

Chi Chapter Policy Manual

Aspects of this manual may be amended only upon a majority vote by the Officers.

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Section I – Annual Requirements of Members

All requirements that are “annual” must be completed within the chapter’s definition of a school year, which starts at the beginning of the university’s Summer break, passes through the Fall semester of the same calendar year, and ends at the completion of the Spring semester of the following calendar year.

A. Fundraising Requirements

First-year members must attain 3 Fundraising Points during the academic year by one week before the date of the Spring formal. Second-year and third-year members must attain a total of 10 FUNDRAISING POINTS for each academic year: 4 Fundraising Points by the end of the calendar year (December 31st), and an additional 6 Fundraising Points must be attained by one week before the date of the Spring Formal. Fourth-year members are exempt from fundraising requirements.

Additionally, second-year and third-year members must participate for the full duration of at least one Soldier Field event per school year, by one week before the date of the Spring formal. The first soldier field event will count for 4 fundraising points and 5 fundraising points for the second. Second-year and third-year members who work the entirety of 4 events at Soldier Field within one academic year will receive a 50% discount on their next scheduled dues payment, while any member who works the entirety of 5 events at Soldier Field within one academic year will receive 100% discount on their next scheduled dues payment. Any member who works the entirety of additional events (6 or more) will be awarded one share of the total profit collected by the Chapter for the event(s) which were worked. Any funds awarded to members will be provided by the Treasurer after the Chapter has collected payment from Soldier Field for the event(s) in question. Individuals who are under the age of 21 are exempt from this Soldier Field event requirement, and shall be assigned an alternative and reasonably equivalent task by the Fundraising Chairs, with the approval of the Executive Committee.

Members who wish to withdraw their registration from a Soldier Field event may freely do so at least 14 days or 336 hours before the time of the event. Members who wish to perform such a withdrawal within 14 days or 336 hours of an event must find a replacement, and obtain the approval of both Fundraising Chairs via electronic mail.

All Brothers are required to complete at least 1 fundraising point for selling a minimum of 2 cookie dough tubs. If your fundraising requirement is done by the fall semester, you are exempted from the cookie dough sale.

ALL BROTHERS WHO HAVE NOT MET THE FUNDRAISING POINT REQUIREMENT BY THE END OF THE FALL SEMESTER ARE REQUIRED TO PARTICIPATE IN THE COOKIE DOUGH SALE IN THE SPRING.

B. Professional Requirements

First-year members must participate in 3 Professional Events during the academic year.

Second-year and third-year members must participate in a total of 6 Professional Events for each academic year: 3 Professional Events by the end of the calendar year (December 31st), and an additional 3 Professional Points by one week before the date of the Spring Formal. Fourth-year members are exempt from professional requirements.

C. Pledging Requirements

Second-year and third-year members are required to attend designated Rush and Pledging events as defined by the Vice Regent and Pledge Parents. Members with potential conflicts must notify the corresponding officer in charge (e.g., Professional Chair for Special Olympics) for approval by the designated dates. Fourth-year members are exempt from pledging requirements.

Section II – Fines

A. Fines Pertaining to Fundraising Requirements

Failing to Complete a Soldier Field Event: Members who fail to complete the Soldier Field event requirement shall be levied a fine of \$150 for each infraction.

Failing to Complete a Soldier Field Event from the Previous School Year: Members who have an unexcused absence from a Soldier Field event from the previous school year may complete additional Soldier Field events to redeem themselves. The first completed event shall award the member the appropriate Fundraising Points, and shall fulfill the annual Soldier Field requirement. The second completed event shall negate the member's \$100 fine for not completing a Soldier Field event from the previous school year, but shall not provide the member with any Fundraising Points.

Backing out of Event Signed Up for: After the roster has been sent to Soldier Field (2 weeks prior to event), if a brother is unable to work their assigned event and is not able to find their own replacement they will be charged \$100.

The 5 required Soldier Field events will be worth 5 fundraising points.

Members who did not complete the Fundraising Requirement by the end of the Fall Semester and fail to participate in the Cookie Dough Sale shall be levied a fine of \$50.

Members who fail to complete their annual Fundraising Requirements shall be levied a fine according to the number of Fundraising Points earned, as illustrated by the tables below.

Fundraising Fine Table for Second-year and Third-year Members:	
Fundraising Points Earned	Fine Levied (\$)
10	0
9	15
8	30
7	45
6	60
5	75
4	90
Brothers with the Soldier Field Fine will have 4 points	
Fundraising Fine Table for First-year Members:	
Fundraising Points Earned	Fine Levied (\$)
3	0
2	15
1	30
0	45

B. Fines Pertaining to Professional Requirements

Members who fail to complete their annual Professional Requirements shall be levied a fine according to the number of Professional Points earned, as illustrated by the table below. All fines for Professional Points will be donated by the Chapter to a philanthropic organization at the discretion of the Executive Committee.

Professional Fine Table for Second-year and Third-year Members:

Professional Events Attended	Fine Levied (\$)
6	0
5	15
4	30
3	45
2	60
1	75
0	90

Professional Fine Table for First-year Members:

Professional Events Attended	Fine Levied (\$)
3	0
2	15
1	30
0	45

C. Fines Pertaining to Pledging

Members who have unexcused absences from Bid Night, Waller's or Chi Council shall be fined \$50 for each missed event. Members who have unexcused absences from pledging events deemed mandatory by the Vice Regent shall be levied a \$15 for each missed event.

D. Fines Pertaining to the Chapter Composite

Members who have an unexcused absence from their selected time-slot for the Chapter Composite shall be levied a fine at the Historian's discretion, with the approval of the Chapter Officers. The same fine shall be levied to members who have not made an appointment for the Composite, and have neither notified nor provided rationale to the Historian via electronic mail at least 48 hours before the date of the Composite.

E. Appealing Fines

Members may appeal any fine by sending their rationale to the appropriate Officer via electronic mail, at least 48 hours before the fine is due. All appeals shall be

anonymously presented to the Chapter Officers, who shall then determine whether the fine shall be upheld or dismissed. The decision of the Chapter Officers shall be irreversible, and is not subject to a further appeal.

Section III – Customary Roles of Officers

A. Vice Regent

-Plans and organizes the chapter's annual ski trip.

B. Professional Chair

-Prepares an award, to be presented at the chapter's Spring formal, for the member with the most Professional Points accumulated during the school year.

-Plan a spring semester philanthropy event similar to Special Olympics in the fall where all active brothers are required to attend. Has to be on a weekend and the event will be planned and executed by the professional chair as they see best fit in accommodation with the chapter.

C. Fundraising Chairs

-Prepare an award, to be presented at the chapter's Spring formal, for the member with the most Fundraising Points accumulated during the school year.

D. Sergeant-at-Arms

-Makes appropriate room reservations whenever they are required for the chapter.

-When necessary, crafts ballots and arranges for votes to be counted.

-Expels members from meetings and events, when it is necessary to preserve order.

-Manages the chapter's intramural sports teams.

-Disseminates the current Local Ordinances and Chapter Policy Manual to all Members, at the beginning of every semester.

E. Pledge-Parents

- Plan a required brotherhood event in the spring semester similar to a pledge event where all active members can participate in either fun competition or social to foster inter-class brotherhood.

Section IV – Customs and Traditions of the Chapter

A. Pledge Awards

Each year, among the pledges that are elected to Membership, four distinct individuals shall be presented awards for Pledge of the Year, Most Brotherly Pledge, Most Professional Pledge, and Bearer of the Best Pledge Book. These awards shall be handed down from the previous year's recipients.

B. Active Superlatives

Each year, the Chaplain arranges for Members to individually nominate Chi Members for superlative titles. The titles shall be chosen by the Chaplain, and any Member that receives the greatest number of nominations for any particular title is granted that superlative until the next time that these nominations occur. Each member may only be granted one title, and the recipients are to be revealed at the Chapter's Spring formal.

Section V – Parliamentary Procedure

A. Presentation of Candidates for Election to Office

Candidate speeches for the Offices of Regent and Vice Regent are to be a maximum of 5 minutes in length. Candidate speeches for all other Offices are to be a maximum of 2 minute in length. Candidates for the positions of Grand Council Deputy and Faculty Advisor do not deliver speeches.

Following a candidate's speech for any Office, the current Officer must ask 1 question pertaining to the Office in question. The immediate past officer may ask one additional question, which may be delegated to the current officer, for a maximum of two questions per candidate. The same question(s), in the same order, must be posed to all candidates for a given Office. The response to each individual question may not exceed 1 min in duration for the Offices of Regent and Vice Regent and 30 seconds in duration for all other Offices.

B. Standard Procedure of Debates

For all debates, unless specified otherwise by the chairman, arguments shall be presented in an alternating order of those for and those against the motion in question.

When the allotted time for debating has been expended, a motion may be made to extend the debate. This motion is valid only one time per main motion, and shall extend the debate by the same period of time that was allotted for the original debate.

If the allotted time again expires, then the assembly continues directly to voting.

C. Debating on Pledges in Consideration of Election to Membership

The debate period is to be 5 minutes in length, and each individual is allotted 25 seconds to speak. For determining the last speaker, if there are at least 15 seconds remaining, then one more Member is permitted to argue, and is given the full 25 seconds. Otherwise, the remaining time is discarded, and business proceeds as usual.

D. Debating on Candidates for Election into Office

The debate period is to be 5 minutes in length, and each individual is allotted 25 seconds to speak. For determining the last speaker, if there are at least 15 seconds remaining, then one more Member is permitted to argue, and is granted 25 seconds to speak. Otherwise, the remaining time is discarded, and business proceeds as usual.

For debates in this category, the alternation of arguments for and against applies to each individual candidate.

E. Debating on General Motions

The debate period is to be of a duration determined by the chairman, and each individual is allotted 25 seconds to speak. For determining the last speaker, if there are at least 15 seconds remaining, then one more Member is permitted to argue, and is given the full 25 seconds. Otherwise, the remaining time is discarded, and business proceeds as usual.

F. Voting by Electronic Methods

Members must use the devices supplied by the chairman, and a maximum of 40 seconds are allotted for voting. Members who are in some way unable to vote during this period shall immediately indicate the issue to the chairman. Any alteration to the allotted time in such a case shall be at the discretion of the chairman.

G. Overruling a Deciding Vote or Command

Whenever the Regent submits a deciding vote or issues a command that decides an issue, the Sergeant-at-Arms may reverse the vote or decision to favor the opposite side of the Regent's decision. This reversal must occur within 48 hours of the Regent's vote or decision, and must receive the approval of at least 2/3 of the Executive Committee.