

**BYLAWS FOR  
ZETA UPSILON ZETA OF  
THE LAMBDA CHI ALPHA FRATERNITY  
AT MIAMI UNIVERSITY, OXFORD, OHIO**

**ARTICLE I: NAME**

**Section 1.** This body shall be officially known and designated as the Zeta Upsilon Zeta of The Lambda Chi Alpha Fraternity.

**Section 2.** This name shall be applied to the chapter at Miami University located in Oxford, Ohio.

**ARTICLE II: OBJECTIVES ENUMERATED**

**Section 1. Objectives Enumerated.** The objectives of the Zeta Upsilon Zeta shall be:

(a) To maintain at Miami University, an undergraduate unit of The Lambda Chi Alpha Fraternity in accordance with its ideals, standards, traditions, and laws set forth in its Initiation Ritual, Constitution, Statutory Code, Grand High Zeta edicts, and the authorized rulings and orders of its general officers.

(b) To build up the membership, ideals, spirit, organization, and physical equipment of this chapter so that affiliation therewith shall ever be regarded as an honor and privilege of which only the finest men are worthy.

(c) To foster a spirit of genuine brotherhood among its members, to make welcome within its home all members and associate members in good standing of other Zetas who visit it, to do all within its power to increase the friendly bond between the chapters, to develop as much as possible a universal consciousness of fraternalism in The Lambda Chi Alpha Fraternity, to emphasize the fact that its badge and ritual are sacred, that initiate membership is for life, and that its brotherhood is universal within this membership.

(d) To Emphasize the fact that its badge and rituals are sacred, that initiate membership is for life, that its brotherhood is universal within this membership.

**ARTICLE III: LAWS**

**Section 1. Laws enumerated.** Zeta Upsilon Zeta shall be governed by the following laws:

FIRST: INITIATION RITUAL

SECOND: CONSTITUTION AND STATUTORY CODE

THIRD: MANDATORY RESOLUTIONS APPROVED BY THE GENERAL ASSEMBLY

FOURTH: ORDERS OF THE GRAND HIGH ZETA

FIFTH: MIAMI UNIVERSITY STUDENT CODE OF CONDUCT

SIXTH: CHAPTER BYLAWS OF ZETA UPSILON ZETA

**ARTICLE IV: MEETINGS AND FUNCTIONS**

**Section 1. Regular Chapter Meetings.** The time and place of chapter meetings shall be determined by the High Alpha. The chapter shall be required to hold a minimum of two regular general fraternity meetings each month of the academic year.

(a) *Formal chapter meetings.* There shall be a minimum of no fewer than four formal chapter meetings held each individual fall and spring academic semesters. The dates of these formal meetings shall be

established no later than one week prior and shall be determined by the High Alpha and High Phi and communicated to the chapter.

**Section 2. Special meetings.** Special meetings may be called by the High Alpha or by the written petition of one- third of the active membership. The entire membership must be notified at least 24 hours prior to a special meeting.

**Section 3. Quorum.** A majority, which is defined as 50% + 1 of the active members in good standing shall constitute a quorum at any regular or special meeting of Zeta Upsilon Zeta. Associate members shall be considered part of the quorum in all discussions not pertaining to those matters which are reserved to fully initiated brothers.

**Section 4. Who may attend.** Zeta Upsilon Zeta business meetings are open to the public. No person under the influence of alcohol or illegal drugs shall be permitted to attend regular or special meetings.

**Section 5. Responsibility to attend.**

*(a) Attendance requirement.* Attendance at all regular or special meetings shall be compulsory on all members in good standing, including associate members. Attendance of each member shall be determined by the High Gamma or the presiding officer for all Mandatory ATTENDANCE OF EACH MEMBER SHALL BE DETERMINED BY THE HIGH GAMMA OR THE PRESIDING OFFICER FOR ALL MANDATORY EVENTS AND MEETINGS.

*(b) Attendance requirement for High Zeta members.* Attendance at chapter meetings and zeta meetings shall be mandatory for all High Zeta members. Excuses may only be granted for extenuating circumstances as defined by The Executive Committee. All fines described in Article IV Section 5 (C) are extrapolated to Members of The High Zeta as penalty for this violation.

*(c) Any active member in good standing not in attendance of a regular or special meeting shall be considered absent.* Each member is allowed one unexcused absence per semester; an unexcused absence can result in a fine subject to determination by the executive committee of values up to, but not exceeding, \$200 and/or excusal from chapter events for one week after said absence. The offense may be offset with one hour of documented community service within Oxford community; without determination of executive committee within one week of the event. If a member is in attendance at an event while under excusal, punishment is subject to review by executive committee. Said member may offset offense with 5 hours of documented community service without determination of executive committee within one week of offense.

*(d) Mandatory events and penalties defined.* Notice of mandatory events shall be provided to all members at a minimum of Two weeks prior to the event. Attendance shall be mandatory for all members. Any member not in attendance shall be disciplined in accordance with Article IV Section 5(c) of these bylaws unless greater punishment is determined by the executive committee.

*(i) Late Policy.* 2 unexcused late arrivals to a mandatory chapter function shall count as 1 unexcused absence, and those unexcused absences shall be treated in the manner defined in Article IV Section 5(c) of these Bylaws.

*(ii) Continued attendance issues.* Any member with more than two absences from any mandatory event or three absences from regular or special meetings is subject to membership review by the executive committee. These reviews shall result in no less than four weeks social probation from all non-mandatory events.

*(e) Excuses defined.* All decisions concerning excuses for absence from a meeting OR EVENT shall be made by The Executive Committee. Excuses shall be given to the High Gamma or Presiding officer at

least 24 hours before the scheduled meeting time. The ruling on the excuse is to be made prior to the meeting for a regular business meetings, but no longer than 2 weeks after for all special meetings or mandatory events

*(f) Fines.* The High Tau and the High Gamma shall each record the names and fine amount for all such fines. Failure to pay fines more than one week after the charge resulting in the fine shall result in social probation from all non-mandatory events for no less than one week, but no more than four weeks as determined by the executive committee. Upon completion of the current semester all fines will thereby be added to the payment of dues of the subsequent semester.

**Section 6. Who may vote.** Active members in good standing of Zeta Upsilon Zeta are entitled to vote on all chapter decisions. Any active member in poor academic standing may petition the Executive Committee to be allowed to vote. Associate members are entitled to vote in all chapter meetings except where decisions regarding dissociation and initiation are being voted upon. Voting by proxy is prohibited.

**Section 7. Behavior at meetings.**

(a) Disorder in a regular or special meeting shall not be tolerated.

(b) Any member who refuses to maintain proper decorum in a chapter meeting shall be expelled from the meeting by the presiding officer. Disciplinary action shall be determined by The Executive Committee.

(c) Additionally, expulsion from chapter meetings will result in the member receiving an unexcused absence from the meeting and any penalties concurrent with Article IV section 5 (a)-(g).

**Section 8. Dress at meetings and functions.**

(a) Formal dress defined. The High Alpha and High Phi will establish the dress code for all formal meetings and functions, and provide a minimum two week's notice for all such events. The standard dress for formal chapter meetings shall be at minimum a dress shirt, tie, and slacks.

(b) Penalties. Those members who do not dress according to Code IV-8(a) of the Bylaws shall be denied entrance to the formal meeting or function resulting in the member receiving an unexcused absence from the meeting or function and any penalties concurrent with section 5 (a)-(g).

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

**Section 9. Order of business.** The following will be the Order of Business at regular chapter meetings of Zeta Upsilon Zeta:

(a) Formal Opening Ceremony at each formal chapter meeting.

(b) Call to order.

(c) Roll Call

(d) Reading of minutes

(e) Officers Report

(f) Old Business

(g) New Business

(h) Open Discussion

(i) Formal Closing Ceremony at each formal chapter meeting

(j) Adjournment

**Section 10. Rules of order.** Robert's Rules of Order shall govern the conduct of meetings of Zeta Upsilon Zeta. The following special rules shall be in force:

- (a) An initiated member shall be addressed as "Brother....".
- (b) An Associate Member shall be addressed as "Mister..."
- (c) An Officer shall be addressed as "Brother High Alpha", etc.

**Section 11.** Definition of a Lambda Chi Alpha function. A Lambda Chi Alpha function shall be defined as any function or event that:

(a) Is officially announced at a chapter meeting, (b) Is included in the meeting minutes, (c) Is added to the fraternity calendar or associated electronically with the fraternity, (d) Is paid for using fraternity funds, (e) To which only brothers or associate members are permitted, or (f) Is officially registered as a Lambda Chi Alpha function with Miami University Cliff Alexander Office of Fraternity and Sorority Life and Leadership, Miami University Interfraternity Council, or Lambda Chi Alpha International Headquarters.

#### **ARTICLE V: OFFICERS**

**Section 1. Officers.** The High Zeta of Zeta Upsilon Zeta shall consist of the alumni advisor, also known as the High Pi (whose appointment is outlined in Statutory Code 3-7), and the following elected officers by rank in accordance with Statutory Code 3 - 2:

President	also known as the HIGH ALPHA
First Vice President	also known as the HIGH BETA
Second Vice President	also known as the HIGH THETA
Secretary	also known as the HIGH GAMMA
Treasurer	also known as the HIGH TAU
Risk Manager	also known as the HIGH IOTA
Alumni Liaison	also known as the HIGH RHO
Fraternity Educator	also known as the HIGH KAPPA
Recruitment Chairman	also known as the HIGH DELTA
Ritualist	also known as the HIGH PHI
Educational Chairman	also known as the HIGH SIGMA
Social Chairman	also known as the HIGH EPSILON
Housing Chairman	
Housing Manager	
Public Relations (PR) Chairman	

## Standards Chairman

**Section 2. Terms of office.** Zeta upsilon functions on a staggered election schedule. The terms for each office are as follows:

(a) *Calendar year.* The offices of alpha, beta, gamma, tau, iota, rho, epsilon, and public relations chair (PR). Shall be elected at a date set by the Executive Committee but no later than December 1.

(b) *Academic year.* The offices of theta, kappa, delta, phi, sigma, and standards chair shall be elected at a date set by the Executive Committee but no later than May 1.

**Section 3. Eligibility to hold office.** No member may hold an elected position unless he is an active member in good standing and meets the requirements of Code X-16 of the Statutory Code. He must also have met service hour requirements from the previous semester

(a) Candidate's' Academic Performance. Members on academic watch are ineligible from running for office unless an exemption is obtained from The Executive Committee. Exemptions shall only be issued to a member demonstrating clear academic improvement, and the ability to balance the responsibilities of the office and his academics.

(b) Eligibility for Associate Members. Associate members are not eligible serve as the High Phi. An associate member may be nominated and elected to the position, but cannot assume any responsibilities of the office until becoming a brother.

**Section 4. Elections.** Regular election to chapter offices shall be held each semester, notice of elections must be given no less than one month prior to the scheduled election date. Said meeting shall be conducted as a formal chapter meeting.

(a) Nominations. Elective officers must be nominated by a member of the fraternity, including himself, during the two chapter meetings prior to the election and day of the election.

(i) Nominations do not require a second or any further action be taken, however the nominated person may decline any nomination or withdraw at any time before the election.

(ii) Elective officers are not restricted from receiving nominations for additional elective offices.

(iii) Elective officers may submit a written mission statement and goals for their office to the High Alpha, who, in turn, shall post said mission statement and goals to the chapter website. Any member who accepts a nomination to run for high alpha must submit a mission statement a minimum of three days prior to the election.

(b) Procedures. The ranking officer presiding shall be responsible for conducting the election.

(i) Speeches. All elective officers shall be permitted to speak directly to the chapter for no more than three minutes for every office for which they have received a nomination. Speeches for each office shall be held in order of the rank of each office. Speeches are only to be allowed by individuals that are present at the time of elections.

(ii) Discussion. Following each speech the floor will be opened for questions. Each member shall ask a maximum of 2 questions per candidate. Once questioning has stopped the candidate shall leave the room and the next candidate for that position shall enter and give their speech. This will continue until the last candidate gives their speech once that has occurred all candidates for that position shall leave the room. The floor will then be opened for discussion. Where each member shall be permitted to speak twice for no more than thirty seconds. The presiding officer shall ensure that discussion is relevant to the

current topic and/or candidates.

(iii) Revote. A revote may be called by two-thirds majority vote of the general chapter, after a speech not exceeding two minutes by the active member who called for the revote. A revote will take place at the next meeting following the chapter at which elections were held. An active member may call for a general chapter vote on the issue of re-vote after being second by at least two active members. The same elections process will take place as outlined in Article V Section 4 (b) - (d) for the specific office(s) during which a re-vote was called.

(iv) Voting. Voting shall occur promptly following the discussion of each office individually, and done in accordance with Article V Section 4(c) of these Bylaws.

(c) Balloting. Elections will be conducted by repeated balloting. A candidate who achieves a majority of votes cast is elected. Members will submit one ballot each to the highest presiding officer. With all elective officers nominated during the prior two weeks; he shall remind members of any additional nominations made the day of the election.

(i) Members may not vote by proxy or absentee ballot.

(ii) The presiding officer and the next two highest ranking officers shall assist with tallying.

(iii) Results of the election shall be announced; elective officers receiving a majority of the vote may declare that they accept the appointment, or if running for multiple offices, may await the results of subsequent votes.

(d) Deadlock. Between rounds of voting, motions to reopen nominations or discussions are permitted. If deadlock occurs with three or more candidates, and no candidate resigns, a motion may be made to drop the candidate having the lowest number of votes after each successive vote. Should deadlock occur for only two candidates, and no compromise can be reached the decision shall be deferred to the outgoing High Zeta.

(i) Deferral. A deferred decision to the High Zeta shall require a majority vote. Deadlock by the High Zeta shall result in the decision being deferred to the outgoing Executive Committee.

(e) Installation. Officers shall assume their duties at the next regular meeting following their election. Within thirty days from the date of the election and prior to the conclusion of the current academic semester all duly elected officers of the chapter shall be installed in accordance with the Installation of Officers, which said installation may be a non-secret ceremony, exoteric in nature within the provision of Code 3-4 of the Statutory Code.

**Section 5. Vacant Positions.** Vacancies shall be filled in accordance with Code 3-6 of the Statutory Code.

**Section 6. Delegate Qualifications.** The Official Delegate to General Assembly, and other events requiring an official delegate shall be elected by the active chapter and shall have at least one full year of college work before graduation and be an active member in good standing.

(a) Election. The High Alpha shall be responsible for soliciting nominations and conducting elections for official delegates. Official delegates require a majority decision by the chapter. Elections shall occur at minimum one month prior to the event or final chapter meeting of the semester, whichever is later, using the regular election procedures delineated by Article V, Sec. 3 of the Bylaws.

(i) Should an official delegate be required when less than one month of notice is given prior to the event or final chapter meeting of the semester, The Executive Committee may choose to conduct an election as delineated in the preceding clause or appoint an official delegate directly.

**Section 7. Duties of the official delegate.** The Official Delegate of the General Assembly, and other events requiring an official delegate shall attend all sessions thereof and serve on committees to which he is appointed. He shall present a report to the High Zeta and then to the active chapter following his return from the assembly.

**Section 8. Harm Reduction.** At all Lambda Chi Alpha functions as defined by Article IV, Section 11 of the Bylaws, the sober monitor ratio set in the 2017 Harm Reduction Report. These members shall not be permitted to consume any intoxicating substance before or for the duration of function.

(a) The responsibility of sober monitor shall rotate throughout the Chapter equally and be coordinated by the High Iota and High Beta through the beta points system.

(b) Any member assigned as a sober monitor found to knowingly be in violation of their assigned responsibilities will be charged with Article VII Section 1(b) of the Constitution: "Failing to act for the good of the Fraternity or committing an act detrimental to the Fraternity." and if found in violation of the sober monitor policy by the executive committee a fine of a value up to but not exceeding \$500 may be assessed to the member found in violation. .

**Section 9. Officer Evaluations.** The Executive Committee using the Standards of Chapter Excellence and the responsibilities of office as defined in Article IV of the Constitution shall evaluate all officers at minimum two times per semester.

(a) The Standards Chairman shall facilitate officer evaluations, and reserves the right to schedule an evaluation of an officer at any time.

(b) Any member or elected officer may request an evaluation of an officer at any time.

**Section 10. Other officers.** Other officers as determined by the Chapter in accordance with Code 3-1(b) of the Statutory Code in January to serve for the calendar year.

**Section 11. High Zeta Retreat.** Prior to the start of each semester, the High Zeta shall meet for no less than three hours to plan for the semester.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1. Composition.** The Executive Committee shall be composed in accordance with Code 3-10(a) of the Statutory Code. Two voting at large positions and an alternate shall serve semester-long terms.

**Section 2. Elections.** Elections for these positions will be held during general elections in November and at the last chapter meeting in April. Nominations will occur two weeks prior to said elections. Elections shall occur following completion of the High Zeta elections.

**Section 3. Powers and duties.** The powers and duties of The Executive Committee shall be defined in Code 3-10(b) of the Statutory Code.

**Section 4. Meetings.** The Executive Committee shall be required to hold a regular meeting separate from the chapter meeting each week during the school year. Said meeting shall follow the prescribed agenda in The Executive Committee manual.

(a) Emergency sessions. The High Alpha or High Pi may call an emergency session of The Executive Committee at any time as long as twenty-four (24) hours notice has been provided to all members.

(b) Teleconferencing and voting. The High Pi may request to attend meetings via telephone conference should he be unable to physically attend. Other voting committee members must be present to vote; otherwise, their vote shall defer to the alternate.

**Section 5. Transparency.** The Executive Committee meetings shall be open to all active members

except when motioned to enter closed session as provided in the Constitution and Statutory Code. The Executive Committee shall post minutes to the electronic mail listserv of all meetings except where such deliberations are sealed in accordance with the Constitution and Statutory Code.

**Section 6. Authority.** The Executive Committee reserves the right to call any member found in violation of any provision of the Bylaws to an informal disciplinary meeting with the Executive Committee and impose penalties as allowed in the Bylaws, Constitution and Statutory Code.

**Section 7. Brotherhood Review.** The Executive committee may perform a Brotherhood review at any point during the semester, provided that they have given the brother at least 1 weeks' notice to the review.

(a) Content. Brotherhood review will focus on, but is not limited to the following content categories:

(i) *Effect on Brotherhood:* Shall take a quantitative look using the beta point stems run by the High Beta in addition to a qualitative look at what the person has done for the Chapter .

(ii) External Effect: Looks at the other activities and groups that the member, as well as philanthropic efforts to demonstrate how the respective member is affecting the chapters image on campus.

(b) Third Parties. The Executive Committee may ask a Member or other relevant source to sit-in, provide written testimony, or other form of influence to participate in the Brotherhood Review at their own discretion.

(c) Documentation. The Executive Committee shall keep a file of all Brotherhood Reviews, and provide a copy of the review to the Brother Reviewed within 72 hours of the Review's Completion.

## **ARTICLE VII: OTHER COMMITTEES**

**Section 1. Creation and organization.** Any High Zeta member may request the creation of a committee for the purposes of organizing events associated with his office. The High Beta shall organize all committees.

**Section 2. Committee Requirement.** Every Member is expected is expected to participate in at least one committee within the first three semesters of membership. If a member does not join a committee than he shall be required to attend 1 more study hour a week in addition to fine up to but not exceeding \$50.

## **ARTICLE VIII: MEMBERSHIP.**

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

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

(b) Student requirement. All initiates, except honorary members at the time of initiation, shall be students at Miami University, Oxford, Ohio.

(c) Payment of Dues. No candidate shall be initiated unless he shall have paid in full, in advance of the initiation, the association and initiation fee. He shall also remit all monthly dues, and any other money that he may owe to Zeta Upsilon Zeta at least five weeks prior to the desired initiation date or have signed a

promissory note and payment plan with The Executive Committee.

(d) Academic Standards. Each member shall be required to maintain certain academic standards as defined below:

(i) Academic Watch. Any member failing to meet the minimum grade point average of 2.50 cumulatively or 2.75 during the previous grading period shall be placed on academic watch. Such members shall be required to meet regularly with The Executive Committee, the High Sigma, or any other person designated by The Executive Committee to review his academic progress and provide academic assistance.

(ii) Academic Probation. Any member failing to meet the minimum grade point average of 2.5 cumulatively, shall be placed on academic probation. Any member on academic probation shall be required to meet regularly with The Executive Committee, the High Sigma, or any other person designated by The Executive Committee, to review his academic progress and provide academic assistance, in addition to the requirements imposed by Code 7-8a of The Statutory Code. Any member on academic probation who fails during the ensuing term to achieve the scholastic average of 2.75 the ensuing semester, shall automatically be placed on scholastic suspension, and shall have his membership reviewed by The Executive Committee pursuant to the provisions of Code 7-8b of The Statutory Code

(iii) *Academic Study Tables*. Dependent on members Cumulative Grade Point Average (GPA) all members are required to complete a specified amount of study hours. These study hours shall not be required for more than 6 hours per week but no less than 1 hour per week, and shall be documented under the supervision of Proctors. The amount of study hours required shall be set by the chapter at the beginning of each semester in the first chapter meeting by the members and passed with a two-thirds (66%) vote.

(a) Proctors:

(i) Proctors will be members of the High Sigma's committee, and are required to have at least a 3.3 GPA to proctor. The High Sigma may increase that requirement if so desired

(ii) There shall be a designated room for study tables, and that shall be the only place proctors document study tables. Unless otherwise coordinated with the High Sigma and approved by the Executive Committee.

(iv) The High Sigma may reduce a member's hours, but must present his reasoning before the executive committee for the reduction to take effect.

(b) Penalty for Missing Study Hours. The penalty for missing study hours is a \$ 25.00 fine and/or social probation for every study table missed and can be appealed in *accordance with Code 7-5 of the Constitution and Statutory Code*.

(e) *Community service*. All members shall be required to complete no less than three hours of community service per semester, this minimum hour requirement is it be reassessed annually.. The High Theta should provide opportunities for members to complete this requirement. However, the ultimate responsibility to complete this requirement shall lie with the individual members.

(i) Community service shall be defined as a sacrifice of time and labor that directly benefits a charitable organization or the local community, which may include facilitation of such service for others.

(ii) At the first Executive Committee meeting of each month, the High Theta shall submit records of service hours submitted by members for approval. The Executive Committee reserves the right to

reject any hours that do not meet provisions above.

*(f) Contract for membership.* All brothers and associate members shall be required to sign a contract for membership specifically enumerating their responsibilities, in addition to those set forth in the Bylaws. This contract shall be developed by the High Alpha and High Beta. This contract shall be subject to the approval of the active chapter each semester at the final meetings in December and April and shall be effective for the subsequent semester. All members shall be required to sign said contract at the first chapter meeting of the semester.

*(g) Code of Conduct.* All members shall be required to sign a contract of social conduct which shall be prepared by the executive committee at the end of each semester. Active members shall be required to sign said contract at the first chapter meeting of the semester.

(i) Any member who brings a non Zeta Upsilon Zeta affiliated member to any fraternity event without getting permission from the respective officer or executive committee at minimum a week in advance may be fined up to but not exceeding a \$50 fine per person found at said event, fines are given at the discretion of the executive committee.

## **Section 2. Membership Classifications**

*(a) Associate Member:*

(i) Pursuant to Code 6(b) to Statutory Code, Associate Memberships lasting more than 15 months are not permitted and shall be automatically terminated. In these instances no reimbursement of dues shall occur.

(ii) Pursuant to Code 6(a) of The Statutory Code, Associate Membership may be terminated at any time should two thirds (67%) of the active initiated members in good standing decide to end an individual's Associate Membership.

(iii) Associate Membership is automatically terminated if the individual's grade point average (GPA) falls below what is required for graduation by the Regulations of Miami University.

*(b) Active Brother:*

(i) A Brother is a member who has earned full membership to Lambda Chi Alpha fraternity.

(ii) Brothers retain all rights and must adhere to all duties pursuant to Article IV, Section 6 of The Constitution *(c) Alumni(a) Pursuant to Article IV, Section 1(b) of The Constitution and Statutory Code of the Lambda Chi Alpha Fraternity.*

*(c) Inactive Status.* Pursuant to Code 4-2 of The Statutory Code, an inactive member is a Brother in good standing who is granted inactive status by the Grand High Zeta in cases of:

(i) Undue financial hardship

(ii) Participating in an internship

(iii) Participating in a study abroad or university—sponsored, domestic—based academic program for one or more full Academic terms.

(iv). Members participating in study abroad or university—sponsored, domestic—based academic programs will not be required to pay fraternity dues or fees for said academic term (s), and will gain Active Brother status once he returns. Brothers granted inactive status by the Grand High Zeta may not attend chapter, initiation and Zeta sponsored activities and events, unless invited or otherwise announced by the Zeta. If the Brother is granted inactive status by the Grand High Zeta, he may not hold office.

*(d) Alumni Brother:* Are those initiates of a Chapter who are no longer undergraduate students, or

classified as graduate students, or who have the equivalent professional status at the institution in which they are enrolled. Honorary Members are considered Alumni Brothers. As defined by Article 4, Section 1(b) of the 43rd edition of the Constitution and Statutory code.

**Section 3. Voting on candidates for Associate Membership. The procedure to be used by Zeta Upsilon Zeta is as follows:**

(a) Development of criteria. Evaluation criteria for Associate Membership shall be based on the Seven Core Values of the Lambda Chi Alpha True Brother Initiative. Potential members may only receive invitations of membership if they meet the minimum GPA requirement for academic probation.

(b) Vote to Associate. Three-fourths of the active membership present and in good standing shall be required to extend a bid to a prospective member. This percentage is in accordance with Code 4-1 of the Statutory Code.

**Section 4. Voting on candidates for initiation.**

(a) Proposal of names. All prospective initiates shall be proposed and reviewed during a chapter meeting as part of the High Phi's report at least three weeks prior to initiation. This proposal shall lie on the table for one week and a final vote shall then be taken on candidates for initiation.

(b) Vote to Initiate. Favorable percentage for initiation shall be at least eighty percent of the active initiated members present and in good standing. This percentage is in accordance with Code 6-11 of the Statutory Code.

**Section 5. Social Media**

(a) All Social Media of the fraternity, specifically referencing the Facebook Group, the Facebook Page, Twitter Pages and Instagram pages associated with the Fraternity shall be an extension of the fraternity and operate as such in accordance with The Constitution and Statutory Code of The Lambda Chi Alpha Fraternity and these Bylaws.

(b) Any messages that may be detrimental or are deemed inappropriate to the Fraternity may be deleted, and documented, and if necessary be a worthy reason to be called before the Executive Committee.

(c) Public Relations Chair

(i) Responsible for posting to the public pages of Lambda Chi Alpha Zeta Upsilon Zeta.

(ii) Ensure that the standards of the chapter are kept online and image on campus is maintained

**ARTICLE IX: INITIATION**

**Section 1. Time.** The time and date of Ritual shall be decided at the High Zeta retreat.

**Section 2. Manner of Initiation.** Zeta Upsilon Zeta shall initiate only in accordance with the laws and practices of the General Fraternity.

**Section 3. Compulsory Attendance.** Every active member shall be required to attend and participate in the Ritual Exemplification Ceremony, barring an extreme extenuating circumstance. Any member not attending the ceremony shall be subject to a \$100 fine and further disciplinary action as determined by The Executive Committee unless excuse is given as defined in Article 4 Section 5(e) of the bylaws.

**Section 4. Conduct.** Any member not exhibiting an attitude of decent conduct as determined by the sole discretion of the High Phi or High Alpha shall be subject to immediate removal, a \$100 fine and other disciplinary action deemed by The Executive Committee.

**Section 5. Ritual Team.** Any member of the ritual team must give a minimum of 30 days notice before the set initiation ritual date to the High Phi if they intend to drop out of the ritual team or they may be

subject to a fine of up to but not exceeding \$100 at the discretion of the executive committee.

## **ARTICLE X: FINANCES**

**Section 1. Financial Requirement.** Dues are payable each fall and spring semester for which a member is active. Each spring, the High Tau working in conjunction with the other members of The Executive Committee shall assess the fee structure for the subsequent year. The amount shall be subject to approval of the active chapter no later than the final chapter meeting in April.

(a) Dues shall be paid by the end of the second week of each semester or by the date specified by the High Tau. Should a member be unable to meet his financial obligation in full at the beginning of the semester, he may request a promissory note and payment plan from The Executive Committee prior to the due date specified by the High Tau.

(b) Associate members should make full payment of dues by the fourth chapter meeting following acceptance of their invitation of membership. Should an Associate Member be unable to meet his financial obligation in full by the fourth chapter, he may request a promissory note and payment plan from The Executive Committee. The full amount of Dues must be received prior to Initiation, otherwise, the Associate Member will not be initiated pursuant to Article IV Section 3 of The Constitution.

(c) A member shall be fined \$30 at the discretion of the executive committee if his check is returned for any reason, and/or for every individual week his dues remain unpaid/has not made a payment plan with the High Tau after the dues original due date.

(d) Associate members who join after the initiation cut-off date for the semester shall be eligible to receive prorated dues at the discretion of the High Tau and The Executive Committee. Such proration will be calculated on an individual basis.

(e) Any member who attempts to deactivate or dissociate after this two week period without paying the full amount of dues assessed will still be responsible for said amount in its entirety regardless of deactivation or dissociation.

(f) Should a member be unable to meet the financial obligation by the due date specified by the High Tau, unless a payment plan has been granted by the High Tau and Executive Committee, the member shall be suspended indefinitely from all fraternity functions until payment is received.

### **Section 2. Associate Member Dues**

(a) Associate Member Fee. Pursuant to *Article 5 Code 5-3b of The Constitution and Statutory Code of Lambda Chi Alpha Fraternity* the General Fraternity Associate member fee of \$ 95.00 paid for in the dues of an associate member

(b) Initiation Fee. Pursuant to Article 5 Code 5-3c of The Constitution and Statutory Code of Lambda Chi Alpha Fraternity the Initiation Fee shall be \$ 200.00 paid for in the dues of an associate member

(c) Local Dues. As a fund to pay local IFC dues, and insurance fund, in addition to the general fees and operations of being associated with Zeta Upsilon Zeta an Associate member will owe \$ 355.00 in local dues

(d) Associate Members will be assessed dues of \$750 which must be reaffirmed annual and reflected in the bylaws.

### **Section 3. Active Brother Due**

(a) Each semester active members will be assessed dues of \$650 which must be reaffirmed annually and

reflected in the by-laws.

(b) Pursuant to Article V Code-5d of The Constitution the General Fraternity Active Dues are \$ 75.00 to be paid for by the Active Member

(c) As a fund to pay local IFC dues, and the insurance fund, in addition to the general fees and operations of being associated with Zeta Upsilon Zeta an Active Member will \$ 475.00 in local dues.

**Section 4. Budget.** The semester budget shall be prepared by the High Tau, approved by The Executive Committee, High Zeta, and proposed to the active chapter by the second chapter meeting of the semester and approved by the third chapter meeting.

(a) The chapter budget for each semester shall be calculated using the total membership as it stood on the day following the final day of the previous semester. The budget shall not be calculated using any projected recruitment totals.

(b) Budget Preparation and Proposal. Each officer shall submit an itemized budget to the High Tau for his office at least three weeks prior to the beginning of each semester. Submissions shall include a per-member cost for each proposed event. During the High Zeta retreat, officers shall negotiate the total High Zeta budget and approve events based on the goals and needs of the chapter.

(c) Subsidization of Events. The chapter shall operate under a balanced budget, and shall at all times avoid partially subsidizing events (asking members for out-of-pocket expenses when an event is partially subsidized by chapter funds that were collected from dues). Should an officer need to partially subsidize an event for his office, any such subsidization must be approved by the High Zeta.

*(d) Refund of excessive surplus funds at the end of a semester. If greater than 30% of the chapter budget for a given semester remains at the end of that semester, the amount exceeding 30% shall be divided amongst the active membership and deducted from the next semester's dues or refunded accordingly.*

**Section 5. Reserve Fund.** The reserve fund shall be drawn from surplus funds from past semesters when the automatic refund is not reached as defined by Article X Section 4 (d) of the bylaws. This fund is to be maintained by the High Tau and supervised by the executive committee.

**Section 6. Procedure for disbursement of funds.** Expenditures shall only fall within the approved budget.

*(a) Approval of expenditures.* Officers or members acting as agents of either the fraternity or its officers shall remain financially responsible for all expenditures made using chapter funds or on behalf of the chapter until the expenditure is approved by The Executive Committee.

(i) Officers or members shall remain financially liable for any unapproved expenditures.

(ii) Prior to all expenditures, preliminary approval shall be obtained from the High Alpha or High Tau.

*(b) Methods to obtain funds.* Officers or members acting as agents of either the fraternity or its officers shall use the following methods to obtain funds:

(i) Check. Submit a spending request to the High Tau during the chapter meeting prior to the event, but in no case less than one day prior to the date of the expense. In such cases the High Alpha and High Tau shall provide a check written directly to the payee or vendor.

(ii) Out-of-Pocket. Should a check be unacceptable or if the total expenditure is unknown beforehand, the officer or agent shall pay for the expense out-of-pocket. The officer or agent shall submit

a reimbursement form to the High Tau including a receipt of purchase. In such cases the High Alpha and High Tau shall issue a check written directly to the officer or agent. *Reimbursement.* Only under consideration by the Executive committee may a member be reimbursed for personal donation of property, furniture, or personal funds to any chapter event of Zeta Upsilon Zeta and will not receive a discount on chapter dues. Receipt is required for any transaction in which a Member would like Reimbursement and any Reimbursements will be made available to the member by the High Tau.

(iii) Debit Card. Should a check or out-of-pocket payment be unacceptable, the officer or agent may request to use the chapter debit card from the High Alpha or High Tau. The officer or agent shall submit reimbursement form to the High Tau including a receipt of purchase within one week.

### **Section 7. Financial Accountability.**

(a) Financial reports. The High Tau shall present at all chapter meetings a written financial report regarding the weekly expenditure of all funds as well as the status of chapter accounts, in addition to displaying the financial records for the chapter to see online.

(b) Outstanding accounts. Outstanding member debts owed to the fraternity in addition to their financial standing with the fraternity shall be posted on the meeting room door prior to and throughout the duration of the chapter meeting and delivered weekly via electronic mail listserv to all members of the active chapter.

**Section 8. Banking.** The High Tau shall maintain the following banking procedures:

(a) Savings. The savings account shall be used to maintain all monies for installation. Additionally, if active members choose to pay for the year in advance, half of each member's said dues will be deposited in the savings account for use the following semester.

(b) Checking. All semester dues will be deposited into this account and it shall serve as the main account for all deposits and expenditures. This account shall always require a dual signature checkbook.

(c) Debit cards. The High Tau will maintain two debit cards linked to the Fraternity checking account. These two cards will be issued to the High Alpha and High Tau. The cards shall only be used in the manner described in Section X-6(b-iii) of the Bylaws.

(d) Authorized signers. The High Alpha and High Tau shall be the only two authorized signers on the fraternity's official bank accounts.

## **ARTICLE XI: DISCIPLINE OF THE INDIVIDUAL MEMBER**

**Section 1. Offenses defined.** Each member of Zeta Upsilon Zeta shall abide by the laws of the Fraternity as defined in the by-laws of this chapter, acts of this Zeta, and acts of this Zetas' Executive Committee and Officers as provided for by said bylaws. A member in violation of any of these laws is subject to disciplinary procedures and penalties.

**Section 2. Chapter House.** Any party who is found guilty of destruction or repeated malicious action within/to the Lambda Chi Alpha, Zeta Upsilon Zeta chapter house in addition to covering the cost of damage done to house, as assessed by a third party professional, may also be fined an amount up to but not exceeding \$100 and or given sober monitoring duties at the discretion of the Executive committee.

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

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

## **ARTICLE XIII: AMENDMENTS**

**Section 1. Amendments to the by-laws.** Amendments to these bylaws must lay on the table for one week. A three- fourths majority shall be required for the proposed amendment to be entered into the chapter by -laws.

**Section 2. Bylaw Review.** The Bylaws shall be reviewed by the Standards Chairmen and two additional members outstanding, these members are appointed by the Standards Chairmen with the approval of the Executive Committee. This committee will review and update the bylaws of Zeta Upsilon Zeta on every odd numbered year, or at any time there is a conflict with The Constitution and Statutory Code of Lambda Chi Alpha Fraternity.

**Section 3. Bylaw Proposals.** Any active member can propose a change in the bylaw as long as it does not conflict with the Constitution and/or Statutory Code.

(a) Proposals shall be written out, citing the proposed Article, Section and as needed subsection that are to be changed or what Article the proposed bylaw will be added to as well as a brief justification for the change or addition.

**Certification:**

Approved by the chapter on:

These bylaws shall be in effect upon certification of the High Pi if there is no acting High Pi then High Alpha.

1. Original bylaws approved by the active chapter January 2007.
2. Reaffirmed by active chapter in February 2009 for chartering purposes with requirement of further review in spring 2009.
3. Reviewed and revised by Bylaw Committee, proposed to active chapter April 2009.
4. Approved by the active chapter on May 3, 2009.
5. These bylaws shall be in effect upon approval of the Grand High Pi.
6. Revised by Chapter November 14, 2010, Amendment made to ARTICLE V, Section 4(b-ii)
7. Revised by the Chapter March 16, 2015 updates made for references to the 42nd Edition of The Constitution and Statutory Code. Amendments made to Article II, Section 1(b); Article III Restructure; Article IV Section 5(d) (a.); Article V Addition of PR chair; Article VI Section 6; Article VIII Section 2-5; Article X Section 1(b-e), Section 2-3, 6(b-ii), heading a; Article XIII Section 2.
8. Revised and Reaffirmed December 3, 2017. Initial updates were all grammatical and structural errors that were hindering bylaws ability to be interpreted such as but not limited to repeated subsections in single articles. Amendments made to Article IV Section 1(a); Section 4; Section 5(c); Section 6; Section 8; Article V Section 1; Section 2(a) (b); Section 4(a-i) (b-i-ii-iii) (c); Section 8; Article VI Section 7; Article VII Section 2; Article VIII Section 1(d-iii-b); Section 1(e); Section 2(b-ii); Section 5; Article IX Section 3; Article X Section 2(d); Section 4(d); Section 5; Section 7; Article IV Section 5(d) addition of (d-i-ii); Article VI Section 7(a) addition of (a-i-ii); Article VIII Section 1(d) removal of (d-iii-a-iii); Article VIII Section 1(e) removal of (e-iii); Article VIII Section 2 addition of (d); Article VIII Section 5(c) addition of (c-ii); Article X Section 1 removal of (e); Article X Section 3 removal of (c) and (d); Article X Section 3 addition of (a); Article X Section 8 removal of (c); Article XIII addition of Section 3.
9. Revised and Additions February 18, 2018. Additions were made at the request of the High Tau and Housing Manager in Zeta weekly meeting. Amendments were made to Article X (a) (c) with the addition of (e) and Article XI Section 2.
10. Additions April 1, 2018. Creation of Article VIII - Section 1 (g - i)
11. Additions made at the request of the High Phi and passed April 15, 2018. Creation of Article IX Section 5.
12. Additions passed by the chapter December 2, 2018. Amendments to Article X Section 1(a) and creation of Article X Section 1(f).



**Alexander Glynn, High Alpha, 4/7/2019**

A handwritten signature in black ink, appearing to read "David Steinman". The signature is fluid and cursive, with the first name "David" written in a larger, more prominent script than the last name "Steinman".

**David Steinman, High Pi, 4/15/2018**