods per year; one in the fall and one in the spring. The pledge period shall last eight to ten weeks.

Section 2: To receive a bid for pledging, a prospect must gain the approval of the following.

1. RECRUITMENT COMMITTEE AND EXECUTIVE BOARD’S JOINT RECOMMENDATION
2. CHAPTER VOTE – Two-thirds (2/3) Chapter approval from those members with voting rights.

Section 3: DEPLEDGING—Any pledge that has a third or fourth step *Kai* Committee violation, shall immediately be depledged. Depledging is parallel to removing a member from the roll, meaning they are never to be associated with the Fraternity. If a pledge has a first or second step *Kai* Committee violation, he will be brought in front of the Chapter for depledging, and he will remain a pledging member if 70% of the voting members vote to keep him in.

Section 4: The bid meeting will be held the last week of recruitment.

Section 5: To be eligible for a bid of membership from the Epsilon Gamma Chapter, an individual must have a cumulative 2.85 GPA.

Section 6: At the fourth and eighth week of the semester, the pledges are required to have a grade check of each class. It takes a 70% majority of voting members to hold a pledge over; otherwise he will immediately be de-pledged.

Section 7: Minimum requirement to complete the pledge process:

GOALS AND OBLIGATIONS—

During pledgship, one should strive to achieve these goals:

1. To get to know your pledge Brothers and the active members of our Chapter.
2. Learn and appreciate the history, heritage, and traditions of our Chapter and of the Beta Theta Pi fraternity.
3. To express your desire of membership through your conduct and actions, and to develop a sense of pride of what it means to be a Beta.
4. To take part in the workings of our Chapter in order to further understand and appreciate the true brotherhood of this Chapter.
5. To interact with other members of the Greek Community in a non-competitive atmosphere, in order to improve the CMU Greek System as a whole.
6. To get involved on campus and to meet and familiarize yourself with University and Greek Officials.

INDIVIDUAL REQUIREMENTS TO INITIATE

1. Be present at the Chapter and pledge brotherhood retreat, as well as at the pledge class Eye of Wooglin.
2. Attend all pledge meetings
3. Be present at all pre-initiation Rituals.
4. Meet all financial obligations and responsibilities to the Chapter.
5. Obtain a 3.0 GPA by the time of final Grade Checks as outlined in the by-laws.
6. Actively understand and pursue the ideals of our Chapter by-laws and code.
7. Follow and obey all policies defined in the by-laws.

PLEDGE CLASS REQUIREMENTS TO INITIATE

1. Complete the pledge class social.
2. Complete the pledge class philanthropy
3. Complete a Chapter House project.
4. Pass the written initiation test.
5. Dress in pin attire at least one day a week.

Section 8: Pledges may wear letters as follows:

Heat Seal – After Three Fires

Stitched Letters – After Initiation

Article Eight - Housing

Section 1: The Beta Theta Pi Chapter house holds up to 17 members at 814 S. Main.

May 01, 2011

Section 2: The Chapter House shall be facilitated by the House Manager. The following are strict rules that must be enforced in order to keep our Chapter house clean and respectable:

1. Absolutely no alcohol or smoking is allowed in the Chapter house.
2. All members are responsible for themselves and their guests. The House Manager reserves the power to take any reasonable action necessary in the effort to keep our house clean and respectable.
3. If a member is evicted from the House due to alcohol violations as outlined in the lease, they will automatically have their membership called to question, with the punishment being removal from the Chapter.
4. For all members not living in the house and are caught violating the alcohol policy, they will be fined \$250 dollars the first time, and the second time they will have their membership called to question, with the punishment being removal from the Chapter.
5. All those who do not live in the house and damage the house, they will be fined accordingly by the Housing Corporation to pay for the damage.

Section 3: If the house has not been filled for the next academic year by the end of October the house will be filled by undergraduates members (13 members is considered filled by the end of October, but 17 is the maximum number, thus leaving spaces available for those who decided later in the year and for the spring pledge class) who have not lived in the house, in order from the most recently added to the rolls, unless living in CMU housing.

Article Nine – Sweetheart and Beta Rose

Section 1: The Sweetheart is defined as a women who is in a Sorority at Central Michigan University, and is a current student at Central Michigan University.

Section 2: The Beta Rose is defined as a women who is not in a Sorority at Central Michigan University, and is a current student at Central Michigan University. If the Beta Rose becomes a member of a Sorority at Central Michigan University while being the current Beta Rose, she will remain the Beta Rose until the following Pig Roast in the Spring semester.

Section 3: Nominations for Sweetheart and Beta Rose will take place two weeks prior to the annual Pig Roast in the Spring semester.

Section 4: Elections will be held one week prior to the annual Pig Roast in the Spring semester. A majority vote is required to win.

Section 5: The winner of Sweetheart and Beta Rose will be announced at the annual Pig Roast in the Spring semester.

Article Ten - Amendments

May 01, 2011

Section 1: Amendments to these bylaws will require a two-thirds (2/3) approval of all voting members.

Section 2: Amendments will not be in affect until the following semester, unless 85% of the voting members approve the amendment for immediate implementation.

Section 3: AMENDMENT PROCESS – In order for an amendment to pass, three things must occur:

1. The member(s) proposing the amendment must present it to the Executive Board at an EC meeting. The Executive Board votes whether or not the amendment is worth bringing in front of the Chapter. It only requires a simple majority of the Executive Board to bringing the amendment in front of the Chapter. If there is no majority, the amendment is not considered.
2. If the amendment is approved by the Executive Board, then the Executive Board will announce at the following Chapter meeting that an amendment has been proposed. The Chapter will vote whether or not to consider the amendment. It only requires a simple majority of voting members to approve the presentation of the amendment. NOTE: The actual content of the amendment is not voted on, just whether or not to consider the amendment for voting. The actual amendment is to be presented to all members so that they can look it over before the next meeting.
3. Finally, at the following meeting, the Chapter will discuss and vote whether or not to accept the amendment and amend these bylaws. It requires a $\frac{3}{4}$ majority of all voting members to pass an amendment. If a $\frac{3}{4}$ majority is not obtained, then the amendment is dead, meaning the same amendment cannot be proposed.

The Epsilon Gamma Code

Beta Theta Pi Fraternity

VIOLATIONS OF THE *KAI* COMMITTEE

4 steps to the Kai Committee:

1st STEP VIOLATIONS

- Disrespecting another active or his property
- Any other action that is against Beta policy, but has minor consequences

2nd STEP VIOLATIONS

- First time financial delinquency
- Fighting or violent behavior on or off Chapter property
- First time failure to meet academic probation or suspension duties
- Failure to meet officer, committee, or member obligations
- First time failure to meet philanthropic requirements per semester
- Consecutive semesters on Academic Probation
- First time on Academic Suspension

3rd STEP VIOLATIONS

- Destruction of Chapter property or the property of another
- Continuing financial delinquency
- Associating fighting or violent behavior with our Chapter
- Use or abuse of drugs and other controlled substances
- Drunk driving
- Consecutive semesters on Academic Suspension
- A cumulative GPA under a 2.5 after one year as a member
- Any other action that greatly affects the well-being of the Chapter in a negative way.
- Failure to attend 85% of all Chapter meetings
- Failure to attend 66% of important Chapter functions (i.e. recruitment functions, Rituals and ceremonies, etc.)

4th STEP VIOLATIONS

- Sexual harassment of any individual
- Violations of the local, state, or federal law including misdemeanors
- Continual use or abuse of drugs and other controlled substances

****NOTE: ANY OTHER ACTION THAT IS IN VIOLATION OF BETA THETA PI, CMU, LOCAL, OR STATE POLICY MAY BE PLACED BY THE *KAI* COMMITTEE UNDER ONE OF THE FOUR STEPS DEPENDING ON THE SEVERITY.**

POSSIBLE SANCTIONS:

May 01, 2011

- Losing voice in meeting
- Losing vote in meeting
- Apology letter or statement to the Chapter or parties involved
- Community service
- Attending an appropriate workshop or educational session
- Paying for damages
- Loss of social or intramural privileges
- Removal from office or position
- Not allowed to be a big Brother
- Termination of membership
- Recommended to seek professional help
- Setting up an education program for the Chapter
- Additional study hours
- Fines
- Loss of wearing letter privileges
- Any other sanction that the *Kai* Committee feels fits the situation best