

# CHI PHI CONSTITUTION

Amended Following the 151st Congress



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CONSTITUTION**

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**Article I. Structure of the Fraternity**

**Section 1. The Foundation of the Fraternity**

- A. This Brotherhood, founded in Friendship, is known and shall be known as the Chi Phi Fraternity.
- B. The Fraternity is composed of Chapters established and maintained solely at colleges, universities and institutions of learning whose charters allow them to grant degrees.
- C. The Supreme Power of the Fraternity is vested in the active Chapters thereof, collectively.
- D. The written names of the Chapters and Institutions at which they are established are: (see *Chakett*)

**Section 2. Legislative Power**

The legislative power of the Fraternity, except as otherwise provided in the Constitution, is vested exclusively in the Congress.

**Section 3. Executive Power**

The executive power of the Fraternity is vested in the Grand Council.

**Section 4. Judicial Power**

The judicial power of the Fraternity is vested in the several Courts thereof.

**Article II. Prayer**

The following form of prayer shall be used at the Congress and by the Chapters, and shall be known as the Prayer of the Fraternity:

*Almighty Father, who dost vouch safe to direct those who acknowledge Thee in all their ways, look, we beseech Thee, with favor upon our Fraternity. Make it a blessing and a benefit to all its members. Deliver us from those evils to which we may be at any time exposed. Grant us the Light of Thy Truth and the illumination of Thy Spirit, that we may always do that which is acceptable in Thy sight. Unite us in the bonds of Love. Keep us in Charity with all mankind. Incline our hearts to walk humbly before Thee, and help us so to acquit ourselves in this life that we may dwell with Thee in Life Everlasting Amen.*

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**Article III. Heritage**

The customs, heritage and traditions of the Fraternity shall be respected and preserved by the members thereof.

**Section 1. Property and Materials**

- A. Any property and materials, except real property, used in the customs and traditions of the Chi Phi Fraternity by a Chapter or its members are the property of the Chi Phi Fraternity. The national office may, at its discretion, exercise its ownership authority over the property and materials.
- B. Upon revocation of a charter or closing of a Chapter, all property of the Chi Phi Fraternity will be returned to the national office.
- C. Upon rechartering of a Chapter, the items will be returned to the Chapter.

**Article IV. Badge**

**Section 1. Description**

The Badge of the Fraternity is a skeleton badge of gold, without jewels, consisting of the two Greek letters X and Φ, the colors upon them are scarlet and blue, the scarlet upon the narrow and the blue upon the broad bar of the letter X. It shall be fashioned in accordance with the design agreed upon by a three-fourths (3/4) majority of Delegates present at Congress.

**Section 2. Usage**

Every active member shall own and wear the badge of the Fraternity, obtainable only from the national office.

- A. The badge will be worn under the coat, on the left breast, one hand's breadth from the middle line of the body, in a horizontal line with the nipple. The badge is never worn as a lapel pin.
- B. Members are prohibited from purchasing, wearing, or using any Chi Phi badge other than that prescribed in Section 1 of this Article, unless manufactured before 1901.

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**Article V. Membership**

**Section 1. Eligibility**

Eligibility for membership shall be limited to individuals who are legally male and who are of the age sixteen years and upwards, but shall not, in any way, be affected by race, color, creed, religion, disability, ethnic background, sexual orientation or national origin. Legal male status and age shall be verified via submission of valid legal documentation of such status and identity prior to initiation.

**Section 2. Qualifications for Initiation/Pledging**

- A. No Chapter or Colony shall pledge or initiate any person not a bona fide student in full college standing in attendance at the institution which is the home of the Chapter.
- B. No Chapter or Colony shall initiate any person for whom the national office has not received the initiation dues as provided in this Constitution and By-Laws.
- C. No student shall be pledged or initiated in violation of the rules of the host institution governing such, where our Chapter or Colony is recognized by the host institution.
- D. No Chapter or Colony shall pledge or initiate any person who does not meet or exceed scholastic requirements imposed by Congress.

**Section 3. Required Vote**

The vote required for election to membership, shall be an affirmative, favorable vote of every active member of the Chapter. This requirement may be altered annually by the active Chapter at or before the first meeting of each new school year by a three-quarters vote of the active membership. Any variation in the method of selection of membership must be reported to the national office within thirty days for approval.

**Section 4. Honorable Release from other Organizations**

No person who has been an initiated member of any men's national social fraternity which is a member, or could be a member, of the National Interfraternity Conference shall be initiated until he shall have been honorably released from that fraternity and receive written approval from the Grand Council.

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**Section 5. Participation before Initiation**

No person shall be able to participate fully in the membership privileges of the Fraternity until he shall have received the entire initiation.

**Section 6. Dispensation to Initiate**

The Grand Council, if no negative is cast, may grant to any Chapter a dispensation to initiate in the following cases:

- A. When the candidate is or is about to become a student attending an institution which might legally be but is not the home of a Chapter.
- B. When the candidate is an active or alumnus member of a college organization which is absorbed by the Fraternity. The Grand Council may direct any Chapter to perform this initiation when it is impractical for the member to return to his own Chapter for initiation.
- C. When the candidate is a member of the administration or faculty of a school which has a Chi Phi Chapter or Colony.
- D. When a new member has died prior to initiation, upon request of his Chapter, he may be initiated posthumously and entered on the Chapter and Fraternity rolls.
- E. When a male has shown special interest in and been of special help to a Chapter of the Fraternity, as demonstrated by information furnished by the Chapter and after investigation by the Grand Council, he may be initiated as an alumnus member of that Chapter.
- F. When a male has demonstrated a strong history of working for the advancement of the Chi Phi Fraternity, or the Greek System, as a whole, this information can be furnished to the Grand Council by any Chi Phi.

**Section 7. Waiver by Grand Council**

By vote without dissent, the Grand Council may waive or adjust any and all requirements for initiation in this Article.

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**Section 8. Active Members**

An active member of a Chapter is a brother who has been initiated or has become affiliated with the Chapter and is currently enrolled as a student at that school. Only active members in good standing may vote in Chapter meetings. In the event of a dispute as to whether a member is an active member in good standing, the Chapter by majority vote, excluding the vote of the member in question, shall decide.

**Section 9. Alumni Membership**

Any Chi Phi who is not an active member of a Chapter shall be considered an alumnus member of the Chapter and Fraternity.

**Section 10. Affiliation**

A Chapter may make rules for the affiliation of any member of another Chapter. Such affiliation shall not change the status of the affiliate with respect to his alumnus membership in his original Chapter.

**Section 11. Honorary Alumni Membership in a Chapter**

A Chapter may grant membership into its Chapter to any Chi Phi alumnus that has been initiated into a different Chi Phi Chapter. Such honorary membership must be reported to the national office. This is the only honorary membership permitted in the Fraternity.

**Section 12. Friends of Chi Phi**

A Chapter or the Grand Council may provide for an organization or organizations of "Friends of Chi Phi." Membership shall be on terms and conditions as the Chapter or Grand Council may establish. A member of the "Friends of Chi Phi" may receive mailings of the *Chakett* or local Chapter newsletters as the Grand Council may direct. Grand Council may establish a membership scroll and distribute same to the member.

**Section 13. Resigning Membership**

Any member may resign from the Fraternity by written notice to the national office. However, no resigned member shall be allowed to join another men's national social fraternity, unless the Grand Council grants approval without dissent.

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**Article VI. Active Chapter**

**Section 1. Substance and Form**

A Chapter is a body of active members of the Fraternity using the symbols of the Fraternity under a duly authorized Charter granted by the Chi Phi Fraternity and in full force and effect. Alumni Members of the Fraternity may be invited to attend Chapter meetings and ceremonies.

**Section 2. Applications for Charter**

- A. Applications for charters for (1) new Chapters, or (2) reinstatement of suspended or surrendered Chapters shall be by petition which shall be in such form and shall contain such information and exhibits, and other data as the Grand Council shall prescribe or may require of the petitioners.
- B. At least six undergraduate students of the organization at the institution at which it is sought to establish a Chapter must sign the petition.

**Section 3. Restrictions**

No Chapter shall be established as a class, service, or professional society.

**Section 4. Procedure for Chartering**

The power to grant new charters, or reinstate suspended or surrendered charters, shall reside in the Grand Council subject to the following conditions:

- A. Upon receipt of a petition for charter, the Executive Director shall investigate all information and circumstances surrounding the petition. He shall circulate a written report of his findings to the Grand Council and the five nearest Chapters. The five nearest Chapters should file a report with the Grand Council stating their support or objections to the petition within 30 days.
- B. In the event that a majority of the members of two (2) of the five (5) nearest Chapters file a report which opposes the granting of a charter to the petitioners, the Grand Council shall not charter such petitioners.

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- C. Upon receipt of the Executive Director's report, the Grand Alpha may appoint three alumni members residing in the area of the petitioning group to file an additional report. The Grand Alpha shall call a meeting of the Grand Council within 30 days to act upon the petition, with consideration to any report by the local alumni and five nearest Chapters. The Grand Council shall grant a charter to the petitioning group if no negative vote is cast by a Grand Council member at this meeting, either in person or by proxy.
- D. In the event any such petition is favorably acted upon by the Grand Council, the issuance of any charter shall be deferred by the Executive Director for up to ninety calendar days. During this period, arrangements shall be made for the issuance of the charter by the Grand Alpha, or his designee, at a special ceremony. When reinstating a suspended or surrendered charter, the Grand Council may, by majority vote, authorize an additional charter bearing the names of the new petitioning group. All charters shall conform to the 1904 standard established.
- E. At the expiration of the above deferment period, and upon the affirmative recommendation of the Executive Director that said group is, in his opinion, qualified for a charter as a Chapter of the Chi Phi Fraternity and those individual members thereof, who are not already members of the Fraternity, merit, and are qualified for, admission as members of the Fraternity, then a charter may be issued by the Grand Council of the Fraternity to the members of said petitioning group.

**Section 5. Meetings and Lodge Room**

Every Chapter shall hold regular and frequent meetings in a lodge room wherein, save as herein provided, no person not a member of the Fraternity shall enter, except by due process of law or for the purpose of making repairs or improvements, and wherein no intoxicating beverage shall be drunk, no profane or indecent words spoken and the use of tobacco shall be prohibited.

**Section 6. Governance**

- A. Subject to the Constitution and By-Laws of the Fraternity and regulation by the Congress, Chapters shall be self-governing.
- B. Certified copies of Chapter By-Laws and of any changes therein shall be filed with the national office.

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- C. If the Grand Council finds any part of a Chapter's By-Laws that are inconsistent with the Constitution and By-Laws of the Fraternity, the Executive Director shall notify the Chapter's Alpha and they shall be amended forthwith.

**Section 7. Advisors to Chapters**

**A. Chapter Advisor**

- (1) Each Chapter shall select a Chi Phi alumnus in good standing to serve as Chapter Advisor in Fraternity affairs.
- (2) The Chapter shall promptly report his name and address to the national office.

**B. Faculty Advisor**

- (1) Each Chapter shall select a member of the teaching or administrative staff of the institution which is the home of the Chapter to serve as Faculty Advisor. He may also serve as Chapter Advisor.
- (2) The Chapter shall promptly report his name and address to the national office.
- (3) He shall serve as a liaison between the Chapter and the institution which is the home of the Chapter.
- (4) He shall serve as academic advisor to the Chapter.

**Section 8. Supremacy of Grand Council**

Whenever the power to make rules and regulations is given to the Grand Council and also to the Chapters, any rule or regulation made by the Grand Council shall supersede any action by a Chapter.

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**Section 9. Revocation of Charter**

Before the charter of any Chapter may be revoked under this Constitution, notice of intention to introduce in the Congress a resolution revoking the charter shall be submitted to all the Chapters and Alumni Associations not less than one month before the date for holding the Congress. The vote upon such resolution shall be taken by roll call vote. The delegates of the Chapter affected shall have a voice but no vote upon any question arising in connection with the revocation of a charter, nor shall they be counted in determining the attendance at the Congress for the purpose of the call of the roll preliminary to such question.

**Article VII. Alumni Organizations**

There shall be three types of alumni organizations eligible for registration with the national office. Such registration shall be in writing and state: the organizations name; operates under specific by-laws; has officers and a method for their selection; and meets on a periodic basis. The organization's by-laws may establish further membership and/or voting requirements. Each of these organizations shall keep the national office informed of its activities. The Grand Council may remove from the registered rolls those organizations it feels are inactive.

The three types of organizations are:

**Section 1. Chapter Alumni Associations**

A Chapter Alumni Association is comprised of 10 or more of the alumni and the honorary alumni of a specific chapter whether that chapter is active or extinct.

**Section 2. Alumni Clubs**

A Chi Phi Club is comprised of 10 or more alumni within a specific geographic area as defined by the club.

**Section 3. House Associations/Corporations**

A House Association/Corporation is a duly formed entity established for the purpose of facility oversight and structure interests. It is comprised of whatever Chi Phi Alumni the House Association/Corporation deems necessary to function

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**Article VIII. The Congress**

Except as provided elsewhere in the Constitution and By-Laws of the Fraternity, the legislative power shall be vested in the Congress, which shall be composed of delegates chosen by the several Chapters, Colonies, Chapter Alumni Associations, Chi Phi Clubs, the Grand Council of the Fraternity and such Congressional Officers as are herein specified.

**Section 1. Meeting Time and Place**

The Congress shall convene annually at such time and place as the next preceding Congress may determine, and it may adjourn from time to time and from place to place and shall remain in session until its business is complete. In the absence of action by Congress, the time and place of the meeting shall be fixed by the Grand Council. The place or date may be changed by vote of the Grand Council. No consecutive Congresses shall meet in the same location.

**Section 2. Delegates**

- A. Each Chapter, in good standing, shall be entitled to elect two active members to serve as voting delegates and two active members to serve as alternates; preference being given to the alternate whose name appears first on his documentary credential.
- B. Each registered Chapter Alumni Association in good standing shall be entitled to one voting delegate, and one alternate delegate. Said voting delegate shall not maintain concurrent voting delegate status with any other Chi Phi Alumni entity.
- C. Each registered Chi Phi Club in good standing shall be entitled to one voting delegate and one alternate delegate. Said voting delegate shall not maintain concurrent voting delegate status with any other Chi Phi Alumni entity.
- D. Each Colony, in good standing, shall be entitled to elect one active member to serve as voting delegates and one active member to serve as an alternate."

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- E. The Congress shall be the sole judge of the right of a Chapter, Chapter Alumni Association, Chi Phi Club or Colony to representation and of the qualifications of delegates, and shall have power to exclude any member for cause, of which also it shall be the sole judge. It may refuse representation to a Chapter, Chapter Alumni Association, Chi Phi Club or Colony appearing from the official records to have violated the laws of the Fraternity.
  
- F. Any voting body shall be considered to be in arrears to the Fraternity if such a group is indebted to the Fraternity for an amount \$1,500 or greater prior 60 days of Congress; excluding the national congressional fees. Said bodies, which are still in arrears to the Fraternity; as defined above, at the commencement of Congress shall be automatically referred to a committee on credentials review board. If said bodies are no longer of arrears before the start of the first Credentials Committee meeting, said bodies will not have to appear before the Credentials Committee. The review board shall consist of five undergraduates of different Chapters, which are not considered to be in arrears to the Fraternity. With the impartial help of information available to the Executive Director, the review board shall have the discretion to suspend the Congressional voting privileges of all, some, or none of the delegates sent by the voting bodies being reviewed. Decisions of the review board regarding delinquency shall be made on the basis of the integrity of the organization's previous financial dealings. Voting bodies shall be expressly and explicitly notified of their status 30 days prior to the commencement of Congress.
  
- G. Members of the Grand Council shall serve as non-voting delegates at the Congress. No member of Grand Council shall serve as a delegate from a Chapter, Chapter Alumni Association, Chi Phi Club or Colony.
  
- H. Any Chapter or Colony that does not have a 100% completion rate of GreekLifeEDU among its new initiates, or an approved exemption from the National Staff, sixty days prior to the commencement of Congress shall be automatically referred to the committee on credentials review board as described in Article VIII Section 2 Letter F. Chapters and Colonies shall be expressly and explicitly notified of their status 30 days prior to the commencement of Congress.

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**Section 3. Special Congress**

The Grand Council, by vote without dissent, may call a Special Congress. The Grand Council must call a Special Congress upon written request of one-third of the active Chapters. All business normally conducted at the Congress may be transacted at a Special Congress. The national office shall give at least twenty days' written notice of the time, place and business of a Special Congress. Rules and procedures of the annual Congress shall be followed by the Special Congress.

**Section 4. Powers**

The Congress shall have sole and absolute power:

- A. To adopt rules for its own procedure and governance, including an Order of Business, and to repeal, amend or suspend the same at its pleasure.
- B. To revoke or suspend the charter of any Chapter whose active membership shall be less than six.
- C. To revoke the charter of a Chapter by a four-fifths vote as herein provided.
- D. To levy taxes upon the Chapters and to apportion the same by capitation or equally according to the number of Chapters.
- E. To appropriate money for the purposes not enumerated among the powers of the Grand Council for the period of one year, and no longer.
- F. To institute inquiry into the conduct of any Chapter, officer or member, or to direct the same to be done by the Grand Council.
- G. To impeach officers and suspend or expel members by a three-fourths vote.
- H. To elect the Grand Alpha as herein provided.
- I. To constitute and appoint a committee to report to the Grand Council or to the Congress next thereafter.

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**Section 5. Powers subject to Grand Council Veto**

Subject to veto by the Grand Council as herein provided, the Congress shall have power:

- A. To adopt, amend, or repeal By-Laws for the government of the Fraternity not inconsistent with this Constitution.
- B. To do all matters and things not inconsistent with the Constitution, and not herein expressly provided for.
- C. To adopt, amend, approve or reject the budget of the Chi Phi Fraternity.

**Section 6. Officers**

Each Congress shall elect an Alpha of Congress. The Grand Alpha shall appoint a Gamma of Congress and Epsilons of Congress who shall hold office during the sessions of the Congress. Any member of the Fraternity shall be eligible for election or appointment to these offices.

Duties of Officers of Congress:

**A. Alpha of the Congress**

- (1) To preside over the Congress by which he is elected, in accordance with the laws, usages and regulations of the Fraternity; to preserve strict order and decorum thereat; and to take care that all laws, usages and customs of the Fraternity are strictly complied with by the Congress.
- (2) To cast a deciding vote in case of a tie upon any question voted upon by the Congress.
- (3) To perform such other duties as may be required of him by the Congress and the usages and regulations of the Fraternity.

**B. Gamma of the Congress**

- (1) To keep the roll of the Congress by which he is elected and to record all votes cast by that Congress.
- (2) To keep accurate minutes of the Congressional proceedings.

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(3) To perform such other duties as may be required of him by the Congress and the usages and regulations of the Fraternity.

**C. Epsilons of the Congress**

(1) To take entire charge of the hall in which the Congress is held, and the furniture thereof, and keep them in proper order, and to make all suitable arrangements for the comfort of the members during the session of the Congress by which he is elected.

(2) To attend to and have the responsibility of opening and closing the door of the Congress, and to admit thereto members who shall have given the proper signs and passwords.

(3) To perform such other duties as may be required of him by the Congress and the usages and regulations of the Fraternity.

**Article IX. The Grand Council**

**Section 1. Members**

The Grand Council consists of the Grand Alpha, Grand Alpha-Elect, Grand Eta, Grand Beta, Grand Gamma, Grand Delta, Grand Epsilon, Grand Zeta, Grand Theta, and Grand Iota. No member can hold two voting positions on the Grand Council nor shall a voting member receive compensation from a national Chi Phi entity, excluding expenses and honorariums. In addition, the Executive Director, Editor of the *Chakett*, Heritage & Traditions Counselor, Scholastic Counselor, Executive Secretary (if employed), Director of Chapter Services (if employed) and any At-Large Members appointed, shall serve as ex-officio, non-voting, members of the Grand Council.

**Section 2. Vacancies/Dismissals**

Vacancies in the Grand Council shall be filled by the Grand Alpha. Grand Council members may be dismissed before completion of their terms only by a majority vote of the remaining Grand Council members.

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**Section 3. Term of Office**

Grand Council members shall hold office for two years immediately following the inauguration of the Grand Alpha or until removed; except the Grand Theta and Grand Iota. Each year the Grand Alpha shall appoint a new undergraduate (or graduate school) member of Grand Council. This member shall serve a two-year term, the first year as Grand Iota and the second as Grand Theta.

**Section 4. Failure of the Grand Alpha-Elect to appoint the Grand Council**

Should the Grand Alpha-Elect fail to organize the Grand Council, his election shall be nullified and voided, and the then Grand Alpha and the existing Grand Council shall continue in office until the Congress next thereafter, when a Grand Alpha shall be elected for the unexpired term.

**Section 5. Duties**

- A. The Grand Council shall take care that the laws of the Fraternity are faithfully executed, shall keep itself advised as to the condition of every Chapter and Colony, and shall counsel or admonish any Chapter or Colony whenever it shall deem it expedient.
- B. The Grand Council shall have the general care and management of all monies of the Fraternity, and shall hold the same and all other property of the Fraternity which may come into its hands, as trustee for the Fraternity, except as herein provided. It shall not allow the sum appropriated by the Congress for any special purpose to be exceeded except by vote without dissent of its members.
- C. The Grand Council shall have the general care and management of the property, archives and records of the Fraternity, including those of extinct Chapters, and shall surrender the same, together with its minutes and seal, to its successor as soon as practical after the organization of the latter.

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- D. The Grand Council shall execute and issue under its official seal and the Great Seal of the Fraternity charters for new Chapters legally granted, and shall cause them to be signed by all its members and deliver them to the new Chapter when established together with all documents and paraphernalia which are necessary and customary for a Chapter to have; and it shall appoint committees to institute a new Chapter and supervise the due establishment and equipment thereof.
- E. The Grand Council shall transmit to every Chapter and officer of the Fraternity a statement of any and every veto by it as soon as possible thereafter.
- F. The Grand Council shall meet at least three times each year. Notice of meetings of the Grand Council shall be sent at least twenty days prior thereto, giving notice of the time and place of the meeting. One-half of the Grand Council shall constitute a quorum. Proxies may be used.
- G. It shall be the duty of the Grand Council to make an official report to the Congress containing:
  - (1) A general statement of the condition of the Fraternity.
  - (2) A detailed statement of the monies of the Fraternity which have passed through the hands of the Grand Delta during the year, showing amounts received and the sources of such receipts and amounts expended and for what purpose.
  - (3) Any further statement or recommendation it may deem expedient.
  - (4) A complete record of its proceedings for the year.
- H. It shall be the duty of the Grand Council to review the minutes of Congress not later than the second meeting following Congress and shall make any necessary corrections.
- I. The minutes from all Grand Council meetings shall be sent to all Chapter Alphas, Chapter Advisors, and Housing Corporation/Alumni Association Presidents within four weeks of the completion of each meeting.

**Section 6. Report of the Minority**

A minority of the Grand Council may submit a report in writing to the Congress.

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**Section 7. Power**

The Grand Council shall have power:

- A. At its first meeting held after a Congress, and at no other time, to veto any law or resolution enacted by such Congress, except where the same is immune from veto as contained elsewhere in this Constitution.
- B. To prohibit any Chapter whose active membership is less than six from initiating candidates and such prohibition shall remain in force until removed by the Congress.
- C. To declare vacant an office of any Chapter whenever in its judgment the business of the Fraternity would be expedited or benefited by the election of a new incumbent of the office. Whenever an office in any Chapter has been thus vacated, the Chapter shall thereupon, and without undue delay, elect another and different member to fill the said office.
- D. To make rules for the purpose of securing uniformity in Chapter publications, and to adopt and promulgate forms for reports to be made by Chapter officers.
- E. To appropriate Fraternity funds for the operation of the Fraternity and purchase of materials and equipment. The Grand Council shall adopt an annual operations budget to defray legitimate expenses incurred in the operation of the Fraternity, and inform each Congress of such budget. The operations budget may be revised throughout the year as the Grand Council deems appropriate.
- F. To invest the assets of the Fraternity, including the making of loans and advances, as it deems appropriate.
- G. By majority vote of all voting members of the Grand Council to select and employ an Executive Director of the Fraternity with such compensation, salary or bonuses as the Council determines. Council may on a two-thirds majority vote of all members of the Grand Council contract with an Executive Director, said contract to be in writing on terms and conditions of its choice, the term of said employment contract shall not extend beyond eighteen (18) months after the start of the next term of the Grand Council. Such contract will be binding on future Councils. The selection of an Executive Director shall not be mandatory. In lieu thereof the Council shall have power and authority to employ an Executive Secretary of the Fraternity who shall be a member of the Fraternity, to

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prescribe his duties and fix salary, subject, however, to such limitations as the Congress may from time to time establish.

- H. To appoint a member of the Fraternity, as Editor of the *Chakett* and Public Relations Counselor to the Grand Council.
- I. To suspend the charter of any active Chapter for violation of any of the Fraternity's laws. The suspension of a charter may be made only by the unanimous vote of the entire Grand Council and shall be in effect only until the convening of a Court of the Grand Council, or the appointment of a Special Master, pursuant to this Constitution.
- J. To adopt resolutions authorizing the borrowing of money from any bank, savings bank, or other lending institution upon the signature of any two of the Grand Alpha, Grand Eta, Grand Gamma, Grand Delta and Executive Director. Grand Council shall approve by majority vote, in meeting, or by mail. Grand Council may adopt any normal and customary resolution used by any lending institution to authorize such borrowing of money.
- K. To grant Colony status to any group of students it feels may establish the basis for a future Chapter. This status may be withdrawn as Grand Council deems appropriate. Grand Council may set conditions and responsibilities of each colony.
- L. To require mandatory liability insurance for each of the Chapters and Colonies in the amount and types as Council determines to be in the best interests of the Fraternity and in accordance with current risk management practices; including the ability to purchase group insurance for the Fraternity as a whole, pro-rating per man the premium.

**Section 8. Representatives**

- A. Grand Council may appoint such Grand Council Representative as it deems advisable, prescribe their duties, and exercise such supervision as is in the interests of the Fraternity.
- B. It shall be the duty of Grand Council Representatives to perform such duties as are prescribed by the Grand Council, to familiarize themselves with Fraternity conditions, and to aid and encourage Fraternity activity of the Chapters and Alumni Associations whenever possible.

**Article X. Grand Alpha**

THIS DOCUMENT CONTAINS PROPRIETARY, CONFIDENTIAL AND TRADE SECRET INFORMATION OF THE CHI PHI FRATERNITY. IT MAY NOT BE DUPLICATED OR DISTRIBUTED WITHOUT THE EXPRESS, WRITTEN PERMISSION OF THE CHI PHI FRATERNITY, INC.

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The Grand Alpha shall be the President and Chief Executive Officer of the Fraternity.

**Section 1. Election**

The Grand Alpha shall be elected by the Congress for the year 1922 and by the Congress held every second year thereafter.

**Section 2. Qualifications**

He shall be at least twenty-five (25) years of age and shall have been at least five (5) years a member of the Fraternity at the time of his election.

**Section 3. Responsibility of Grand Alpha-Elect**

- A. The Grand Alpha-Elect shall immediately become a voting member of the Grand Council and shall attend all Council meetings, as a voting member.
- B. The Grand Alpha-Elect shall appoint all members of the Grand Council unless otherwise provided herein.

**Section 4. Nominating Committee**

- A. The nominating committee for the Grand Alpha shall consist of five members who shall be selected as follows:
  - (1) Two immediate past Grand Alphas.
  - (2) Two alumni selected by the current Grand Alpha.
  - (3) One undergraduate member of Grand Council to be designated by the current Grand Alpha.
- B. It shall be the duty of the Grand Council to notify committee members at least one year prior to the year in which election will take place.
- C. In the event one or more designates to the nominating committee are unable to serve, the Grand Alpha shall choose suitable replacements.
- D. The committee shall elect its own chairman.
- E. It shall be the responsibility of the committee to circulate a notice among all the Chapters and Alumni Associations of the

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forthcoming election and request the submission of names of candidates and their qualifications for the office of Grand Alpha.

- F. No member of the committee shall be eligible for nomination as Grand Alpha for the forthcoming term.
- G. The purpose of the committee shall be to present to Congress all nominees who qualify under the Constitution at the start of Congress.
- H. The committee shall be considered dissolved immediately after election of the Grand Alpha.

**Section 5. Assumption of Office**

- A. The Grand Alpha-Elect shall assume office at the Congress held one year following his election. If no Congress is held the following year then he shall assume office on August 1st of the succeeding year.
- B. It shall be his duty to organize and appoint the Grand Council before that date by filing with the national office the names and addresses of his appointees with their respective official designations and verification of their acceptances of appointment.

**Section 6. Duties**

It shall be the duty of the Grand Alpha:

- A. To exercise general supervision over all the business of the Fraternity and of the Grand Council; to call the stated and special meetings of the Grand Council, and to preside thereat.
- B. To preside over the organization of Congress until the Alpha of Congress is regularly chosen, attend and adjourn the Congress.

**Section 7. Absence or Inability of the Grand Alpha**

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In the event of the absence or inability of the Grand Alpha to discharge the duties of his office, they shall be discharged by the Grand Eta, and in event of necessity thereof, they may be discharged by the Grand Gamma, Grand Delta, Grand Epsilon and Grand Zeta in this order of precedence. In the event of death or resignation of the Grand Alpha, the remaining Grand Council shall, by majority vote, elect a Grand Alpha who shall serve until the next Congress at which time the Congress shall elect a Grand Alpha to fill the unexpired term, if any.

**Article XI. Members/Officers of the Grand Council**

**Section 1. Grand Eta**

- A. The Grand Eta shall be the second officer in rank on the Grand Council. He shall be an attorney-at-law and shall assist the Grand Alpha in the discharge of the various duties of his office. He shall be the law officer of the Grand Council and of the Fraternity and shall be the legal advisor of the Grand Council and of the Grand Alpha.
- B. It shall be the duty of the Grand Eta:
  - (1) To perform the duties of the Grand Alpha in the absence or inability of the Grand Alpha.
  - (2) To render his opinion upon all legal questions submitted to him by the Grand Council or the Grand Alpha.
  - (3) To represent the Fraternity in all legal matters under the direction of the Grand Council.
  - (4) To represent the Grand Council and the Fraternity in any proceedings in any of the Courts of the Fraternity in which it may be necessary for either of them to appear.
  - (5) To inspect Chapters and alumni associations at the request of the Grand Alpha.
  - (6) To perform such other duties as may from time to time be required of him by the Grand Council.

**Section 2. Grand Beta**

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- A. The Grand Beta, preferably a clergyman or a lay person with religious training, shall be the Chaplain of the Fraternity.
- B. It shall be the duty of the Grand Beta:
  - (1) To offer the Prayer of the Fraternity.
  - (2) To conduct such services as may be prescribed by the Constitution and usages of the Fraternity.
  - (3) To inspect Chapters and Colonies at the request of the Grand Alpha.
  - (4) To perform such other duties as may be assigned to him by the Congress or the Grand Council.

**Section 3. Grand Gamma**

- A. The Grand Gamma shall be the Secretary of the Fraternity and of the Grand Council. He shall sign with his official signature and cause to be impressed the proper seal upon all official documents issued by him.
- B. It shall be the duty of the Grand Gamma:
  - (1) To see that the Record of the Congress is published and furnished to every Chapter and to the members of the Grand Council, copies thereof within sixty days after adjournment of the Congress.
  - (2) To preserve copies of this official correspondence, to file all such correspondence received by him, and to transmit same to the national office.
  - (3) To report to each Congress such facts as he may deem proper relating to the performance of duties in connection with his office.
  - (4) To furnish certified copies of any official record in his office and all other information relative thereto, whenever requested so to do by the Grand Council, the Congress, or any officer or Chapter of the Fraternity.
  - (5) To keep the minutes of all meetings of the Grand Council and the record of all official acts of the Grand Council, signing his name or initials to all such entries.

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- (6) To submit at each Congress a copy of the minutes of all proceedings of the Grand Council since the preceding Congress.
- (7) To transmit to the national office at least once a year such records from his office as may be practical for preserving in the archives.
- (8) To inspect Chapters and Alumni Associations at the request of the Grand Alpha.
- (9) To perform such other duties as may from time to time be required of him by the Grand Council.

**Section 4. Grand Delta**

- A. The Grand Delta shall be the Treasurer and financial agent of the Fraternity. He shall have a knowledge of accounting and financial management.
- B. It shall be the duty of the Grand Delta:
  - (1) To supervise the collection and holding of monies due the Fraternity from all sources; to supervise the expenditures of same when legally authorized to do so.
  - (2) To supervise the keeping of all receipts, disbursements and remittances in a book to be kept for that purpose, and to transmit the same to his successor, with all monies remaining with the Grand Council operation.
  - (3) To demand, obtain and inspect the books of account of the various Chapters whenever he deems it advisable.
  - (4) To supervise the presentation at Grand Council meetings a statement of all receipts and vouchers for all disbursements.
  - (5) To inspect Chapters and Alumni Associations at the request of the Grand Alpha.
  - (6) To perform such other duties as may be required of him by the Congress or the Grand Council.

**Section 5. Grand Epsilon**

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- A. The Grand Epsilon shall be the final Custodian of the records of the Fraternity.
- B. It shall be the duty of the Grand Epsilon:
  - (1) To see that above records are preserved in a suitable place and in condition for ready reference.
  - (2) To furnish copies of the above records on the demand of any of the Grand Officers.
  - (3) To inspect Chapters and Alumni Associations at the request of the Grand Alpha.
  - (4) To perform such other duties as may be required of him by the Congress or the Grand Council.

**Section 6. Grand Zeta**

- A. The Grand Zeta shall be the Historian of the Fraternity.
- B. It shall be the duty of the Grand Zeta:
  - (1) To prepare an accurate history of the Fraternity for the current year and to superintend its publication whenever instructed so to do by the Congress or the Grand Council.
  - (2) To report to each Congress facts of interest of the Fraternity, and any facts he may deem proper relating to the performance of duties in connection with his office.
  - (3) To transmit to the National Headquarters, at least once a year, reports from his office for preservation in the archives.
  - (4) To inspect Chapters and Alumni Associations at the request of the Grand Alpha.
  - (5) To perform such other duties as may be required of him by the Congress or the Grand Council.

**Section 7. Grand Theta and Grand Iota**

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The Grand Theta and Grand Iota shall be selected to specifically represent the active Chapters. It shall be their duty to report to the active Chapters after each meeting of Grand Council and to perform such other duties as may be assigned to them by the Grand Alpha.

**Section 8. Executive Director**

- A. The Executive Director shall be a member of the Fraternity of exceptional ability and of the highest standing in the business, professional or academic worlds.
- B. It shall be the duty of the Executive Director:
  - (1) To serve as Executive Assistant to the Grand Alpha, to represent him at any time and in any capacity subject to his delegation of authority for such representation, and to serve as Chief Operating Officer of the Fraternity.
  - (2) To employ and direct such staff as may be necessary to carry out the operations of the Fraternity; to rent space for and direct the operations of the national office; to represent the Fraternity at any meeting or in dealings with institution of higher learning.
  - (3) To, within the limits of budget authorized by Grand Council, have specific power to bind the Fraternity to contracts for office space, supplies and on contracts of employment, to apply for copyrights, trademarks in the name of the Fraternity and renewals thereof, and to execute on behalf of the Fraternity, such paper or papers as may be necessary to properly effectuate the same including tax returns and forms, or answer any requests concerning these returns or forms.
  - (4) To inspect Chapters and Alumni Associations at the request of the Grand Alpha.
  - (5) The Executive Director shall have the authority to place any Chapter on probation, with terms and conditions as he shall set forth in writing. Copies of the probation shall immediately be forwarded to the Chapter, its Alumni Association and the Grand Council. The affected Chapter may seek a review of the probation by the Grand Council. By majority vote, the Grand Council may modify or repeal the probation.

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(6) To perform such other duties as may be required by him by the Congress or the Grand Council.

**Section 9. Scholastic Counselor**

It shall be the duty of the Scholastic Counselor:

- A. To plan, supervise, and encourage the scholarship programs within the Chapters and Colonies and to make recommendations to the Grand Council and Congress for the enhancement of scholarship.
- B. To report to each Congress the latest academic record of the Fraternity.

**Section 10. Heritage & Traditions Counselor**

It shall be the duty of the Heritage & Traditions Counselor:

- A. To assist the Grand Council and the Chapter officers in maintaining the heritage, the traditions, and the customs of the Fraternity.
- B. To plan and supervise the demonstration of Fraternity traditions and customs at the Congress and other occasions as requested by the Grand Alpha or Grand Council.
- C. To recommend to the Grand Council appropriate changes to the traditions and customs of the Fraternity.

**Section 11. At-Large Members**

Members of the Fraternity may be appointed by the Grand Alpha to serve as At-Large Members of the Grand Council, with duties and responsibilities as the Grand Alpha or Grand Council may assign.

**Section 12. Editor of the *Chakett* and Public Relations Counselor**

Appointed by the Grand Council, he shall preferably have a background in public relations or journalism. He shall not be salaried, but shall receive such honorarium and expenses as may be fixed by the Grand Council. It shall be his duty, under the direction of the Executive Director or Executive Secretary, to edit and publish the *Chakett* in accordance with such regulations as the Grand Council may establish, and advise the Grand Council on public relations matters.

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**Section 13. Executive Secretary**

In lieu of the selection of an Executive Director, an Executive Secretary will be hired to manage the national office, and perform other duties assigned by the Grand Alpha or Grand Council.

**Section 14. Director of Chapter Services**

The Executive Director or Executive Secretary may employ a Director of Chapter Services with such terms, duties and responsibilities as the Executive Director, Executive Secretary or Grand Council may determine.

**Article XII. Judicial Power**

The Judicial Power of the Fraternity shall be vested in the several Courts of the Fraternity which shall be the following:

- A. The Court of the Chapter
- B. The Court of the Grand Council
- C. The Court of the Congress

Except as herein specifically provided, the several Courts of the Fraternity may regulate their own procedure.

**Section 1. Court of a Chapter**

- A. The Court of a Chapter shall have original jurisdiction over its members, alumni, and new members.
- B. Power of the Court:
  - (1) It shall not inflict a penalty greater than suspension from the rights and privileges of the Fraternity.
  - (2) It may, when suspending a member from the rights and privileges of the Fraternity, recommend to the Court of the Grand Council, the member's expulsion.
  - (3) It may expel an active or alumnus member from the rights and privileges of Chapter membership.
  - (4) A member of the Fraternity expelled from Chapter membership shall thereafter be carried on the roll of the Fraternity as an unattached member, ineligible to membership in any Chapter or Chapter Alumni Association.

- C. Members of the Court and Voting:

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- (1) The Court of a Chapter shall consist of all the active members of the Chapter.
  - (2) Three-fourths of the membership shall constitute a quorum.
  - (3) It shall require the vote of three-fifths of all the members of the Court to convict an accused member.
  - (4) After conviction, the penalty may be imposed by a majority vote of the Court.
- D. The Court of a Chapter shall convene whenever there is any business to come before it.
- E. Officers of the Court:
- (1) The Court shall elect a president thereof.
  - (2) The Gamma of the Chapter shall act as Clerk of the Court.
- F. Report of Proceedings:
- (1) The Court of a Chapter shall report its proceedings in full to the Grand Council within fifteen days after any judgment is taken.
  - (2) All above reports shall be sent by registered mail to the Grand Eta.
  - (3) All above reports shall be signed by the president and Clerk of the Court under the Chapter seal.
  - (4) Failure to make this report shall render the action of the Chapter Court null and void.
- G. Appeal:
- (1) An appeal may be taken by any party to an appellate Court by filing with the Grand Eta a written notice of appeal, setting forth the reasons upon which the appeal will be based.
  - (2) Notice of appeal must be made and filed with the national office within thirty days after judgment is rendered.

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- (3) The national office will notify all parties involved in the case or the appeal the time and place where the appellate Court will convene, which notice shall be in writing and mailed ten days prior to the time of such hearing.

**Section 2. Court of the Grand Council**

- A. The Court of the Grand Council shall have jurisdiction of every individual member of the Fraternity; Chapters, Colonies and their officers and power to summon any such before it for purposes of any judicial proceeding pursuant to the exercise of judicial power under this Constitution.
- B. The Court of the Grand Council shall have the power to impose sanctions upon individuals, Chapters, Colonies, or Alumni Associations, including:
- (1) Individuals: reprimand, probation, suspension, revocation of membership, or removal of office within the Fraternity, imposition of fines or ordered payment of restitution.
- (2) Chapters, Colonies, and Alumni Associations: reprimand, probation, suspension, revocation of Chapter charter, termination of Alumni Association registration, imposition of fines, or ordered payment of restitution.
- (3) Additional conditions for the order of sanctions may include such reasonable terms and conditions to effectuate the imposition of sanctions and the exercise of jurisdiction by the Court of the Grand Council.
- C. The Court of the Grand Council shall have power:
- (1) Upon the written application of any member, officer, or Chapter of the Fraternity, properly verified, to enjoin and restrain any member, officer, Chapter, Colony or Alumni Association from the commission of any illegal act, or to seek imposition of sanctions for the violation of any law of the Fraternity, the Court of the Grand Council shall have original jurisdiction over any such case or controversy.
- (2) To have appellate jurisdiction over the Courts of the Chapters, and may affirm, reverse or modify a judgment rendered therein, order a new trial or dismiss the proceedings.
- (3) To increase or reduce a penalty imposed or to impose another and different one.

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- (4) To appoint, by a majority vote, a Special Master, and act upon his findings, conclusions, and recommendations.
- D. The Court of the Grand Council shall convene at any meeting of the Council at which there shall be business for the consideration of the Court.
- E. The voting members of the Grand Council shall constitute the Court.
- F. The court shall elect a President of the Court.
- G. The vote of a majority of all the members of the Court shall be necessary to impose a sanction; to reverse or modify the judgment of a Court of a Chapter; or to accept or modify, and act upon the report of any Special Master.
- H. The judgment of the Grand Council shall in all cases be subject to the appellate jurisdiction of the Court of the Congress.

**Section 3. Court of the Congress**

- A. The Court of the Congress shall have jurisdiction to review on appeal or upon its own motion the action of any other Court of the Fraternity.
- B. The Court of the Congress shall have the power:
  - (1) To affirm, reverse or modify a judgment rendered therein, or order a new trial, or dismiss the proceedings.
  - (2) To increase or reduce a penalty imposed or to impose another and different one.
  - (3) Concurrently with the Court of Grand Council, shall have the right to expel a member from the Fraternity.
  - (4) To take original jurisdiction in any matter involving an officer, a Chapter, an Alumni Association or a member of the Fraternity.
  - (5) To have exclusive jurisdiction over disputes between Chapters or Alumni Associations.
- C. The Court of the Congress shall convene at every Congress.

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- D. The Court shall consist of all the delegates present at the Congress.
- E. Three-fourths of the members of the Court shall constitute a quorum, and it shall require the vote of three-fourths of all the members of the Court to impose a penalty, expel a member of the Fraternity, or reverse or modify the judgment of an inferior court.
- F. The Court, upon convening, shall elect a President thereof.
- G. The Gamma of the Congress shall act as the Clerk of the Court.
- H. The Grand Eta shall be the attorney for the Fraternity.
- I. All proceedings of the Court of the Grand Council and of Courts of a Chapter during the preceding Fraternity year shall be reported to the Court of the Congress, and unless modified by the Court of the Congress at the instance of any party to the proceedings or of its own motion, shall become final.
- J. Any party who intends to request the Court of the Congress to modify the judgment of an inferior court shall give notice in writing of such intention to the Grand Eta and to all other parties involved in the case at least thirty days prior to the date of the Congress, and shall file with the Clerk of the Court of the Congress an affidavit setting forth when and how such notice was given. Unless such proof of notice is filed, the Court of the Congress shall not permit the party requesting a modification of the action of the inferior court to speak or otherwise bring before Court the reasons for desiring such modification.

**Section 4. General Court Procedure**

- A. A Court of the Fraternity shall be convened in the body of the Chapter, of the Grand Council, or of the Congress as the case may be and its proceedings shall appear in the records of the proceedings of each of such bodies as the proceedings thereof as a Court.
- B. Trial Procedure:
  - (1) Procedures before any Court of the Fraternity shall be begun by written complaint, which shall set forth in full the charges against the defendant and be sworn to by the complaining party.

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- (2) The defendant shall in all cases be served with a copy of the complaint, and a notice of the time of trial twenty days before the time set for such trial.
- (3) Every defendant shall have an opportunity to be present at the trial, and may be represented by counsel who must, however, always be a member of the Fraternity. Such counsel need not be learned in the law.
- (4) The defendant shall in all cases have the right to file sworn answer to the complaint at or before the trial and to be heard at the trial if he so desires.
- (5) The defendant shall be served with a copy of the judgment of the Court.

**Article XIII. Fiscal Year**

The fiscal and Fraternity year shall commence on the 1st day of July and end the last day of June.

**Article XIV. Seals**

Official documents shall be authenticated by the seal of the officer or body issuing the same, and copies of records or documents on file in any Fraternity office or Court, when certified under the proper seal shall be received in evidence with the same force and effect as the originals.

**Section 1. The Great Seal of the Fraternity and Seal of the Grand Council**

- A. The Great Seal of the Fraternity and the Seal of the Grand Council shall be of circular form and shall each be two and one-half inches in diameter, and at a distance of one-fourth of an inch from the circle composing the outer border shall be an inner circle.
- B. The Great Seal of the Fraternity shall bear in the center as large a representation of the badge as may be, and between the outer and inner circles shall be the words "FRATERNITAS CHI PHI" and the date "MDCCCXXIV".

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- C. The Seal of the Grand Council shall bear in the center a representation of a scroll, inscribed with the legend "LEGE ET FIDE", and between the outer and inner circles the words "SUMMUM CONCILIUM FRATERNITATIS CHI PHI".
- D. The Great Seal of the Fraternity and the Seal of the Grand Council shall be stamped upon gilt, and the Chapter Seals upon Scarlet seals.

**Section 2. Seals of the Chapter**

The Seals of the Chapters shall be one and one-half inches in diameter, and between the border and the inner circle, which distance shall be one-fourth of an inch, shall be the words "CHI PHI FRATERNITY" at the top, and the word "CHAPTER" at the bottom, and in the center shall be a large Greek letter, being the initial of the Chapter, and under the letter the year of the establishment of the Chapter in figures.

**Article XV. Customs and Usages**

**Section 1. Congressional Opening Statement by the Grand Alpha**

The Grand Alpha shall open every Congress of the Fraternity with the following proclamation, viz:

"The Brothers will now preserve order and attend to all business which may come before this Congress of the Chi Phi Fraternity."

He shall adjourn the same in the following words, viz:

"I now declare the Congress of the Chi Phi Fraternity adjourned. The next Congress is appointed to be held on the <date> day of <month> at <location>. The password throughout the Fraternity is \*\*\*.

**Section 2. Chapter Meeting Opening Statement by the Alpha**

The Alpha of a Chapter shall open every meeting of the Chapter with the following proclamation, viz:

"The Brothers will now preserve order and attend to all business which may come before this Chapter of the Chi Phi Fraternity."

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He shall adjourn the same in the following words, viz:

"I now declare this meeting adjourned. The next regular meeting is appointed to be held on the <date> day of <month> at <time>. The password is \*\*\*.

**Section 3. Preface to Remarks on the floor of Congress, Grand Council Meetings and Chapter Meetings**

Remarks made on the floor of the Congress and at meetings of the Grand Council and Chapters shall be prefaced by the words, "May it please the Grand Alpha..." or "May it please the Alpha..." as may be appropriate.

**Section 4. Address on the floor of Congress and the Chapter**

On the floor of the Congress and at Grand Council and Chapter meetings, members shall be addressed or referred to as "Brother."

**Section 5. Motions and Nominations**

Motions and nomination shall not require to be seconded in order to be before the Congress, Grand Council or Chapter.

**Section 6. Requirement of Oath**

No form of oath shall be required of any member of the Fraternity in any proceeding before any Court, committee or body thereof. The form of affirmation or verification shall be a declaration upon honor as a member of the Chi Phi Fraternity, and evidence of a member before any Court, committee, or other body of the Fraternity shall be given upon his honor as a member of the Chi Phi Fraternity, and he shall declare that the same is the truth, the whole truth and nothing but the truth, to the best of his ability, as he is able to state the same in the matter at issue.

**Article XVI. Amendment**

**Section 1. Vote Required**

- A. Constitutional Amendment: three-fourths of the voting delegates present at the time of the vote.
- B. By-Laws Amendment: majority of those voting delegates voting.

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**Section 2. Veto of the Grand Council**

At the first Grand Council meeting following Congress, the Grand Council may veto those amendments that this Constitution does not expressly exempt from veto. A majority of the voting members of the Grand Council is required for veto.

In the event of a veto, the national office shall so notify all Chapters and Alumni Associations who had seated, voting delegates at the last Congress. Each Chapter and Alumni Association shall be sent one override ballot for each of its seated, voting delegates at the last Congress. They have thirty days to return these ballots to the national office. Three-fourths of the seated, voting delegates at the last Congress will be needed to override the veto. The national office shall verify the vote, and publish the results to the Chapters, Alumni Associations and Grand Council.

**Section 3. Effective Date**

Unless specified in the amendment itself, all amendments, unless vetoed, will take effect at the Grand Council meeting next following Congress. Or, if vetoed, on the date of a successful veto override.

**Section 4. Amendments to the Grand Lecture or Ritual of Initiation**

Proposed amendments, modifications, and repeals of the articles containing the Grand Lecture and the Ritual of Initiation need not be offered in writing or printed in the minutes, but may be reported by blanks, when convenient, in the official copies of the minutes and in the reports of the votes of the Grand Council and Chapters thereon.

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**Chapter I. Congressional Procedure**

The procedure to be followed at any Congress shall be as follows, unless otherwise ordered by the Congress:

- A. Call to order by the Grand Alpha or other officer of the Fraternity in the order herein provided; appointment by the Grand Alpha of a Gamma of Congress; appointment by the Grand Alpha of the Epsilons of Congress.
- B. Exclusion from the floor of the Congress and all communicating apartments of all persons except officers of the Fraternity and the Epsilons of the Congress; readmission of delegates and attending members of the Fraternity by the Epsilons upon properly proving themselves to be members of the Fraternity and not otherwise.
- C. Appointment of the Rules Committee. Members shall be the Grand Eta, Grand Theta, and one voting delegate selected by the Grand Alpha. This committee shall rule on any questions of parliamentary procedure.
- D. Appointment of Committee on Credentials.
- E. Report of the Committee on Credentials and action thereon by all Brothers present.
- F. Roll Call of the Congress by the Gamma of the Congress.
- G. The Prayer of the Fraternity.
- H. Appointment by the Grand Alpha of a Committee on the Unwritten Law, to consist of four members other than himself, of whom one shall be an alumni member and the others undergraduate members of the Fraternity. These members shall assist the Grand Alpha in the preparation of the Grand Lecture, and shall summon before themselves the delegates from each Chapter for instruction and cooperation, and shall use every endeavor thus to perpetuate the Unwritten Law unchanged throughout the Fraternity.
- I. Election and seating of the Alpha of Congress.
- J. Reading of the Report of the Grand Council.
- K. Reading of the other official reports.
- L. Miscellaneous business.
- M. Reports of Committees.

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N. Court of the Congress.

O. Election of Grand Alpha.

P. Adjournment.

**Chapter II. Duties of Members**

**Section 1. Resignation from Office**

No member shall be allowed to resign from an elective office without the consent of the Chapter electing him or from an appointed office without the consent of the officer appointing him.

**Section 2. Attendance at Meetings**

Every active member shall attend every meeting of the Chapter, unless prevented by illness or excused by the unanimous vote of the Chapter.

**Section 3. Hazing**

- A. No member of the Chapter shall permit a program during the pledging, initiation, or membership of a person which tends to harm physically or spiritually or morally degrade either the pledge, the member, the Chapter or the Fraternity.
- B. All forms of hazing are prohibited.
- C. Hazing is defined as: "Any activity of the Fraternity or its individual members which causes or is likely to cause mental or physical danger or harm".
- D. Any activity which can be termed unsanitary, dangerous or degrading or potentially so, is unacceptable.

**Section 4. Personal Safety Policy**

Every member and pledge shall acquaint himself with the Personal Safety Policy of the Fraternity, and agrees to abide by its provisions.

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**Section 5. GreekLifeEdu**

All new members must complete GreekLifeEdu within two weeks of the date their individual pledging ceremony or the date of their individual initiation, whichever comes first. Chapters that are exempt from completing GreekLifeEdu will as well be exempt from this provision at the discretion of the Executive Director. This provision will go into effect for any new members inducted after today's date of June 25, 2011.

**Section 6. GreekLifeEdu: Fines**

In the event of failure to comply with the GreekLifeEdu provision, the Executive Director may impose a fine not to exceed twenty-five (\$25.00) dollars for each new member that is in violation of this provision. It shall be the policy of the Fraternity to impose such a fine unless there are extenuating circumstances fully explained in writing. Chapters that are exempt from completing GreekLifeEdu will as well be exempt from this provision at the discretion of the Executive Director. The provision will go into effect for any new members after today's date of June 25, 2011.

**Chapter III. Chapter Meetings**

**Section 1. Regularity**

Every Chapter shall hold a stated meeting in its lodge room not less than once in every two weeks during the collegiate quarter or semester.

**Section 2. Order of Business**

During each meeting the formal and informal order of business shall be followed, and each Chapter shall conduct a formal meeting at least once during the collegiate quarter or semester.

A. The formal order of business shall be:

- (1) Formal opening.
- (2) Prayer of the Fraternity.
- (3) Music.
- (4) Roll Call.
- (5) Further procedures or ceremonies (initiation, election, inauguration, reading of minutes of Congress).
- (6) Examinations of members upon the written and unwritten laws of the Fraternity.
- (7) Delivery of the Lecture.
- (8) Reading of minutes of last meeting.

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- (9) Chapter business.
- (10) Music.
- (11) Adjournment.

B. The informal order of business shall be:

- (1) Call to Order by the Alpha.
- (2) Prayer of the Fraternity and/or music.
- (3) Roll Call.
- (4) Reading of minutes of last meeting.
- (5) Chapter business.
- (6) Closing.

**Section 3. Reading of the Minutes of Congress**

The minutes of Congress shall be read at the Chapter meeting as soon as possible following Congress.

**Chapter IV. Election, Qualification and Duties of Chapter Officers**

**Section 1. Election and Assumption of Office**

- A. All Chapter officers shall be elected either annually or semiannually, according to the discretion of the individual Chapter. Annual elections are preferred.
- B. Officers shall, if possible, take office immediately upon their election and shall hold office until their respective successors have qualified, unless permitted to resign theretofore by consent of the Chapter.

**Section 2. Notification to National Office of Change in Election**

Ninety (90) days prior to a change in the existing method of electing Chapter officers, written notice shall be given to the national office stating the new election date.

**Section 3. Method of Election**

Elections shall be by secret ballot, a majority of the votes cast being necessary for a choice.

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**Section 4. Oath of Office**

Officers shall qualify by taking the following obligation before the Chapter, viz:

"I do solemnly promise upon my honor as a member of the Chi Phi Fraternity that I will faithfully perform, in accordance with the Constitution and By-Laws of the Fraternity and the By-Laws of this Chapter duly authorized, all the duties of the office therein to which I have been elected; that I will not allow myself to be swayed by passion or prejudice in the execution of my office; that my example as an officer of this Chapter shall be such as order and decorum require; and that I will endeavor to the best of my ability to obey the laws and promote the welfare of the Chi Phi Fraternity, and to persuade all other members of the Chapter also so to do.

**Section 5. Alpha**

- A. The Alpha shall be the official head of the Chapter.
- B. It shall be the duty of the Alpha:
  - (1) To preside at all meetings of the Chapter, in accordance with the usages of parliamentary law and the customs of the Fraternity, preserving order and decorum at all times.
  - (2) To cause the delivery of the Lecture at least once per term.
  - (3) To acquaint himself thoroughly with the laws of the Fraternity and of his Chapter, and to take care that all of the provisions thereof are rigidly enforced.
  - (4) To keep strict oversight of the affairs of the Chapter, and to advise officially, and if he deems it necessary, to warn or summon before the Court of the Chapter any member who may in any way bring discredit upon the Fraternity.
  - (5) To make such official reports and communications as may be required of him by the Grand Council, and to countersign all reports of other Chapter officers.
  - (6) To deliver an inaugural address at the meeting at which he is inaugurated, or at the first meeting after being re-elected, and to present a copy of the same to the Zeta for inclusion in the archives of the Chapter.

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- (7) To call special meetings of the Chapter whenever he deems it advisable, or whenever requested to do so by three members of the Chapter.
- (8) To impose summarily, suitable penalties upon officers and members of the Chapter for breaches of order or decorum, and failure to attend a meeting, or to perform any other duty imposed upon them by the Constitution or By-Laws of the Fraternity or Chapter.

**Section 6. Beta**

- A. The Beta shall be the Chaplain of the Chapter and the second officer thereof in rank.
- B. It shall be the duty of the Beta:
  - (1) To offer the Prayer of the Fraternity at every meeting of the Chapter.
  - (2) To perform the duties of the Alpha in the absence or inability of that officer.
  - (3) To perform such other duties as are imposed upon him by the Constitution or the By-Laws, customs and usages of the Fraternity or Chapter.

**Section 7. Gamma**

- A. The Gamma shall be the Secretary of the Chapter.
- B. It shall be the duty of the Gamma:
  - (1) To make such official reports and communications as may be required of him by the Grand Council or provided by law.
  - (2) To take the minutes of all meetings of the Chapter; to read and, when accepted, to transcribe them in a book to be kept for that purpose.
  - (3) To make all communications of the Chapter not provided to be made by some other officer.

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- (4) To keep the seal of the Chapter and impress the same upon all official documents requiring the same, and to keep and preserve all the current records and documents belonging to the Chapter and to deliver the same to his successor in office.
- (5) To file such reports as are required and in the manner required by the national office and this Constitution and By-Laws.
- (6) To maintain and preserve files concerning initiation records, minutes of Chapter meetings, accounting reports, Message of Council and minutes of Congress. These should be kept in fire resistant files in the Chapter room, anteroom or locked in a Chapter office room.
- (7) To perform all such other duties as may be imposed upon him by the Constitution or By-Laws, customs and usages of the Fraternity or Chapter.

**Section 8. Delta**

- A. The Delta shall be the Treasurer of the Chapter.
- B. It shall be the duty of the Delta:
  - (1) To collect all monies due the Chapter, and to keep a full and accurate account in a book provided for that purpose of all receipts and disbursements.
  - (2) To make a report of the finances of the Chapter during his term of office, to present the same at the last regular meeting of his term of office, and to deliver at that time to his successor the monies of the Chapter then in his possession.
  - (3) To send to the national office all monies due the Fraternity from his Chapter with a statement showing from what source collected.
  - (4) To appoint an assistant who shall cooperate with him in the discharge of his duties.
  - (5) To perform such other duties as may be imposed upon him by the Constitution or By-Laws, customs and usages of the Fraternity or Chapter.

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**Section 9. Epsilon**

- A. The Epsilon shall be the Custodian of the Chapter and of the personal property of the Chapter.
- B. It shall be the duty of the Epsilon:
  - (1) To take entire charge of the lodge room and Chapter furniture and keep them in proper order, and to make suitable arrangements for the convenience of the members at meetings of the Chapter.
  - (2) To attend to and have the responsibility of opening and closing the lodge room and to admit members thereto upon their giving the proper signs and passwords.
  - (3) To select in turn, for reasonable periods, members of the Chapter, other than officers, to assist him in the discharge of his duties.
  - (4) To perform such other duties as may be imposed upon him by the Constitution or By-Laws, customs and usages of the Fraternity or Chapter.

**Section 10. Zeta**

- A. The Zeta shall be the Historian of the Chapter.
- B. It shall be the duty of the Zeta:
  - (1) To keep an official register of the Chapter in which shall be entered the full name of each initiate and affiliate; the date and place of his birth; his place of residence; the name of his father and maiden name of his mother; the name and address of his guardian, if there be one; the name and address of his preparatory school; the date of his matriculation; the date of his initiation or affiliation; his class and course of study; and in case of an affiliate, the name of the Chapter by which he is transferred; also such other information as may be of interest; and to fill out from time to time such register so that the same shall contain a record of the important events in the life of each member of the Chapter.
  - (2) To keep a regular account and history of all matters of interest relating to the Chapter in a book provided for that purpose.

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- (3) To read the history of each collegiate term at the last meeting of such term.
- (4) To make such official reports as may be required of him by law.
- (5) To see that Chapter news items are sent to the national office for inclusion in each issue of the *Chakett*.
- (6) To see that the Chapter publishes and circulates an alumni newsletter at least once each year.
- (5) To perform such other duties as may be imposed upon him by the Constitution or By-Laws, customs and usages of the Fraternity or Chapter.

**Section 11. Eta**

- A. The Eta shall be the Risk Manager of the Chapter. This officer may be appointed under Chapter rules.
- B. It shall be the duty of the Eta:
  - (1) To administer risk management policies and programs as promulgated by the Fraternity and local Chapter.
  - (2) To ensure compliance with all laws, rules and regulations relating to personal safety and property management.
  - (3) To review with all members of the Chapter the Personal Safety Policy of the Chi Phi Fraternity, at least once per term.
  - (4) To select in turn, for reasonable periods, members of the Chapter, other than officers, to assist him in the discharge of his duties.
  - (5) To perform such other duties as may be imposed upon him by the Constitution or By-Laws, customs and usages of the Fraternity or Chapter.

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**Section 12. Theta**

- A. The Theta shall be the New Member Educator of the Chapter.
- B. It shall be the duty of the Theta:
  - (1) To administer the New Member Education program as determined by the National Fraternity, University, and local Chapter.
  - (2) To ensure compliance with all laws, rules and regulations relating to all New Member Education.
  - (3) To serve as a liaison between the Faculty Advisor, Alumni, National Office and the Chapter concerning New Member Education.
  - (4) To perform such other duties as may be imposed upon him by the Constitution and Bylaws, customs and usages of the Fraternity or Chapter.

**Section 13. Iota**

- A. The Iota shall be the Recruitment Officer of the Chapter.
- B. It shall be the duty of the Iota:
  - (1) To administer recruitment policies and programs as determined by the Fraternity, University, and local Chapter.
  - (2) To ensure compliance with all law, rules and regulations relating to all recruitment efforts.
  - (4) To serve as a liaison between the Faculty Advisor and the Chapter concerning recruitment.
  - (5) To perform such other duties as may be imposed upon him by the Constitution and Bylaws, customs and usages of the Fraternity or Chapter.

**Section 14. Scholarship Chairman**

- A. The Scholarship Chairman shall oversee and facilitate academic issues and programming within the Chapter.
- B. It shall be the duty of the scholarship Chairman:

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- (1) To prepare and forward to National, through the Chapter Alpha, appropriate information regarding the Chapter's academic standing during the previous grading period, and inform National of the Chapter's annual plan for academic improvement.
- (2) To coordinate the nomination procedure for the Sparks' Memorial Medal and other academic awards from National.
- (3) To inform the Chapter members about academic deadlines on campus, opportunities for invited guest speakers, scholarship programming, academic honor societies, and other issues related to scholarship.
- (4) To serve as the liaison between the Faculty Advisor and the Chapter concerning academic issues.
- (5) To perform such other duties as may be imposed upon him by the Constitution or Bylaws, customs and usages of the Fraternity or Chapter.

## **Chapter V. Reports**

### **Section 1. Submission of Reports and Communications**

All reports and official communications shall be forwarded to the national office of the Fraternity.

### **Section 2. Reports from the Gamma**

It shall be the duty of the Gamma of every Chapter to send to the national office the following reports, retaining copies for his files:

- A. Report #0 – New Member Report: Within five days after each man is pledged to the Chapter, the following particulars regarding such new member:
  - (1) Name in full.
  - (2) Home address.
  - (3) Names in full of parents or guardians.
  - (4) Place and date of birth.
  - (5) Preparatory school.
  - (6) Date of matriculation, class and course of study.
  - (7) Social Security Number.
  - (8) Other information requested by the Grand Council.
- B. Report #1 – Permission to Initiate: Two weeks prior to the anticipated date of initiation to request the initiation of new

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members, giving the date of initiation, and enclosing the initiation dues for each man listed.

- C. Report #2 – Affiliation Report: As soon as practical after approval of an affiliate from another Chapter, including the affiliate’s name, original home chapter, date of initiation and date of affiliation.
- D. Report #3 – Congress Credentials: To prepare and execute under the Chapter seal certificates of election of delegates of the Chapter to each Congress; to send one original certificate to the national office at least two weeks prior to the date of Congress, and to place another in charge of a delegate for presentation to the Congress.
- E. Report #4 – Mid-Year Report: By the first day of December the names of the active members and the names of the men pledged to the Chapter as of the date of the report.
- F. Report #5 – End-of-Year Report: The second week in May a report prepared with the assistance of the Delta, Zeta and Alpha of the Chapter containing the following:
  - (1) A list of the officers of the Chapter with their home addresses and their prospective summer addresses, active members, initiates for the year, new members for the year, and a list of graduated or graduating members.
  - (2) The date of the opening of the Fraternity house for the next college year, the date of the recruitment season for the next college year and the name and summer address of the recruitment chairman.
  - (3) The name and address of the Chapter Advisor and Faculty Advisor.
  - (4) All changes in members’ home addresses since the last Report #5 was filed.
  - (5) A list of the brothers who have died during the year, giving name, date and place of birth, and date of death.
  - (6) A Chapter photograph with key to the names and a Chapter history for the past year.
- G. Report #6 – Election of Officers: Immediately after any election of officers the names and post office addresses of the newly elected officer or officers.

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- H. Report #7 – No later than September 30 each year a report giving details of the Chapters current housing situation.

**Chapter VI. Publications**

The Grand Council shall publish, as the official organ of the Fraternity, the *Chakett* which shall appear as often and in such form as the Grand Council shall deem wise.

**Chapter VII. Dues**

**Section 1. Amount of Initiation Dues**

Initiation dues shall consist of two payments, one due with Pledging Report #0, and the other due with Initiation Report #1. Chapters should contact the national office for the latest dues amounts.

**Section 2. Change of Initiation Dues**

The Grand Council is hereby authorized by majority vote to increase or decrease initiation and pledge dues, notifying each Chapter of the change, prior to April 1st and effective for all initiates and pledges as of September 1st of that calendar year, which shall be effective until further change. The change, if an increase, shall not exceed the total change in cost of living since July 1980. The change in initiation dues, may be allocated in any manner Grand Council deems appropriate, between the part payable at pledging and the part payable at initiation. The Grand Council shall advise the Chapters of the basis on which cost of living adjustments are made. The Grand Council may vote on a change in dues only once in any fiscal year of the Fraternity.

**Section 3. Additional Dues**

As an addition to the initiation dues, each undergraduate brother initiated after May 1, 1987, shall be required to pay undergraduate dues in an amount to be determined at each annual Chi Phi Congress. If the Grand Council wants to propose increasing or decreasing undergraduate dues at each Chi Phi Congress, they must notify each Chapter of the change prior to April 1. Said dues shall be billed bi-annually in September and January of each academic year. Such Chapters shall be responsible to the national office to pay such dues. The Chapter may pay said dues from general funds or collect such dues from the individual brothers as it chooses.

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**Section 4. Membership Fees for Local Fraternity Alumni**

All alumni members of local fraternities taken into the Chi Phi Fraternity, desiring membership in Chi Phi, shall pay the sum of seventy-five (\$75.00) dollars to the Chi Phi Educational Trust in lieu of initiation dues.

**Section 5. Remittance of Dues**

At the option of each Chapter, the entire initiation dues may be charged at the time of pledging and remitted in the same manner as the first installment.

**Section 6. Failure to Pay Dues**

In the event of failure to pay pledging dues or initiation dues as required, the Executive Director may impose a fine not to exceed twenty-five (\$25.00) dollars for each pledge or initiate as to whom the proper dues were not timely paid. It shall be the policy of the Fraternity to impose such a fine, unless there be extenuating circumstance, fully explained in writing. Beginning September 1, 2010, all new chapter billings will accrue interest compounded at a rate of 1% monthly after a period of 60 days delinquency.

**Section 7. Financial Sanctions**

Any sanction imposed solely for financial reasons shall not include any restrictions on new member recruitment.

**Chapter VIII. In Memoriam**

**Section 1. Notification of Death and Mourning**

It shall be the duty of each Chapter to cause notice of the death of a member thereof to be sent to the national office and to adopt resolutions upon such death. The Chapter insignia shall be property draped in mourning for two weeks after the death of an active member of the Chapter or an active Grand Officer.

**Section 2. Official Notice in the *Chakett***

It shall be the duty of the Grand Council to cause official notice of the death of any member of any Chapter to be published in the *Chakett*.

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**Chapter IX. Transfers**

A member who transfers to an institution which is the site of another Chapter may be elected to membership in the second Chapter and, upon acceptance by him of such election and invitation to affiliate with such Chapter, may apply to his Chapter for a letter of transfer, which shall be granted provided the member is free from debt to his Chapter and no charges are pending against him at the date of the letter. That transfer so granted shall be filed with the second Chapter without delay, and shall be acted upon within thirty days thereafter, otherwise it shall be void. The member thus transferred shall sign the Chapter register of his adopted Chapter and make the entries therein required for an initiate, except that he shall state the name of the Chapter by which he has been transferred in the place of the school in which he prepared for college.

**Section 1. Dispute between Chapters**

In case of a dispute between Chapters with regard to the standing of any member, the Grand Council shall determine the dispute. Such determination shall, however, not be final and either Chapter in dispute may bring the name before the Court of the Congress.

**Section 2. Report of Transfers**

All transfers must be promptly reported to the national office.

**Chapter X. New Charters**

**Section 1. Notification and Paraphernalia**

Whenever a petition for a charter has been granted, the Grand Council shall provide the Chapter with a name, charter, and all paraphernalia, books and documents to equip the Chapter.

**Section 2. Expenses**

Except as especially ordered by the Congress, all necessary expenses incurred in inaugurating a Chapter shall be borne by the petitioners individually or by the Chapter or both, and such arrangements may be made with regard to deferred payments of the indebtedness to the Fraternity incurred thereby, as shall be deemed proper by the Grand Council.

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**Chapter XI. Rules of Practice for a Special Master**

**Section 1. Qualifications**

Any member of the Fraternity, who is in good standing, may be appointed as a Special Master.

**Section 2. Notice of Appointment**

Upon action of the Court of the Grand Council appointing a Special Master, the Executive Director shall notify said Special Master in writing of his appointment providing him with a copy of the Rules of Practice, pleadings and materials assembled in connection with the case or controversy, and shall further notify him of any and all conditions, including time constraints applicable to his appointment.

**Section 3. Procedure**

It shall be the duty of the Special Master to receive and review the written application that is the subject of his appointment in which shall contain the case or the controversy under review by the Court of the Grand Council, and to then thereafter do the following:

- A. Solicit and/or receive a response from any other affected party or organization, admitting, denying, or explaining such responsive position or pleading.
- B. Solicit and/or receive the testimony or statements of any witness or any other person claiming knowledge of underlying events, facts or conditions.
- C. Solicit and/or receive written or oral expert testimony or statements concerning any event, fact or condition deemed relevant to the case or controversy.
- D. Issue a written report to the Court of the Grand Council which shall contain written findings of fact and conclusions of law and recommending the imposition of sanctions under such terms and conditions deemed necessary.
- E. A Special Master shall do all of the foregoing within such time periods as are set forth in the appointing order from the Court of the Grand Council and to further comply with any other conditions of appointment.

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- F. A Special Master may employ such agents and services necessary to carry forward the objectives of his appointment.
- G. A Special Master shall be guided by the Rules of Practice, the Constitution and By-Laws of the Fraternity.

**Section 4. Evidence**

The rules of evidence shall not apply in cases or controversy before the Special Master and said Special Master shall be guided by principles of relevance and reliability in admitting evidence and then deciding what weight to give to any such evidence.

**Chapter XII. Amendment between Congresses**

Between sessions of the Congress, the By-Laws of the Fraternity may be amended by a two-thirds vote of the Chapters after the unanimous approval of the Grand Council.

**Chapter XIII. Parliamentary Procedures**

Except as otherwise provided in the Constitution and By-Laws of the Fraternity, parliamentary procedure in any meeting at any level shall be conducted in accordance with the latest edition of *Roberts Rules of Order*.