

Twenty-four Officer Model Chapter Bylaws Form Instructions

The model chapter bylaws are a Microsoft Word form. You will not be able to edit the text outside of the form fields. This should greatly reduce the amount of mistakes made with bylaws as well as reduce the time required for review by your chapter advisors.

To fill in the form simply click on a field and either fill in the needed text or choose from the drop down menu. By tabbing through the form, you will find all fields that need to be completed.

If you would like to make changes to sections that are locked on this form or would like to add additional sections, email the chapter compliance committee chairman, ComplianceChair@kappaalphatheta.org. You will need to provide all of the information about the changes needed and she will edit the working document if she approves them. You will need to email her the document that you have been working on in order for her to add or change anything.

If you have any questions or need assistance please contact your chapter administrative advisor, advisory board chairman, or the chapter compliance committee chairman.

KAPPA ALPHA THETA
EPSILON UPSILON CHAPTER BYLAWS
FALL 2014 – FALL 2016 EDITION
APPROVED BY ABC (03/14/2016)

ARTICLE I
NAME AND OBJECT

- Section 1. The name of this organization shall be Epsilon Upsilon Chapter of Kappa Alpha Theta.
- Section 2. The object of Epsilon Upsilon Chapter of Kappa Alpha Theta shall be to represent Kappa Alpha Theta Fraternity on the campus of Columbia University and to fulfill the purposes of the Fraternity as stated in the *Kappa Alpha Theta Constitution*, 2014 edition.
- Section 3. These bylaws shall always be superseded by the *Kappa Alpha Theta Constitution* and the *Kappa Alpha Theta Bylaws*, 2014 edition.

ARTICLE II
MEMBERSHIP

- Section 1. Chapter Membership Classes
- A. Active membership shall include initiated or affiliated members of Epsilon Upsilon Chapter who are enrolled at Columbia University and who have not been granted inactive status.
 - B. Inactive membership shall include members who are on inactive status in accordance with *Kappa Alpha Theta Bylaws*, Article I, Section 6.
 - C. Unaffiliated members of Kappa Alpha Theta are members enrolled at Columbia University however not affiliated with the Epsilon Upsilon Chapter.
 - (1) An unaffiliated member in good standing may be affiliated by Epsilon Upsilon Chapter, provided all requirements as stated in *Kappa Alpha Theta Bylaws*, Article I, Section 5, have been met.
- Section 2. Eligibility for Membership
- A. The requirements for membership are as stated in the *Kappa Alpha Theta Constitution*, Article II, Section 2.
 - B. Scholarship Requirements of Epsilon Upsilon Chapter. Members shall earn a 2.5 semester GPA to maintain full membership privileges.
 - C. Attendance Requirements
 - (1) Members must attend the following mandatory events: weekly chapter meetings, all ritual events (Initiation, Pledge, and Loyalty Services), recruitment events, signature philanthropy event, and class meetings

during the elections process. Physical attendance at these events may be substituted by fulfilling the event requirement in other ways as outlined by the executive officer in charge of the event.

(2) Star points will be monitored by the Executive Assistant and HR Director (with the supervision of the CAO and COO). The role of the Executive Assistant will be to input attendance into the GIN system and manage the submission of attendance lists from relevant officers in charge of the events. Star points should be updated by the Executive Assistant 24 hours prior to MDC meeting.

(3) Mandatory events will be announced at least two weeks in advance and will have negative Star Points as designated below:

- Missing Chapter: -2 Star Points
- Missing Assigned Initiation Round: -4 Star Points
- Missing New Member Program Ritual Requirement: -2 Star Points
- Not Fulfilling Assigned Recruitment Events: -3 Star Points
- Not Fulfilling Signature Philanthropy Event Requirement: -2 Star Points
- Missing Class Meetings During Elections Process: -2 Star Points
- Failure to attend a philanthropy event hosted by another PanHellenic chapter or a joint sisterhood event (semesterly): -1 Star Point
- Not Fulfilling Semester Service Requirement: -3 Star Points
- Not Fulfilling one house clean-up per semester: -2 Star Points
- Late in paying dues: -1 Star Point (per week late)

-Alpha Standard Requirements (for each event) (i.e. Risk education and Relay for Life). Note: Attendance at Dance Marathon or CCO can fulfill the Relay for Life Alpha Standards requirement. If any of these events are held during chapter, no additional points will be taken from members who miss chapter: -2 Star Points

(4) Star Points exist to monitor attendance at events. Each mandatory event will be given 0 points. If one attends the event, they maintain 0 points. If they do not attend, they will receive negative points (Amount of points lost is determined by the exec officer in charge of the event). Points may be re-earned by attending optional events. Additional guidelines are listed below:

-Before Star Points can be offered to the chapter, a member of the executive committee must approve that Star Points are being offered for this event/action. The CEO and ABC have ultimate veto power over point values.

-Any events not listed above may be allocated star points with the approval of the relevant executive officer and the CEO. Points may not be assigned to an event without CEO approval.

-All star point appeals must be approved by the hosting officer. If a woman forgets to sign into an event, she must confirm her attendance with the host within one week of the most recent GIN system update.

-Members must submit excuses to the HR Director (at least 2 hours prior to the event in the case of illness or emergency, and at least 48 hours prior to the event in the case of other excused absences).

-Excuses will not be accepted after the host submits attendance to the HR Director, and the Executive Assistant submits the points to the GIN system.

- Event hosts must submit attendance within 48 hours after the event.
- Each meeting missed will result in the deduction of 2 star points. If the member electronically signs and returns the meeting minutes within 6 days, one point will be returned. If a member misses more than 2 unexcused chapters then they will be called into MDC.
- If a member is at -4 star points or below, the member will be called into MDC.
- One point will be deducted for signing up for and then not going to any event.
- Ultimately point deductions will be at the discretion of the MDC.
- Officers will not receive "extra" points for fulfilling their responsibilities (i.e. Panhellenic delegate should not receive points for attending meetings, nor should the CAO receive points for heading Bylaws Committee)
- Negative points roll over semester to semester, but not year to year.

(5) Positive Star Points will be awarded according to the following guidelines:

- One positive point will be awarded for attending other chapters' philanthropy events.
- One positive point will be awarded for attending an additional Theta-sponsored service event
- One positive point will be awarded for attending a Theta-sponsored risk event
- One positive point will be awarded for attending an additional house clean-up
- Positive points do not roll over semester to semester or year to year but allow the woman to be eligible for Shining Star Awards.

(6) Shining Star Awards:

- One \$50 gift card will be awarded to the woman with the most points for the semester
- One \$25 gift card will be awarded to one woman (by raffle) who did not miss any mandatory events for the semester
- One \$25 gift card will be awarded to one woman (by raffle) who finished the semester with positive points.
- One \$25 gift card will be awarded to the woman who attended the most non-Theta philanthropy events for the semester. This will not be awarded to the same woman who wins the overall award. If it should be the same woman, the second place winner should receive this award.
- The Star Awards shall be presented within the first four meetings of the next semester

D. Service Requirements: Members must complete 2 community service hours per semester to remain in good standing.

E. Automatic Probation

- (1) Financial Probation shall be imposed according to *Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 2, a, (1).
- (2) Scholastic Probation shall be imposed on a member who fails to achieve the chapter's required GPA and shall be in accordance with *Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 2, a, (2).

(3) Continued failure to achieve the chapter's scholastic requirements for two (2) or more semesters (consecutive or non-consecutive) may result in termination of membership. Probation shall be continued until the termination of membership process is completed.
If the vote for termination is not initiated, or if the process is not completed for any reason, the member shall remain on probation.

(4) Each member is required to turn in a grade report from the university/college to the scholarship director by the first chapter meeting of the semester.

F. Discretionary Probation shall be imposed according to *Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 2, b.

G. Discretionary Probation may be imposed by the member development committee, according to *Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 2, b, (1). If a member is considered to be on discretionary probation, the member cannot attend any non-mandatory events, with the exception of events that can earn them positive points. Non-mandatory events include, but are not limited to, social events and sisterhood events.

H. Termination of Membership shall be in accordance with *Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 3.

Section 3. Election to Membership

A. Invitations to membership shall be extended to women who meet the qualifications set forth in *Kappa Alpha Theta Constitution*, Article II, Section 2, and in accordance with the regulations of the College Panhellenic procedures and *Kappa Alpha Theta* procedures.

B. Letters of Reference

The procedures for obtaining letters of reference for each potential new member shall be as set forth in *Kappa Alpha Theta Bylaws*, Article I, Section 2, B.

C. Scholastic Requirement

The potential new member shall have a 2.5 cumulative GPA from college or, if the potential new member has been enrolled in college less than one term, a 2.5 cumulative GPA from high school.

D. Membership selection procedures shall be in accordance with the *Recruitment Handbook*.

E. Policy for Legacies

Legacies participating in recruitment shall be given consideration according to the *Recruitment Handbook*, specifically the Recruitment Policies section, Legacies.

F. Election to membership shall be in accordance with *Kappa Alpha Theta Constitution*, Article II, Section 3.

G. Acceptance of Invitation

Women accepting invitations to join Kappa Alpha Theta shall do so in accordance with Kappa Alpha Theta policies and be pledged in accordance with the Pledge Service as set forth in the *Kappa Alpha Theta Ritual Book*.

Section 4. Member Orientation Program

The member orientation program and initiation shall be conducted in accordance with *Kappa Alpha Theta Bylaws*, Article I, Section 3 and the *Kappa Alpha Theta Ritual Book*.

ARTICLE III OFFICERS

Section 1. The officers of Epsilon Upsilon Chapter shall be the following, who are slated by the nominating committee, during each elections' process.

- A. Chief Executive Officer (CEO)
- B. Chief Administrative Officer (CAO)
- C. Chief Education Officer (CEdO)
- D. Chief Financial Officer (CFO)
- E. Chief Marketing Officer (CMO)
- F. Chief Operating Officer (COO)
- G. Chief Panhellenic Officer (CPO)
- H. Chief Recruiting Officer (CRO)
- I. Alumnae Engagement Director
- J. Alternate Panhellenic Delegate
- K. Archivist/Historian
- L. Communications Director
- M. Awards Director
- N. Event Director
- O. Executive Assistant
- P. Facility Management Director
- Q. Finance Assistant
- R. Human Resources Director
- S. IT Director

- T. New Member Director
- U. Recruitment Director
- V. Ritualist
- W. Scholarship Director
- X. Service and Philanthropy Director

Section 2. Requirements for Officers

- A. A member shall meet the conditions for eligibility and qualifications to be an officer as stated in the *Kappa Alpha Theta Bylaws*, Article IV, Section 3, B.
- B. Scholastic Requirements
 - (1) Officers shall earn a 2.5 semester GPA. The GPA shall not be lower than the GPA required for a chapter member to be in good standing.
 - (2) A chapter officer may be removed from office for the failure to maintain the required officer GPA. Removal of officers shall be conducted in accordance with *Kappa Alpha Theta Bylaws*, Article IV, Section 3, E.

Section 3. Elections

- A. Elections shall be held annually by the end of fall semester.
- B. Nominating Procedures
 - (1) An elected nominating committee consisting of two representatives from each college class (or one representative if approved by the college district director) and the chairman of the advisory board, serving as committee chairman without voting privileges, shall meet to prepare the report of the nominating committee which shall be presented at the following chapter meeting. The retiring CEO shall serve ex officio but she shall only have voting privileges in the event of a tie. The retiring CAO shall serve ex officio without a vote.
 - (2) The nominating procedures shall be in accordance with the *College Chapter Handbook*.
- C. Elections shall be according to the procedures in the *College Chapter Handbook*.

Section 4. Installation of Officers

- A. Transition and installation of elected officers shall take place in accordance with the *College Chapter Handbook* and *Kappa Alpha Theta Ritual Book*.
- B. Newly installed officers shall assume their duties no later than March 1 in accordance with *Kappa Alpha Theta Bylaws*, Article IV, Section 3, D.

Section 5. Duties of Officers

The duties of college chapter officers are stated in the *College Chapter Handbook*.

Section 6. Term of Office

The term of office for all officers shall be for one year or until a successor is duly elected and installed.

Section 7. Vacancy in Office

- A. In the case of a vacancy in any office, a successor shall be elected or appointed according to the procedures outlined in the *College Chapter Handbook*.
- B. In the event the CEO is unable to complete her term of office, the COO shall serve as CEO until a successor is duly elected and installed.
- C. In case of a vacancy in any other office, another named officer, as outlined in the *College Chapter Handbook*, shall carry on the work of the office until a successor is duly elected and installed.

Section 8. Removal from Office

A chapter officer shall be removed from office only in accordance with *Kappa Alpha Theta Bylaws*, Article IV, Section 3, E.

ARTICLE IV COMMITTEES

Section 1. Standing Committees

- A. The chapter shall have the following standing committees: executive committee, member development committee, risk management team, bylaws committee, finance committee, education committee, executive recruitment board, marketing committee, nominating committee, operations committee, scholarship committee, service committee, administrative committee, and cabinet. These committees shall conduct their business in accordance with the *College Chapter Handbook*.
- B. The chapter has the following other standing committees: Panhellenic Committee, which includes Extending Chapter Liasons and Panhellenic Executive Officers, and the ritualist committee chaired by the Ritualist.

Section 2. Committee Member Selection

- A. Committee member assignments with the exception of member development committee will be made according to a method agreed upon by the executive committee with the approval of the advisory board chairman. The Committee director overseeing the committee will receive all committee applications and review and select members with the Executive Committee.
- B. Selection of the representative(s) to the member development committee shall be in accordance with the policies set forth in the *Development Guide* and is the responsibility and privilege of each academic class, as determined by a vote.
- C. The member development committee consists of two members from each academic class. .

D. Members taking part in membership/leadership on a non-standing committee may choose to have their housing points replaced with star points.

ARTICLE V CHAPTER BUSINESS

Section 1. The business and affairs of college chapters shall be under the ultimate supervision and control of Grand Council. Chapters shall manage and conduct their business in conformity with such rules and standards as Grand Council will establish. Chapters shall not reply to any general or specific requests, from any source, for the *Fraternity Constitution and Bylaws*. Chapters immediately shall refer the person making the request to the executive director. Generally, only Grand Council has the authority to bind the Fraternity; therefore, a member of a college chapter may not sign a relationship statement or other agreement which would attempt to obligate or bind the Fraternity.

Section 2. Meetings

- A. Meetings shall be held during the regular school terms to transact the business of the chapter, to counsel together for the best interest of the group, and to enhance the spirit of Fraternity loyalty through participation in Fraternity ritual in accordance with *Kappa Alpha Theta Bylaws*, Article IV, Section 5.
- B. The chapter shall meet once a week during each college semester at 7:00 PM on Sunday in location on campus to be determined prior to the start of each semester.
- C. Special meetings may be called by the CEO, by executive committee initiative, by request of three members, or by request of the advisory board chairman or a Fraternity officer. Written notice of the time, place, and exact purpose of the special meeting must be sent to all members by mail or email at least two days in advance of the meeting.
- D. Chapter meetings may be only postponed or omitted with the approval of the advisory board chairman and only in an emergency. If the chapter is on disciplinary status with the Fraternity, both the advisory board chairman and the college district director must approve any change or cancellation of the chapter meeting.

Section 3. Quorum

Two-thirds of the active college members shall be present in order to conduct chapter business.

Section 4. Parliamentary Authority

The current edition of *Robert's Rules of Order, Newly Revised*, shall be the authority for procedures in all meetings in which they are not inconsistent with these bylaws and the *Kappa Alpha Theta Bylaws*.

Section 5. Order of Business

Song; preamble; Moral Code; roll call by Greek names; minutes of the last meeting; CFO's report; reports of officer and standing committees; unfinished business; new

business; Good of the Order; adjournment; Chain Song. (*College Chapter Handbook*)

ARTICLE VI FINANCE

Section 1. Dues and Fees

- A. The Fraternity initiation fee of one hundred seventy-five dollars (\$175) shall be paid by each new member.
- (1) Payments to the college chapter by the members shall be in accordance with a schedule to be developed by each college chapter; however, payments must be completed by the end of the academic year in which the woman is initiated. (*Kappa Alpha Theta Bylaws*, Article VII, Section 2, A, 1, a)
 - (2) The college chapter shall be responsible to the general Fraternity for the payment of the initiation fees of its members and shall remit such fees to the Central Office in accordance with a schedule to be determined by Grand Council. Chapters with unusual circumstances may petition the executive director for special consideration in payment to the general Fraternity.
- B. In 2014, the Fraternity annual per capita fee is one hundred fifty-five dollars (\$155). In 2015, the Fraternity annual per capita fee is one hundred seventy-five dollars (\$175). The college chapter shall collect the per capita fees from its members and shall remit such fees to Fraternity headquarters each fall in accordance with the schedule determined by Grand Council. (*Kappa Alpha Theta Bylaws*, Article VII, Section 2, A, 2)
- C. Chapter member dues shall be \$280 per semester.
- D. Chapter new member dues shall be \$280 per semester
- E. Facility fee as set by the facility corporation board shall be \$275 per initiated member and \$275 per affiliated member payable at the following schedule:
- (1) \$137.50 to be paid per semester for initiated members beginning the semester immediately following initiation.
 - (2) \$137.50 for affiliated members beginning the semester immediately following affiliation.
 - (3) The facility fee is payable in full within two years of pledging or affiliation or whenever a member leaves school, whichever is sooner, and is not refundable.
- F. Panhellenic dues shall be \$10 per semester for all active members and new members.
- G. Off-campus fee shall be \$60 per semester for all members enrolled in school but studying off-campus or abroad. The off-campus fee must be billed within the semester in which it is incurred.

Section 2. Financial Restrictions

- A. Special assessments shall not be levied on college chapter members unless permission is obtained from Grand Council. (*Kappa Alpha Theta Bylaws*, Article VII, Section 2, A, 5)
- B. College chapter officers shall not receive remuneration in wages, room, board, or dues and shall not receive compensation in any form from suppliers. (*Kappa Alpha Theta Bylaws*, Article IV, Section 3, F)
- C. Expenditures which exceed \$1,000 (one thousand dollars) shall be approved by the alumna finance advisor.

Section 3. Fines

- A. A listing of fines adopted by the chapter shall be provided to each member in written form by the member development committee and be as listed below:
 - (1) A member will pay a \$150 fine for each unexcused absence for any round of Recruitment or Initiation to be donated to CASA.
 - (2) A member serving as a MRC will be fined for any costs incurred by the chapter specifically linked to her during recruitment in accordance with the Panhellenic Council rules and fines.
 - (3) A member will be fined for any costs incurred by the chapter linked to her during recruitment in accordance with the Panhellenic Council rules and fines.
- B. All fines shall be placed on the bills of members and shall be collected in strict accordance with the procedures of Kappa Alpha Theta.

Section 4. Late Charges and Insufficient Funds

- A. Bills are due and payable upon receipt and delinquent 14 days after a statement is issued. Bills not paid by the statement due date are subject to a late charge of five percent of the total bill as billed by Billhighway. If the bill remains unpaid 14 days after the late charge is applied, the chapter shall charge an additional late fee of \$0. However, after 28 days one star point will be deducted for every week the bill remains unpaid. The charge shall be in addition to the Fraternity's disciplinary procedures relating to financial delinquency.

Section 5. Procedures for Issuing and Collecting Bills

- A. Bills shall be issued no later than the first chapter meeting of the semester.
- B. Members must pay via their Billhighway account. The chief financial officer shall not accept payment for member accounts in any form.
- C. Bills are due and payable upon receipt and delinquent 14 days after a statement is issued.
- D. If a member is processed as delinquent by headquarters and subsequently pays her outstanding debt, the chapter will be charged a 25 percent processing fee.

- E. If a member is processed as delinquent by headquarters, or does not pay dues two weeks after the issue date and subsequently pays her outstanding debt, she will be charged a 50 percent processing fee on payments that are less than \$100 or charged a 25 percent processing fee on payments over \$100.
- F. Delinquent bills shall be handled in strict accordance with the procedures of Kappa Alpha Theta. (*Kappa Alpha Theta Bylaws*, Article I, Section 8, A, 2, a [1] & 3, a)

Section 6. Room and Board.

- A. Room rent shall be \$0 per semester, regardless of use.
- B. Board shall be \$0 per semester, regardless of use.
- C. Each non-resident member shall pay \$0 for out-of-house board per semester, regardless of use.
- D. Chapter dinner fee is payable by each non-resident member and shall be \$0 per semester, regardless of use.
- E. Usage fee
Each member shall pay \$33 per semester, regardless of use.
- F. Guest cost
Room, \$0 per night; Breakfast: \$0; Lunch: \$ 0; Dinner: \$0.

Section 7. Room contracts and deposits

- A. Room contracts for the full school year shall be signed by the deadline set by Columbia University residential life and housing for the following year.
- B. Room deposits of \$0 shall be paid at the time of contract signing.
- C. Room contracts shall not be canceled or deposits returned after the deadline set by Columbia University residential life and housing.
- D. Room deposits shall not be credited or refunded until all terms of the contract as signed have been fulfilled and all financial obligations to the chapter have been satisfied.
- E. Room contracts shall be signed for a full school year. If this is not possible because of a member studying abroad, student teaching, or studying on another campus, a joint contract with another member may be used to fill the room for the remainder of the year.

ARTICLE VII CHAPTER FACILITY REGULATIONS

- Section 1. An active member, unless she is living at home, shall live in the chapter facility as an obligation of membership assumed with initiation. (*Kappa Alpha Theta Bylaws*, Article IV, Section 7, A).
- Section 2. These chapter officers shall live in the chapter facility except in special instances determined by the advisory board chairman: The current CEO will be the first to select a room. The Facilities Management Director and Chief Administrative Officer are guaranteed a room in the facility and the Chief Operating Officer is guaranteed a single room in the facility. The RA room will be Room 24, but the RA may petition the Executive Board for a different room based on housing points. All room selection preference other than the current CEO will be determined by the policy stipulated in Section 2, C.
- Section 3. Order of Preference for Filling the Chapter Facility
- Only active sisters in good standing at the time of housing selection are eligible to live in the facility and will receive preference in room selection as determined by the policy enumerated below:
- A. Two-Thirds (2/3) of the housing facility must comprise of Columbia students.
- B. Selection of rooms in the facility will be ordered based on the following point scale:
- (1) Two (2) points for every semester as a member of the Epsilon Upsilon chapter of Kappa Alpha Theta, wherein five semesters and no more can be counted towards a member's point value.
- (2) Nine (9) points for every semester served as an officer on the executive committee.
- (3) Four (4) points for every semester served as a non-executive committee officer, or as a Panhellenic Executive Officer (for example, Vice President of Public Relations) wherein up to two (2) officer positions and no more can be invoked per semester, and only those positions held during the first six semesters of membership can be counted.
- (4) Eight (8) points for every semester served as President of the Panhellenic Council at Columbia University.
- (5) One (1) point for every semester served as a member of an official committee, or the Recruitment Slideshow/Video committee, wherein up to two (2) committee memberships and no more can be invoked per semester, and only those positions held during the first six semesters of membership can be counted. This excludes all committee memberships held while fulfilling the duties of an officer position.
- (6) One (1) point for every semester served as a leader of a non-standing committee, wherein up to two committee leaderships and no more can be invoked per semester, and only those positions held during the first six semesters of membership can be counted. In cases where committee membership/leadership is part of fulfilling a larger requirement (i.e. if you're using committee membership to fulfill the requirement to substitute for attendance to an event (i.e. baking committee for recruitment), no points are awarded.

(7) One half (0.5) point for every semester served as a member of a non-standing committee excluding all committee memberships being used to fulfill a chapter or officer requirement. Up to two (2) committee memberships and no more can be invoked per semester, and only those positions held during the first six semesters of membership can be counted. In cases where committee membership/leadership is part of fulfilling a larger requirement (i.e. if you're using committee membership to fulfill the requirement to substitute for attendance to an event (i.e. baking committee for recruitment), no points are awarded.

(8) Ten (10) points possible shall be multiplied by the member's "chapter" attendance percentage and will contribute to her score.

(9) In the event of a tie, points will be awarded according to class standing, wherein members will receive an additional:

One (1) point for rising sophomores

Two (2) points for rising juniors

Three (3) points for rising seniors

(10) If a tie still exists, the member with the highest Star Point total from the most recent semester prior to housing selection will choose a room before the member with the lowest Star Point total from that semester.

(11) The Facility Management Director will be responsible for holding women in the house accountable for respecting the space and will take the following steps to ensure that the facility is being taken care of:

a. The Facility Management Director will first issue a warning to any individual living in the house who she feels has been repeatedly disrespecting the facility.

b. If the issue remains unsolved, the Facility Management director will call a meeting with all members living in the housing facility to discuss the individual's disrespectful behavior.

c. If the individual has not taken any steps to addressing the issue at hand, the Facility Management Director will deduct one housing point taking care to inform the individual that she is doing so.

d. It is at the discretion of the Facility Management Director when to call an active member living in the house in for a one on one meeting, call a house meeting, and deduct one housing point. The Facility Management Director will also be responsible for keeping track of deducted housing points throughout the semester, as well as the reasons for which they were deducted. Anyone who wishes to contest the deduction of a housing point may bring the issue to MDC.

If a member is eligible to live in the facility and selects a double, that member may choose any other member in good standing as their roommate, also known as a "pull-in".

Section 4. Visiting Hours

Guests shall be restricted to the public areas of the chapter facility; however, the chapter may establish visitation policies in accordance with guidelines established by Grand Council and requirements stated in *Kappa Alpha Theta Bylaws*, Article IV, Section 11.

Section 5. Chapter property shall not be loaned without the consent of the advisory board chairman and the facility corporation board president.

ARTICLE VIII ALCOHOL, DRUGS and WEAPONS

Chapter members shall adhere to the Fraternity's laws regarding Alcoholic Beverages, Drugs, and Weapons as stated in *Kappa Alpha Theta Bylaws*, Article IV, Section 8; Article IV, Section 9; and Article IV, Section 10.

ARTICLE IX AMENDMENTS

Provided that all Fraternity laws and procedures are followed for amending the chapter by-laws, the chapter bylaws may be amended by two-thirds (2/3) vote of the chapter's active members, present and voting, a quorum being present, and provided that the proposed amendment has been presented in writing at the previous meeting. An amendment shall not become effective until approved by the advisory board chairman. The college chapter shall bring its bylaws into conformity with Fraternity laws following each Grand Convention. Such amendments do not require a vote of the chapter members.