

Preamble

These bylaws are the governing regulations of the Alberta Alpha Chapter of the Phi Delta Theta Fraternity, and are intended to supplement the Bond, Constitution and Statutes of Phi Delta Theta. They serve to aid the chapter operations by documenting chapter policies and procedures. These bylaws are for the private use of the Alberta Alpha Chapter of Phi Delta Theta and can in no way be shared, altered, or reproduced without chapter consent.

Article One: Membership

1.1.0 Definitions of Membership: (see 147 of the Code)

1.1.1 Active Member: An initiated member or affiliated member of Alberta Alpha who is currently enrolled in an undergraduate or professional degree program at the University of Alberta, who is in good financial standing with the chapter, and meets Member Standards criteria. Any member who withdraws from the University of Alberta and subsequently returns before the completion of 4 years of undergraduate work shall be considered an active member. Members on a Cooperative Term through the institution are eligible for active status.

- A) Senior Actives are actives who have, as actives, completed two semesters of university and have participated in at least two initiation weekends.
- B) Junior Actives are those who have not yet met the above requirements

Member Standards (Appendix A):

1. Registered in a minimum of three classes.
2. Maintains a minimum 2.0 grade point average per term.
3. Achieves a minimum 0.2 grade point average improvement per academic year until a grade point average of 3.0 is attained.
4. Agrees to submit terms schedule and an unofficial transcript by mid September and January of each academic year.
5. Eight hours of community service under the banner of Phi Delta Theta each semester.
6. Involved with at least one other student or community group during each academic year.
7. Be a member of a sport organization.
8. Submit a member standards contract each academic term, with the exception of the spring and summer sessions.

Academic Improvement Program (Appendix B):

Program to enable members who have been required to withdraw from the University of Alberta to remain as an active member with tangible targets for re-admittance for the University of Alberta. Failure to meet targets will require the member's membership to be evaluated by the Judicial Committee.

1.1.2 Alumni Member: A previously active member of Alberta Alpha, who by graduation or upon the expected date of graduation, is no longer an undergraduate student at the University of Alberta. As well, upon 4 years of undergraduate study, an undergraduate may elect to become an alumni member. Any member withdrawn from the institution is subject to 1.1.1.1, and not eligible for Alumni status until the expected date of graduation.

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1.1.3 Inactive Member: A previously active member of Alberta Alpha by decision of the Judiciary Committee.

Restrictions:

1. Not eligible for Alumni Member status until satisfied under **1.1.2**.
2. Not eligible for funding from Chapter accounts. Event participation must be personally funded.
3. Privilege of "Bond Number" upon any member of Phi Delta Theta is removed.
4. Voting privilege is removed.

1.1.4 Suspended Member: A previously active member of Alberta Alpha by decision of the Judiciary Committee (hereinafter referred to as JCOM), or by decision not to participate in Phi Delta Theta while attending the institution.

Restrictions:

1. Not eligible for Alumni Member status until satisfied under **1.1.2**.
2. Not permitted to attend chapter functions, with the exception of initiations, unless by chapter decision for each individual event subject to one event per term.
3. Privilege of "Bond Number" upon any member of Phi Delta Theta is removed.
4. Voting privilege is removed.

1.2.0 Rights & Obligations (See 14, 148, & 149 of the Code)

1.2.1 All active members who regularly attend meetings and mandatory functions in accordance with **2.7.1** of these bylaws, have the right to make motions, vote, hold office, and participate in all activities, unless otherwise deprived of such privileges elsewhere in the bylaws. In no case shall an active be deprived of the right to vote on a question of membership.

1.2.2 Alumni members have the right to attend and speak at chapter meetings, but may not vote or hold office.

1.3.0 Phikeia

1.3.1 A rush must receive a 2/3 majority vote of approval in order to be extended a formal bid.

1.3.2 All Phikeia must, as a part of pledge ship:

- A) Raise money for and organize a pledge party and pledge project.
- B) Reside in the Chapter house for a period no less than one week, during which they will be responsible for organizing one meal for the active chapter.

1.3.3 The pledge class shall elect a President, Vice-President, Treasurer, Secretary, and Social Chairman.

1.3.4 A Phikeia shall be de-pledge for failing to meet financial or scholastic standards, or by a vote of the active chapter. (See **1.3.5** of these bylaws)

1.3.5 In order to achieve or affiliated status, a Phikeia must:

- A) Phikeia seeking affiliated status must attain a grade of seventy five (75) percent on the final examination.
- B) Be registered and in good standing with their respective educational institution.
- C) Be in good financial standing with the chapter.
- D) Receive a four-fifths (4/5) vote of approval. Also if a Phikeia receives two (2) negative votes in two (2) consecutive meetings, he shall be de-pledged.
- E) In regard to this meeting, Phikeia will only be informed of the vote outcome, result not votes, if:
 - a. All Phikeia receive approval during the first meeting.
 - b. After the second meeting, should all Phikeia memberships be either approved or declined.

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F) In regard to this meeting, all actives shall have one (1) week notification by the Secretary and attendance shall be mandatory for the meeting.

1.3.6 Alumni are not eligible to vote on questions of Phikeia membership.

1.4.0 Affiliation

1.4.1 Affiliation shall be carried out according to 151 of the Code. They are also subject to 1.3.5 of these bylaws (Bylaws of Alberta Alpha of Phi Delta Theta).

1.4.2 The Alberta Alpha Chapter of Phi Delta Theta has elected not to affiliate members.

1.5.0 Fees

1.5.1 Fees shall be determined by the Executive Committee and presented in the budget. (See 6 of these bylaws.)

1.5.2 Any requirement to establish a payment plan must be made by signing a Phi Delta Theta Contract of Member Due Payment with the President, Vice-President, or Treasurer.

1.5.3 Fees are due by September 30th of each academic year, unless payment plan has been established with a due date.

1.6.0 Discipline (See also Title XVI of the Code)

1.6.1 The active chapter may discipline an active for the following reasons.

- A) Financial delinquency
- B) Violation of these bylaws, The Bond, Constitution, or General Statues of the Fraternity.
- C) Conduct unworthy of a member of Phi Delta Theta.

1.6.2 Discipline by the active chapter will take due process through the Judicial Committee. Discipline administered by the committee shall only be overturned through a two thirds (2/3) vote by the active chapter.

1.6.3 Such discipline shall only occur only after a full investigation and for just cause, and shall follow this procedure, as set down in 156 of the Code. Any member may initiate the proceedings by request, verbally or in writing, to the Judicial Committee. The Judicial Committee shall decide if this issue is to be further investigated. If the JCOM chooses to proceed, then they shall take all necessary action to investigate and report to the chapter.

1.6.4 With respect to the meeting where the JCOM conclusions are to be presented, the active to be disciplined, as well as all actives, shall be given written notice of the cause for discipline and the evidence supporting the conclusions. The President will report any disciplinary action deemed a "Major" violation to General Headquarters and the province president.

1.6.5 The JCOM may also reconsider any JCOM action by a JCOM vote of four fifths (4/5), and the chair shall promptly inform the chapter.

1.6.6 The Judiciary Committee shall use the following as a reference for disciplinary action:

- A) Initially, said member will not be allowed to make motions or vote in meetings with exception to the conditions set forth in **1.2.1** of these bylaws. In addition, the JCOM may choose to levy financial reconciliation or alternate reconciliation methods. This is the First Warning.
- B) After repeat offence, the member will be asked to return his key to the house and membership status, suspension, will be reviewed. This is the Second Warning.
- C) Following the third offence, the member will be put before the active chapter to be de-bonded. The usual appeals process applies, and the member must be given a chance to speak before the vote is taken. In cases of financial delinquency, all initial discussion pertaining to disciplinary actions concerning a member are to remain confidential, disclosure occurring only when a payment is not made in a timely

manner according to the appropriate payment plan. In such cases, the Treasurer will make the first warning during normal meeting hours. Hereafter this will be referred to as “chapter discipline”.

Article Two: Meeting

2.1.0 Meetings: (See also 78 of the Code)

2.1.1 Regular meetings of the active chapter shall be held on the Monday of each week of the scholastic year, at 6:30PM. In case of a statutory holiday, the meeting shall be annulled, and meetings shall resume the following Monday at the same time and the secretary shall notify all actives of this schedule. Also, the first meeting of each month is to be attended in formal attire (Collared & Tie).

2.2.0 Quorum

2.2.1 Quorum shall be a simple majority, rounded up to the active chapter.

2.3.0 Rules of Order

2.3.1 Robert’s Rules of Order shall be used to conduct meetings, except as otherwise provided in the Code.

2.4.0 Agenda

2.4.1 The Executive Committee shall set the agenda prior to the chapter meeting. Any member may add an item to the agenda prior to the meeting by informing the Vice President and the Secretary. During the meeting, the President can call for any additional items that an active or alumni may have for discussion.

2.5.0 Conduct

2.5.1 There shall be no visible smoking, drinking of alcohol, or chewing of tobacco during the chapter meeting, nor any unruly conduct. Any such behavior shall give the Warden to first issue one warning to the offending member and following a second misconduct or a continuance of the original the warden reserves the right to eject the offending member from meeting.

2.6.0 Special Meetings

2.6.1 The President, Warden, or any three (3) actives in accordance with 79 of the Code may call special meetings. The Secretary shall be responsible for notifying all active members of the meeting.

2.7.0 Attendance

2.7.1 All meetings shall be considered mandatory. However, a member shall have two (2) un-excused absences per term, by notifying the Warden or Vice-President. An unexcused absence shall be subject to chapter discipline under **1.6.0**, and referred to the JCOM.

2.8.0 Mandatory Events

2.8.1 The Rush Chairman, Social Chairman, and the President shall have the power to declare certain events mandatory, subject to chapter approval, with a resulting chapter discipline for an unexcused absence.

2.9.0 Graduating Member Gifts

2.9.1 At the Spring Formal, a graduating member will be presented with a cigar or other appropriate gift by his Little Brother, If the Little Brother is unable to perform this duty, the chapter will provide the gift.

Article Three: Officers

3.1.0 Officers (See also 113 of the Code)

3.1.1 In addition to the officers defined in the Code, other officers of Alberta Alpha shall include House Manager, Rush Chairman, Fundraiser, Social Chairman, IFC Representative, Alumni Secretary, Scholarship, External Events Coordinator and Awards Chairman.

3.2.0 Qualifications (See also 113 of the Code)

3.2.1 To hold office a member must:

- A) Be registered and in good standing with the University of Alberta.
- B) Be in good financial standing.
- C) President must have held an executive position.

If not met follow this order: Senior Actives, Junior Actives, Alumni.

3.3.0 Impeachment

3.3.1 The president has the duty and right to ask for the resignation of any officer who is failing to adequately perform the functions of his office.

3.3.2 If any officer misses two (2) consecutive meetings, his office can be declared vacant if a suitable replacement can be found.

3.3.3 A two-thirds (2/3) vote may remove any meetings from his office.

3.4.0 Resignation

3.4.1 An officer may resign from his position by informing the Executive Committee of his intentions and reasons.

3.5.0 Terms of Office

3.5.1 All officers, except for Phikeia Educator, shall hold their offices from the time on installation until the following installation.

3.5.2 The Phikeia Educator shall hold his office from the day after Spring Initiations until the following Spring Initiations.

3.6.0 Duties

3.6.1 All the following duties are the responsibility of the officer, along with any other responsibilities outlined in the manuals provided by the General Headquarters of Phi Delta Theta. All officers must complete an officer report each semester using the form provided in Appendix A.

3.6.2 President

The President shall preside over active chapter meetings, where he shall have the deciding vote (except during elections, where he may cast his vote as a regular member), enforce the laws and rules of the Fraternity, and shall have the custody of the Bond, Constitution, General Statutes, Ritual, rules of the Fraternity, and shall deliver them to his successor. As well, the President shall represent the chapter to General Headquarters. The University, and the community, shall ensure that all aspects of chapter operations are in order and that each officer is performing his duty to the required standard. In this regard he shall, at the beginning of his term, prepare a list of objectives for both the chapter and the officers for the upcoming year, to be discussed at the first meeting of the Executive Committee. The President shall sit on the Executive Committee of the Alumni Association, in order to serve as a liaison between the chapter and the alumni. He shall also sit on the board of PhiDelco, the House Corporation. The President has the power to appoint committees and in the case of an emergency or business requiring immediate attention is

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empowered to act as he sees fit in the best interest of the Fraternity; his actions are subject to ratification or rejection at the next chapter meeting. All residual powers not elsewhere delegated shall be the responsibility of the President. The President shall be the official delegate to the General Convention, unless for some reason he cannot attend. Also, the President is responsible for the posting of the Red-Letter Days Calendar.

3.6.3 Vice-President

The Vice President shall serve in the President's place in the temporary absence of the President, be the Chairman of the Executive Committee, for which he shall make and distribute the agenda, and be the chairman of the activities of the officers, reporting on this to the President. He shall ensure Red Letter dates are met by the concerned officers, and that the criteria for Chapter Awards are met. The Vice President shall organize an annual retreat every Spring, serving as the chair, and shall ensure that follow up reports are delivered to the concerned officers. He is an ex-officio member of all committees.

3.6.4 Secretary

The Secretary shall prepare a permanent record of the proceedings and attendance of each meeting, one copy of which is to be forwarded to each active member within 48 hours of termination of said meeting, and another to be maintained by the chapter. He shall prepare a telephone list of all actives at the beginning of each school year, updating when necessary, and also prepare a list of summer addresses at the end of each school year. He shall conduct the official correspondence of the chapter and shall inform the chapter of all communications with The Scroll, notifying them of significant events and providing photographs. He is responsible for all public relations and protocol duties. He shall be the Librarian of Alberta Alpha, as defined under 125 of the Code, maintaining it in the office. He is also responsible to ensure the Bylaws are kept on file and updated, and that copies are distributed to all members at the beginning of the year. As mandated by the chapter upon bylaw review, the secretary must wear a skirt during chapter meeting.

3.6.5 Treasurer

The treasurer shall be responsible for all monies received and disbursed by the chapter, and shall account for them according to the General Accepted Accounting Principles. As well, he must ensure all reports and monies to be sent to Province Presidents and General Headquarters are sent on time, and should make monthly financial reports at the beginning of each month. He is also responsible for ensuring that an annual audit is completed, all accounts receivable are collected, by the bylaws pertaining to the finances upheld, and that all fines are recorded. He shall be able to itemize the debt if needed and notify each member of his current debit within the first week of each month. He shall ensure that all house bills are paid.

3.6.6 Rush Chairman

The Rush Chairman is responsible for all rush events. He shall design a rush program and present it to the Executive committee in September. He is also responsible for organizing Bid Stag, and shall work with the alumni secretary. He shall see that all rushing recommendations are properly and promptly acknowledged. If he so chooses, he may select a co-chairman.

3.6.7 House Manager

The house manager shall be in charge of the physical appearance and proper maintenance of the building and property. He shall maintain the yard, house equipment and furniture, ensure compliance with municipal bylaws and regulations, including an annual fire safety inspection with the fire department, promptly repair any damages, and periodically inspect the furnace, fire extinguishers, electrical system, plumbing and other fixtures of the building. He shall organize all work parties, and is responsible for the allocations of rooms and parking spaces. He shall present a proposal to the chapter in April regarding short and long term renovation work, and shall under take some renovation to the house during the summer. He shall sit on the board of the House Corporation, Phi Delco, and shall bring to their attention the state of the house and any required repairs of renovations.

3.6.8 Fundraiser

The fundraiser is responsible for the organization of any activities designed to raise funds for the chapter.

3.6.9 Alumni Secretary

The Alumni Secretary shall keep an updated list of all alumni members and shall deepen cordial relations with alumni, making them aware of the chapter's activity and progress. He will prepare a newsletter twice a year to be distributed to all alumni, and shall assist the Rush Chairman in contacting Alumni for Bidding Stag and to discover potential legacies, and shall assist the Alumni Club in planning their functions if necessary. He shall also serve as the Presidents proxy of the Alumni Club.

3.6.10 Warden

The warden shall serve official notices; keep order at meetings, having the power to remove disorderly members. He shall be responsible for the maintenance of the ritual room and the ritual equipment, and shall keep the chapter aware of any necessary improvements or replacements. He should be aware of his role in disciplinary actions, as set out in 156 of the Code.

3.6.11 Phikeia Educator

He shall organize and implement an effective education program to prepare the Phikeias for initiation into Phi Delta Theta, which shall be presented to the active chapter for approval. He shall supervise all pledge activities and ensure the requirements under 1.3.2 and 1.3.5 are met. The program shall cover the Manual of Phi Delta Theta, the operation and history of the University of Alberta and Alberta Alpha, and any other relevant material. He shall set the final examination; he is responsible for proposing Big Brothers to the chapter.

3.6.12 Historian

The historian shall compose a history of the chapter for his year in office. These yearbooks, as well as the composite, shall be ready for the Founder's Day Weekend. He is also responsible for recording the biographical date cards for each Phikeia and the initiation records, and sending them to the General Headquarters before the deadline.

3.6.13 Social Chairman

The social chairman shall be responsible for organizing the social events of the chapter. He shall work with the rush chairman to arrange events and exchanges during rush. Other exchanges should be planned for each semester with each Pan Hellenic Sorority, and he shall draw up a tentative schedule by the first month of September along with a semester budget. He is responsible for organizing Founders Day. He is also responsible for assisting the Phikeia Educator in the assigning of Big Sister and of Little Sisters, Bylaws of Alberta Alpha of Phi Delta Theta. He shall be responsible for ensuring any social suspensions are properly carried out.

3.6.14 External Events Coordinator

The external events coordinator is responsible for coordinating Greek and Community events in which Phi Delta Theta needs representation. Position includes close cooperation with Social Chairman, and Sports Chairman.

3.6.15 Chorister

The chorister shall be responsible for improving the chapter's singing ability, especially with respect to the songs of our Fraternity. He shall organize the chapter's entries in Songfest, Battle of the Bands, and Greek God & Goddess. No EMO, political, or music with swearing may be used in any singing activity representing Phi Delta Theta during a non alcohol related function.

3.6.16 Awards Chairman

The awards chairman shall be responsible for keeping the chapter aware of awards available from General Headquarters, the University, Community and the Chapter, preparing submissions for individual and chapter awards from the General Fraternity, and selecting the winner of chapter awards based on a secret chapter vote. He present the awards during spring formal.

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3.6.17 Chaplain

The chaplain shall conduct the religious exercises of the chapter, and act as councilor to Brothers.

3.6.18 Scholarship Chairman

The scholarship chairman shall be responsible for ensuring the academic standard of the chapter. He shall also act as the Scholarship Foundation Representative, serving as a liaison between the chapter and the foundation, and shall coordinate nominations, for the Foundation's scholarships. He shall chair the Scholarship Committee and use it to develop program to enhance the academic standing of the chapter.

3.6.19 IFC Representative

The IFC Representative shall represent the chapter at meetings of the Council, voicing chapter concerns and shall report to the chapter on IFC activities.

3.6.20 Sports Representative

The sports representative shall be responsible for notifying the chapter of intramural events and times, organizing teams, and registering them for competition. He shall also be responsible for ensuring a team is organized for Anchor Sash and Greek Games.

3.6.21 Community Service Representative

This officer shall ensure chapter involvement in charitable causes and coordinating chapter involvement in at least one (1) event per term.

3.6.22 Paraphernalia Officer

The paraphernalia officer shall be responsible for making the chapter aware of available merchandise from both GHQ and local sources, especially in regards to pins, shirts, and jackets.

3.6.23 Grand Master of The Inter-Web Dominion (GMoTIWD)

The Grand Master of The Inter-Web Dominion shall be responsible for maintenance and regular updating of Alberta Alpha's web site (<http://www.phideltatheta.ca>.) He shall also be responsible for forwarding officer e-mail addresses to their appropriate officer or granting them access to the said mailbox. The GMoTIWD must also make sure the web site is devoid of any inappropriate content, or any content that might jeopardizes the standing of the chapter. In addition, he must also assist the secretary in posting the minutes from weekly and Executive meetings on the web site as soon as possible. He is responsible for ensuring posting of Bi-Weekly Brother, and ensuring the secretary's skirt does not surpass a length of 25 centimeters.

3.7.0 Delegation

3.7.1 An officer may, if he so desires, delegate part of his duties to another active, providing that the active member agrees. This does not absolve him from the responsibilities of his portfolio, nor may he delegate his entire portfolio.

3.8.0 GHQ Reports

3.8.1 Any officer who fails to submit a report to GHQ for which points are awarded must explain his actions to the satisfaction of the Executive.

3.8.2 If this occurs more than once, then the President may declare the office vacant.

3.8.3 A duplicate of all GHQ reports should be submitted to the chapter for approval.

3.9.0 Term Evaluations

3.9.1 At the end of the term, each officer shall submit a written report, with his suggestions and recommendations for improvements, which shall be kept in the appropriate file and passed onto his successors.

3.9.2 Nothing in these bylaws should discourage any active member from taking initiatives that help to better the chapter.

Article Four: Elections

4.1.0 Elections

4.1.1 Elections shall be held in November and conducted according to 114.1 of the Code.

4.2.0 Procedure

4.2.1 Elections shall be held by secret ballot and in the order that appears in 3.6.0. A majority vote is required. If this is not obtained, a runoff election shall be held between the two candidates who had the largest number of votes.

4.2.2 Each candidate shall be allowed two minutes for a presentation, followed by a question period. After this, each candidate shall leave the room and discussion shall take place until the President calls the vote.

4.2.3 The outgoing President shall preside over the elections and the three tellers shall be the Warden, Vice President, and some other active appointed by the President.

4.3.0 By-elections

4.3.1 In the event of an impeachment or resignation, the election for the vacant position shall be held at the next chapter meeting.

4.3.2 If the vacancy occurs during the summer, the executive may appoint someone to fill that role until an active chapter meeting can be called to hold the by-election.

Article Five: Committees

5.1.0 General

5.1.1 The President may appoint special and Ad-Hoc committees for a specific purpose whenever required.

5.1.2 The Vice President in an ex-officio member of all committees, and shall be the liaison to the Executive.

5.1.3 All committees shall have a minimum of three (3) members and the chair shall either be appointed by the President or defined in these by-laws.

5.1.4 The standing committees of the chapter are Executive, Finance, and Rush.

5.2.0 Executive Committee

5.2.1 The committee is composed of the Vice President, President, Secretary, Treasurer, and House Manager the President shall prepare an agenda and distribute it prior to each meeting. Meetings shall occur before active chapter meetings.

5.2.2 The Executive Committee shall set the agenda for the regular chapter meeting, guide and direct the chapter, and shall act for the chapter during the summer months. It shall also hear any appeals of these by-laws, and may overturn an action with a four-fifths (4/5) vote.

5.2.4 The President, Vice President, or any two (2) members of the committee may call special meetings at any time.

5.3.0 Finance Committee

5.3.1 The Finance Committee shall be composed of the Treasurer, Vice President, President, House Manager, and one (1) junior active.

5.3.2 The Treasurer shall be the chair, and shall prepare the agenda and notify all members of meetings. Meetings shall be held at least once per term, and within the first month of each term.

5.3.3 The Finance Committee shall prepare the budget for the chapter each year, covering all normal operations. They shall also assist the Treasurer in his other duties: especially the collection of accounts receivable. They shall also look into contributing to a fund to finance future renovations of the house, and in conjunction with PhiDelco.

5.4.0 Rush Committee

5.4.1 The Rush Committee shall consist of the Rush Chairman, the Vice President, and 3 active members.

5.4.2 The committee shall assist the Rush Chairman in planning and implementing the Rush Program.

5.5.0 Judicial Committee (JCOM)

5.5.1 The JCOM shall consist of the Warden as the Chair. The chaplain, a junior active, a senior active shall also serve on the Judicial Committee. The secretary shall also be present for all proceedings of the Judicial Committee and shall be able to cast a vote in the event of a tie of the other members. Members shall serve terms of one year.

Article Six: Financial Responsibility

6.1.0 Budget

6.1.1 The chapter shall pass a budget, as prepared by the Finance Committee, no later than the third week of September. It shall contain all dues for the upcoming year.

6.1.2 The budget must have two (2) readings, no less than one (1) week apart First reading requires a simple majority, second and final readings requires a two-thirds (2/3) majority to pass.

6.2.0 Payment

6.2.1 Actives may choose to pay chapter dues in one lump sum at the beginning of the year, or may negotiate a signed contractual payment plan with the Treasurer.

6.2.2 Complete payment must be made by Spring Formal.

6.2.3 Phikeia must likewise pay their pledge and initiation fees according to the above schedule.

6.2.4 An active or Phikeia who has not paid his dues or setup a plan to do so with the Treasurer, President, and Vice President, will not be allowed to enter any social function without paying an amount determined by the Executive, as outlined in 1.6.5

6.3.0 Rent

6.3.1 All those renting rooms in advance of moving in shall sign a promissory note.

6.3.2 Rent is due on the first of the month. If two (2) consecutive rent payments are missed and not received by the last day of the second month, then the member shall be subject to eviction. Contract used will also provide additional provisions.

6.4.0 Disciplinary Action

6.4.1 All disciplinary actions determined by the Executive must be carried out by the date determined by the Executive.

6.5.0 Bills

6.5.1 The Treasurer shall inform each member within the first ten days of the month of his current outstanding balance with the chapter, and should be able to provide itemized billing upon request.

6.5.2 In addition the penalties set out in 6.2 - 6.4, non-payment of dues can also result in social suspension, barring a member from all non-mandatory social functions.

6.6.0 Spending Powers

6.6.1 The President, Vice President, and the Treasurer are the only three individuals authorized to spend chapter money, and only for items within the chapter budget.

6.6.2 Extraordinary expenses not covered by the chapter budget, with the exception of urgently needed house repairs, must be voted on by the active chapter with a two-thirds (2/3) majority.

6.7.0 Promissory Note

6.7.1 Any member who has an overdue account at the end of one month shall sign a promissory note for the balance and have his privileges suspended until paid in full or other arrangements are made with the Treasurer. Interest on this amount shall be suspended.

Article Seven: House Operations

7.1.0 Occupancy of the House

7.1.1 The President and House Manager shall be required to live in the house.

7.1.2 Preferences for rooms shall be given to:

- a) Current live-ins who are active. (Except for the Presidents Room)
- b) Vice President
- c) Treasurer
- d) Actives by Bond Number
- e) Phikeia
- f) Alumni

7.1.3 All members living in the house shall be required to sign a minimum four (4) month agreement at the beginning of each of the following periods.

- a) September 1 - December 31
- b) January 1 - April 30
- c) May 1 - August 31

Live-ins will also be required to give the Treasurer four (4) post-dated cheques for their lease period and these cheques shall be dated the first day of each month and shall be for the entire amount of the rent.

7.1.4 All actives must vacate the house by April 30th of their graduating year. The Executive may grant temporary extensions. Any active not intending to live in the house over the summer must notify the House Manager by April 1st.

7.1.5 Upon receiving one (1) month notice from the end of the respective lease period from an active member, any alumni living in the house will be required to vacate his room on or before the aforementioned date. This is only applicable if no other vacancies exist in the house, the active members in is good financial standing with the chapter, and has submitted an amount equal to one month's rent as a security deposit.

7.1.6 Any members who submit NSF cheques will be responsible for the penalty incurred.

7.2.0 Relation to the House Corporation (PhiDelco)

7.2.1 The President and House Manager shall sit as representatives of the active chapter on the board of PhiDelco.

7.2.2 The Treasurer shall collect monthly rent and pay PhiDelco the agreed upon rent for the house. PhiDelco shall use this money to pay for property taxes and other expenses, and shall save some for future renovations of the house. The active chapter shall be responsible for any major repairs or renovations.

7.3.0 Work Parties

7.3.1 Work parties shall occur every Monday during the school year after the active chapter meeting. Work parties must be performed after this time must be done before midnight of the day assigned.

7.3.2 After 11:59 p.m. on Monday, members who have unexcused absences will be subject to chapter discipline. A member shall be allotted three (3) excused absences per semester. In order to receive an excused absence, a member must notify the house manager twenty-four (24) hours in advance that he will be unable to attend a work party. Excused absences must be made up before Thursday of that week. If no their absences shall be considered unexcused and chapter discipline will be incurred. These absences cannot be used for work parties after house parties; if the member attended said house party.

7.4.0 Parking

7.4.1 Priority for parking spaces shall be in the following order:

- a) Live-ins
- b) Members of the Executive Committee
- c) Actives by Bond Number
- d) Phikeia
- e) Alumni
- f) Others

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7.4.2 Except for live-ins, hours of reserved parking are from 0730-1700, Monday through Friday.

7.5.0 Private Use

7.5.1 Any person, including Alumni, who wish to use the chapter house for a special event must be sponsored by an active member and receive approval of three-quarters (3/4) of the live-ins and two-thirds (2/3) of the active chapter. The required damage deposit is \$200. The active member who sponsors the event shall be responsible for the care, maintenance, and cleanup of the house. Charges shall be assessed for house damage and cleanup if necessary. The house cannot be used for any personal fundraising of any sort.

7.5.2 Anyone wishing to use the chapter house for a private function shall be asked by the active chapter for a generous donation of cash, or a service of items for the house.

7.6.0 House Rules

7.6.1 Any violation reported by at least two (2) actives should result in the offender being subject to chapter discipline.

7.6.2 Quiet hours shall be from 2400 - 1200, Sunday night through Friday morning and violations shall be defined as:

- a) Excessive noise, music, or loud talking with the door open.
- b) Conversation or disturbances of any kind in the halls on the upper floor.
- c) Any noise from the basement or first floor that could disturb the upper floor.

7.6.3 Any member personally responsible for damage to the house shall be required to pay for it.

Article Eight: Appeals

8.1.0 Appeals

8.1.1 Any member, who wishes to appeal any section of these bylaws, or any disciplinary action, may do so to the Executive Committee.

8.2.0 Procedure

8.2.1 The active must present a written appeal to the Executive.

8.2.2 The Executive will hear the case and must decide in favor with a four-fifths (4/5) vote.

8.2.3 Further appeal is possible to the active chapter, where a two-thirds (2/3) vote is required.

Article Nine: Hazing

9.1.0 Hazing

9.1.1 The chapter will not participate in or condone any actions taken by any member that causes serious or irreversible harm to any individual, including current and prospective Phikeia.

9.2.0 Alcohol Use

9.2.1 The chapter will not participate in or condone any event that consists of forced alcohol consumption.

Article Ten: Amendments

10.1.0 General

10.1.1 Any bylaws may be added, altered, or deleted according to the following procedure.

10.2.0 Procedure

10.2.1 Amendments to these bylaws require two (2) meetings of the active chapter.

10.2.2 First reading requires a simple majority to pass.

10.2.3 Second reading must be held at least one (1) week after first reading, and shall require a two-thirds (2/3) majority to pass.

10.3.0 Updates

10.3.1 Bylaws must be reviewed once a year.

10.3.2 These bylaws shall be updated, if necessary, twice per year, and if significant amendments have been made, those amendments shall be distributed to chapter members.

UPDATED MONDAY December 31st 2007 by Marc Ballantyne.

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APPENDIX A

OFFICER GOALS

S.M.A.R.T. OFFICER GOALS

(SPECIFIC, MEASURABLE, ATTAINABLE, RESPECTABLE, TIMELY)

Chapter Vision Statement:

Alberta Alpha is committed to transmitting growth in friendship among members, community and chapter, providing an environment that cultivates academic excellence and transmitting this greater than it was given to us.

Goals: Broad Questions

- What Are You Trying To Achieve?
- What Are You Trying To Preserve?
- What Are You Trying To Avoid?
- What Are You Trying To Eliminate?

Objectives: More Specifically

- What Do You Want That You Don't Have? (Achieve)
- What Do You Want That You Already Have? (Preserve)
- What Don't You Have That You Don't Want? (Avoid)
- What Do You Have Now That You Don't Want? (Eliminate)

S.M.A.R.T. Goal Statement:

Order	Objectives: Tangible steps to accomplish goal	Deadline

Notes:

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S.M.A.R.T. Goal Statement: _____

Order	Objectives: Tangible steps to accomplish goal	Deadline

Notes:

S.M.A.R.T. Goal Statement: _____

Order	Objectives: Tangible steps to accomplish goal	Deadline

Notes: