

## **ARTICLE I: THE BYLAWS**

### **SECTION A: PURPOSE**

1. These Bylaws are formulated exclusively for Alpha Sigma of Chi Psi and are to be the governing rules for Alpha Sigma of Chi Psi.
2. In the event that any section of these Bylaws of Alpha Sigma is found to be in gross conflict with the Uniform Bylaws for Alphas of Chi Psi Fraternity, this section shall be void.
3. All issues and policies not addressed in these Bylaws or in the Uniform Bylaws for Alphas of Chi Psi Fraternity shall be decided by simple majority vote of the Alpha.

### **SECTION B: ADOPTION**

1. These Bylaws shall be considered adopted and ratified at the first Alpha Meeting of every academic year, upon the affirmative vote of two-thirds of the active Brothers present.
2. These Bylaws can be reviewed and readopted by the Executive Committee as deemed necessary by the #1.

### **SECTION C: AMENDMENT**

1. Any proposed amendment of these Bylaws shall require a two-thirds vote of the Active Alpha.
2. Proposed amendments to these Bylaws may only be made by an Active Brother. The proposed amendment must be presented in an Alpha Meeting, during the time allotted for new business.
3. The proposed amendment shall not be considered unless submitted in writing to the #1 prior to the Alpha Meeting, and multiple printed copies are present for review by the Brotherhood.
4. During the Meeting, the amendment itself may be amended, but the new amendment must be clearly written on a printed copy, as it is to appear in the Bylaws.
5. If the Alpha deems necessary by two-thirds vote of active Brothers present in an Alpha Meeting, any article or clause in these Bylaws may be rendered temporarily null for the single relevant situation at hand.

### **SECTION D: VIOLATIONS**

1. At no time shall the actions of any member (Brother or Pledge) of Alpha Sigma of Chi Psi knowingly violate these Bylaws.
2. Any violation of these Bylaws shall come under the immediate consideration of the Executive Committee. The Executive Committee shall determine disciplinary actions. In extreme cases, the Executive Committee shall recommend disciplinary actions to be approved by the Alpha.

## ARTICLE II: MEMBERSHIP

### SECTION A: NAME

1. This Fraternity, as it was founded in 1855, and refounded in 1928, shall be publicly known as Alpha Sigma of Chi Psi.
2. The building that houses the Brothers of this Fraternity, in respect of the national traditions of Chi Psi Fraternity, shall be called the "Lodge."
3. The Lodge shall be located at 321 West Cameron Avenue in Chapel Hill, North Carolina.

### SECTION B: MEMBERSHIP

#### 1. MEMBERS

- a. The membership of this Alpha shall consist of all initiated members of the Fraternity, as well as those in the process of Pledging.
- b. Every initiated member shall be considered Active, Inactive, or an Alumnus.

#### 2. ACTIVE MEMBERS

- a. A Brother is deemed to be Active if he has fulfilled all financial obligations to the Alpha, and if he is currently an undergraduate student at the University of North Carolina at Chapel Hill.
- b. An initiated Brother of any Alpha of Chi Psi not currently enrolled as an undergraduate student of UNC-CH shall be allowed active status, provided that he receives approval from the Alpha by simple-majority vote, and that he has fulfilled all financial obligations to the Alpha.
- c. Active membership shall consist of the privileges of full participation in all Alpha events.
- d. Only Active Brothers shall be allowed to vote in an Alpha Meeting.

#### 3. INACTIVE MEMBERS

- a. Any undergraduate Brother in financial debt to the Alpha for a period longer than two weeks shall be considered Inactive (unless arrangements have been made and have accepted by the #4).
- b. Any Brother studying abroad or not currently enrolled at UNC-CH shall be considered Inactive, unless otherwise approved by the Alpha.
- c. Any Brother who desires to become Inactive must inform the #1 and #4 in writing of his intentions and clear all previous debts with the Alpha within a time frame deemed suitable by the #4.
- d. An Inactive Brother can become Active at any time, provided he settles any past debts with the Alpha. An Inactive Brother who becomes Active after the semester begins will pay a Lodge bill proportional to the amount of time left in the semester ("pro rata"). National dues and Alpha Building Fund must be paid in full.
- e. An Inactive Brother is subject to the following rules, to be enforced by the #1 and #2:
  1. He may not live in the Lodge.
  2. He may attend Alpha Meetings, but he may not vote in Alpha affairs.
  3. He may attend Rush Meetings, but he may not hold a rushee.
  4. He may not participate in programs of the Chi Psi Educational Trust.
  5. He may not attend Chi Psi National or Regional Conventions.
  6. He may eat no more than two meals a month at the Lodge, given that he is the guest of an Active Brother. Additional meals may NOT be paid for individually.
  7. He may NOT make free use of the parking lot, but must pay the same parking fee as a guest.
  8. He may attend open parties at the Lodge, but may not attend functions closed to the general public (e.g. mixers, cocktails, Formal, etc.).
  9. He may attend Initiation.
  10. He may not hold any office or elected position in the Lodge, unless he is abroad and is elected to serve as an active Brother subsequent to his return.
- f. The #1 shall inform any Inactive Brothers in writing of the preceding rules.
- g. The #1 shall notify the Chi Psi National Office of any changes in status of all Brothers.

#### 4. ALUMNI

- a. Any Brother (any active or inactive initiated member of the Alpha) shall be considered an Alumnus of Alpha Sigma in the event of his graduation, marriage, or permanently leaving the University of North Carolina at Chapel Hill.
- b. An undergraduate initiated member, having attended college for a total of eight full semesters (Fall and Spring only), may, at his option, gain Alumni status.
- c. The initiated member must clear all debts to the Alpha in order to receive Alumni status.
- d. Alumni are subject to the following rules to be enforced by the #1 and #2:
  1. He may not live in the Lodge.
  2. He may take meals at the Lodge by paying on a meal-by-meal basis.
  3. He may make use of the parking lot, provided he pays the Alumni parking fee, which is equal to half of the existent guest parking fee.
  4. He may attend Alpha Meetings, but he shall not have a vote in Alpha affairs.
  5. He may attend Rush Meetings, but he shall have no power to hold a rushee.
  6. He may attend all Lodge events, including parties and Initiation.

5. TERMINATION OF MEMBERSHIP

- a. Any initiated member may resign from membership in Chi Psi Fraternity subject to the provisions set forth in the National Bylaws of Chi Psi Fraternity.
- b. Any Active member, Inactive member, or Alumnus of the Alpha shall be expelled from any and all membership in Chi Psi Fraternity by a four-fifths vote of the entire active Alpha and approval of the National Executive Council.
- c. Any pledge or uninitiated member shall be expelled from any and all membership in Chi Psi fraternity by a two-thirds vote of the present active Brothers in an Alpha Meeting, given 48-hour notification of the upcoming vote.”

## ARTICLE III: RUSH

### SECTION A: RUSH STANDARDS

1. "Rush" is defined as a set period of time at the beginning of each fall and spring semester of every academic year, during which the Alpha actively seeks to recruit new members.
2. Any male undergraduate in actual attendance at the University of North Carolina at Chapel Hill is eligible for membership in Alpha Sigma of Chi Psi.
3. Acceptance for membership shall not be based on race, religion, handicap, national origin, sexual orientation, or veteran status.

### SECTION B: RUSH EVENTS

1. Rush events shall not be scheduled for dates before the first day of Rush allowed by IFC and after the last day of Rush allowed by IFC.
2. All events should be advertised on the Rush Calendar for that semester.

### SECTION C: RUSH SELECTION PROCESS

#### 1. THE STATUS OF RUSHEES

- a. Any active Brother has the right to "hold" any rushee.
- b. A rushee is on "general hold" at the start of Rush each semester.
  1. Every rushee is under "general hold" until he is brought to full consideration in a Rush Meeting and is then held by twelve or fewer active Brothers.
  2. Any rushee on "general hold" may be held by any active Brother in a Rush Meeting, regardless of whether that Brother held him in the previous Meeting.
- c. A rushee is on "low hold" if less than thirteen, but at least three Brothers are holding him.
  1. A rushee can gain the status of "low hold" only in a Rush Meeting.
  2. No Brother without a hold on a rushee on "low hold" may regain his hold.
  3. A Brother may drop his hold on a rushee on "low hold" at any time: during the consideration of that rushee in a Meeting, during procedurals in a Meeting, or by crossing his name off the "List."
  4. No rushee on "low hold" may be brought to full consideration.
- d. A rushee shall be awarded a bid if two or fewer active Brothers are holding him.
  1. A bid is defined as an official invitation to pledge the Alpha.
  2. All bids should be delivered in a timely fashion, well before "Bid Night."
  3. A bid is only valid until the end of the Rush in which it was awarded.
  4. A rushee may accept his bid at any time by informing any Brother.

#### 2. FORMAL RUSHES

- a. A Formal Rush is an event during which Brothers interact with rushees in an organized setting, generally by having rushees visit Brothers in various rooms throughout the Lodge.
- b. Two Formal Rushes must be scheduled during Rush each semester.
- c. A roster must be available at all Formal Rushes to be signed by all rushees in attendance.
- d. All rushees who attend any Formal Rush will be photographed for the purposes of identification during the Rush Meetings by someone specifically designated by the Rush Chairs. If a rushee has been photographed, the Rush Chairs must use that picture to identify the rushee during the Rush Meetings.

#### 3. THE NATURE OF RUSH MEETINGS

- a. Rush Meetings are defined as meetings of the Active Brotherhood during Rush, serving the purpose of discussing rushees and selecting bid recipients.
- b. There shall be at least two full Rush Meetings each semester and one abbreviated Rush Meeting.
- c. Full Rush Meetings shall be held immediately following the first and second Formal Rushes (starting within one hour of the end of the Formal Rush), and the abbreviated Rush Meeting should be scheduled on the day IFC specifies bids are to go out beginning one hour after dinner.

4. THE PROCEDURE OF RUSH MEETINGS

- a. The Rush Chairs shall set the starting times and preside over all Rush Meetings, conducting them in the order outlined in this subsection.
- b. The Rush Meeting shall start at the declaration of the presiding Rush Chair, providing a quorum of Brothers is in attendance.
- c. For full Rush Meetings, the Rush Chairs shall read a list of all rushees who are to be discussed at the meeting including those rushees who attended the immediately preceding formal rush and any rushees whose names have been previously turned into the Rush Chairs by brothers. For abbreviated Rush Meetings, the Rush Chairs will proceed to III.C.4.d.
- d. All Rushees on “low hold” shall have their names called promptly at the beginning of every Rush Meeting:
  - 1. The names of each rushee shall be called, in ascending order of the number of holds, followed by the names of the Brothers holding him.
  - 2. Each Brother shall respond to his named being called either by indicating he is present (thus maintaining his hold on the rushee) or by saying “drop” (thus willfully dropping his hold on the rushee).
  - 3. If a Brother is not present when his name is called at this time of the Rush Meeting, he loses his hold on that rushee.
- e. All rushees still on “low hold” shall then be brought to the “partial consideration” of the Alpha, in ascending order of the number of holds. “Partial consideration” of a rushee proceeds as follows:
  - 1. The rushee’s name is called.
  - 2. A description of the rushee consisting of the following objective information is given: name, year in school, physical description, hometown, legacy or not, events attended by the rushee. At this point, any other objective questions will be answered.
  - 3. The Rush Chair calls for a “show of hands of those who have met the rushee.”
  - 4. The Rush Chair takes positive comments on the rushee.
  - 5. The Rush Chair takes negative comments on the rushee.
  - 6. Any general objective questions about the rushee are answered.
  - 7. The Rush Chair calls for a “show of all hands positive on the rushee.”
  - 8. The Rush Chair calls for a “show of all hands negative on the rushee.”
  - 9. (Procedural comments)
- f. If the Rush Meeting is following a Formal Rush, all rushees on “general hold” who attended that Formal Rush shall then be brought to “full consideration” in the order in which they signed the roster. Additionally, rushees whose names have been submitted by brothers to the Rush Chair prior to the meeting shall be brought to “full consideration.” “Full consideration” of a rushee proceeds as follows:
  - 1. (Steps 1-8 of the “partial consideration” procedure)
  - 2. The Rush Chair calls for a show of all holds on the rushee.
  - 3. The number of holds is counted, and the rushee’s status is declared.
  - 4. If the rushee is on “low hold,” the names of all Brothers with holds are called.
  - 5. (Procedural comments)
- g. “Procedural comments” are comments made for the good of the Brotherhood, and are restricted to matters of Rush:
  - 1. The Rush Chair must open the floor for any procedural comments following every consideration (full or partial) of a rushee.
  - 2. No comment may be made in reference to the rushee or the proceedings of the previous consideration.
  - 3. During procedurals, rushees may be brought up for consideration only in the abbreviated Rush Meeting following the completion of parts d. and e.:
    - a. Any rushee may be brought up for partial consideration.
    - b. A rushee on “general hold” may be brought to full consideration either if he has not already been brought to full consideration in the current Meeting, or with the approval of the Brotherhood by a two-thirds vote.

- h. If there are no rushees left for consideration, and there are no procedural comments to be made, the Rush Chair must adjourn the meeting.
- i. Following the adjournment of the Rush Meeting, the Rush Chairs must post, in the usual place, a List including:
  - 1. Rushees on “low hold”
  - 2. Rushees on “general hold” who received special interest from the Brotherhood

5. ETIQUETTE OF RUSH MEETINGS

- a. A “paper hold” shall act as a constant hold on a specific rushee during the Rush Meeting for which that Brother is absent.
  - 1. Paper holds can be used only when a Brother cannot attend a meeting due to extenuating circumstances.
  - 2. All paper holds must be approved by the Rush Chairs.
- b. “Apathy” of a rushee may be called at the discretion of the Rush Chair, forgoing the remainder of the consideration of that rushee.
  - 1. The call for apathy may be made if the rushee has either not attended a sufficient number of Rush events, or if he has not met a sufficient number of Brothers.
  - 2. The call for apathy must be made before any positive or negative comments on the rushee have been made.
- c. While Brothers are making positive and negative comments on a rushee:
  - 1. Brothers must focus on “what the rushee is,” rather than “what he is not.”
  - 2. The Rush Chair should forbid any negative comments that attempt to contradict a previously made positive comment (“rebutts”) or any positive comments that attempt to contradict an anticipated negative comment (“prebutts”).
  - 3. Brothers must avoid making vague positive or negative comments; they must offer justification or specific supporting details for all their statements.
- d. During the final Rush Meeting, any Brother who is holding a rushee on “low” must justify his hold with a strongly negative comment. If the rushee has not attended a rush event since he went on ‘low,’ the Brothers holding him need not justify their holds with a strongly negative comment.
- e. Standing while giving a positive comment is known as a “standing positive,” and shall be deemed as the most passionate of positive comments.
- f. Placing a hand to the wall while giving a negative comment shall be known as “holding to the wall,” and shall be deemed as the gravest of negative comments.
- g. A rushee with a Brother of Chi Psi in his immediate family shall be deemed a “legacy.” While being a “legacy” should be viewed positively, it should in no way guarantee the rushee a bid.

6. “BALL SQUEEZING”

- a. “Ball Squeezing” is the final stage of the Rush selection process and the last opportunity a rushee has for being awarded a bid, during which Brothers who are holding a rushee must defend their holds.
- b. Only rushees on “low hold” are eligible for discussion during “Ball Squeezing.”
- c. “Ball Squeezing” shall be set by the Rush Chairs on the same night as the abbreviated Rush Meeting, and should last three hours.
- d. A Brother who wishes to drop his hold must cross his name off the list.
- e. A Brother not in attendance will lose his hold, except in extreme circumstances and with approval from the Rush Chairs.
- f. Bid Deliberation ends at the conclusion of “Ball Squeezing.”

## ARTICLE IV: THE PLEDGE PROCESS

### SECTION A: PLEDGESHIP

#### 1. PLEDGESHIP

- a. The rushees who were awarded bids during the Rush of the current semester and accept their bids by attending "bid night" shall be considered the Pledge Class for that semester.
- b. Each Pledge must fulfill the duties set forth to him by the Alpha.
- c. The Pledge Class shall be guided by the Pledge Trainers.
  1. The Pledge Trainers shall hold weekly meetings of the Pledge Class.
  2. The Pledge Trainers shall enforce the policies and wishes of the Alpha on the Pledge Class.
- d. The Pledge Class shall be led by a Pledge Class President (or PCP):
  1. The PCP shall be elected by the Pledge Class.
  2. The PCP shall be ultimately responsible for the affairs of the Pledge Class and the fulfillment of its duties.
- e. The period for Pledgeship shall last from "Bid Night" until Initiation.

#### 2. TERMINATION OF PLEDGESHIP

- a. Pledgeship shall be considered terminated if the Pledge withdraws from the University of North Carolina at Chapel Hill, by dismissal, suspension, or his own decision.
- b. Pledgeship shall be considered terminated if deemed necessary by the Alpha:
  1. The motion to de-pledge must be made in an Alpha Meeting, only after attempts to rectify the situation with the pledge have been made.
  2. The motion must be approved by a two-thirds vote of the active Brothers present in the Alpha Meeting.
- c. Once it has been terminated, Pledgeship may be reinstated only through being awarded a bid in a following rush.

### SECTION B: INITIATION

1. A Pledge shall be eligible for initiation into the Alpha following the successful completion of the Pledge Process:
  - a. The Pledge must have satisfactorily fulfilled his duties to the Brotherhood.
  - b. The Pledge must meet any academic requirements set forth by the University of North Carolina at Chapel Hill.
  - c. The Pledge must be clear of any financial debts to the Lodge (unless other arrangements have been made with the #4).
2. All initiation ceremonies shall be conducted in accordance with the policies set forth by the Alpha.
3. The *Traditions Manual of Chi Psi* shall be used as a reference for all relevant ceremonies.

## ARTICLE V: GOVERNMENT

### SECTION A: OFFICE

1. The Alpha shall have officers, chairmen, and teams to serve in the governance of the Alpha and managing of the Alpha's affairs.
2. The government of Alpha Sigma of Chi Psi shall be vested in its Active members who shall act in meetings as hereinafter provided, and to whom shall be directly responsible the #1 and the Executive Committee and indirectly responsible, through the #1 and the Executive Committee, all other officers and chairmen.
3. The Executive Committee shall include the #1, #2, #3, #4, #5, pledge trainers, rush chairmen, social chairman, philanthropy chairmen, kitchen manager, and Lodge manager. Each entity has one vote, meaning that, if multiple Brothers hold a position, they must vote collectively.

### SECTION B: MEETINGS

1. EXECUTIVE COMMITTEE
  - a. There shall be a regularly scheduled meeting of the Executive Committee every week school is in session except finals' week, or when, at the #1's discretion, there is good cause to cancel the meeting.
  - b. Any active brother may attend an Executive Committee meeting and express his opinion but may not vote.
  - c. Any decision of the Executive Committee or any officer may be overruled by a simple majority vote of the Alpha.
  - d. The Executive Committee may establish those committees it deems necessary to meet the changing needs of the Alpha. Chairmen of those committees shall report at meetings of the Executive Committee but may not vote on Executive Committee business.
2. FORMAL ALPHA MEETINGS
  - a. There shall be a regularly scheduled Formal Alpha meeting each month school is in session.
  - b. All active members should attend formal Alpha meetings.
  - c. Only Brothers shall be allowed to remain in the Lodge during Formal Alpha meetings.
  - d. Formal Alpha meetings shall be conducted with regard for the ritual of Alpha Sigma and Chi Psi Fraternity.
  - e. The #3 shall present minutes of all Executive Committee meetings at the next regular formal Alpha meeting.
  - f. Approval of Executive Committee meeting minutes by the Alpha shall constitute adoption of the actions contained therein.
  - g. The Alpha may separate sections of the minutes of the Executive Committee meetings, and upon separate motions act upon sections individually, accepting some sections and rejecting other sections.
  - h. Alpha approval of all Executive Committee actions shall be by majority vote of the members of the Alpha present at the meeting, provided there is a quorum.
3. OTHER MEETINGS
  - a. Other meetings may be called at any time at the discretion of the #1. These could include either Informal or Formal Alpha meetings.
  - b. Business meetings should be called on a regular basis to meet the needs of the Alpha.
4. MEETING PROCEDURES
  - a. At any meeting a quorum shall consist of a majority of active Brothers. Any business transacted at a meeting at which a quorum is not present shall be considered invalid.
  - b. A member may be excused from attendance at a meeting provided a valid excuse is presented in advance to the presiding officer.
  - c. The #1, or in his absence the next senior officer, shall preside at all meetings of the Alpha.

- d. Rules of procedure for meetings shall be at the discretion of the presiding officer, except at formal Alpha meetings when they shall be as prescribed the ritual of Alpha Sigma and Chi Psi Fraternity.
- e. Any Brother may submit a motion during a Formal Alpha meeting.
- f. The process of amending a motion in a Formal Alpha meeting shall be:
  - 1. The presiding officer shall decide if the motion is important enough to be excluded from amendment. If the presiding officer has made the motion, then this duty shall be taken by the second highest-ranking officer present.
  - 2. Amendments shall be made by a process of motion, second, debate, and vote. No amendment shall be proposed which will effectively negate the original motion or any subsequent amendment to that motion.
- g. The presiding officer may not vote except in the case of a tie, in which case he may cast the tie-breaking vote.
- h. Upon request of any two Brothers present, the vote on any matter before the Alpha shall be by secret ballot.

SECTION C: ELECTIONS

- 1. All elections shall be held so that an officer will hold his position for a reasonable time. With the exception of the #1, #2, and #4, this time frame should be approximately one semester. The #1 and #2 should serve for approximately one year. Elections should be held as close to the beginning of each semester as possible.
- 2. All officers and chairmen shall assume office immediately upon election or appointment and shall continue in office until their successors are elected or appointed and have assumed office.
- 3. Elected officers include the #1, #2, #3, #4.5, #5.5, pledge trainers, rush chairmen, social chairmen, philanthropy chairmen, kitchen manager, and Lodge manager. All other positions are appointed by the Executive Committee with the approval of the Alpha.
- 4. The following are guidelines for election procedures:
  - a. Nominations for all elected positions shall be made at a Formal or Informal Alpha. A candidate must be nominated, the nomination seconded and the nomination accepted before the nominee becomes an official candidate.
  - b. Only Active members may nominate or second candidates.
  - c. Candidates shall be allowed to speak according to the following provision:
    - 1. Following nominations each candidate shall have the opportunity to make a short speech; the time limit for this speech shall be at the discretion of the presiding officer.
    - 2. The candidate will then answer questions for a period to be determined by the presiding officer. No group discussion of candidates shall occur at this time. All of the candidates shall remain in the room during this time.
  - d. Following the speeches and questions, there will be a discussion period, without the candidates present, for a period to be determined by the presiding officer.
  - e. Following the discussion the #1 shall call for the vote to be conducted as follows:
    - 1. Elections shall be by secret written ballot. Voting will be conducted and ballots counted by the #3, and the #1 will verify the count before the results are announced.
    - 2. No absentee ballots shall be allowed for the election of officers.
    - 3. The #1 may only vote in the case of a tie.
- 5. Chronically delinquent officer(s) may be voted out of their office by a 2/3 vote of the voting members of the Executive Committee.
 

"Chronically delinquent" will be defined as repeatedly neglecting the responsibilities of their position, as laid out in the Bylaws, to the detriment of the Lodge or their fellow team member(s).  
 Delinquent officer(s) must be formally warned by the #1 before the  
 If voted out, the #1 will determine whether to hold an emergency election to replace the vacated member(s).

SECTION D: OFFICERS AND DUTIES

## 1. PRESIDENT (#1)

- a. The #1 is elected yearly at the end of the fall semester, usually as a junior, and is generally expected to be present the spring after his term to advise the new #1 as necessary.
- b. Duties include:
  1. Alumni Relations: Oversee and assist the #2 in his responsibilities as intermediary between the alumni organizations and the active Brothers of the Alpha.
  2. Dealing with National: Oversee completion of National forms, adherence to National policies, and otherwise maintain positive relations between the Alpha and National Fraternity. Also, the #1 is responsible for informing the brothers about opportunities available through the Chi Psi Central Office.
  3. Campus Relations: The #1 should attend all Chapter Presidents Meetings and should try to see that the Lodge is represented at IFC meetings, risk management meetings, and other valuable Greek gatherings on campus. The #1 must oversee the completion of campus forms and adherence to University policies. University officials should be dealt with promptly and respectfully.
  4. The Brotherhood: Oversee nearly every responsibility within the Lodge. Every officer in the Lodge answers to the #1. He is also responsible for risk management and issues of liability. He must seek to maintain the proper functioning of all operations of the Lodge, such as the property, kitchen, pledge training, and initiation. When problems arise, he must seek to reach a positive solution for the Brotherhood as a whole.
  5. Annual Report: During the summer of the #1's year of office, he must compile the complete Annual Report for the Central Office. This is the document that should encapsulate all of the activities, strengths, and sentiments of the Alpha. The Thayer Trophy and Goodbody Award selection are based on this report. The #1 should collect all Lodge-related newspaper clippings, invitations, rush calendars, and announcements throughout the course of the year and include them in the Annual Report.
  6. University Recognition: Each fall, the #1 is responsible for completing the application for University recognition and following up accordingly.

## 2. VICE PRESIDENT (#2)

- a. The #2 is elected yearly and serves from his election until the new #2 is elected.  
Duties include:

1. Assisting the #1: This role will invariably change semester to semester and with the particular leadership style of the #1. The #2 can and should play as large a role as possible in assisting the #1 with the internal operations of the Lodge. In the process, the #2 effectively absorbs several of the #1's more domestic tasks and allows the #1 to engage in more far-reaching endeavors. He should be ready to assist the #1 in any way possible, particularly where it concerns the running of the Lodge.
2. Handling Concerns of Other Officers: Other officers of the Lodge should bring their concerns to the #2 first, before going to the #1, to see if it can be resolved. The #2 should try to act as the liaison between Lodge officers and the #1 as often as possible.
3. Policing the Lodge: The #2 should handle the internal concerns and squabbles in the Lodge that are not serious enough to have the #1 deal with. Along with this, it is the #2's responsibility to check on the other officers and make sure they are doing their jobs.
4. Alumni Relations: Act as liaison between the active Brothers and the various alumni organizations. These include the Alpha Sigma Corporation, the group of interested alumni who hold title to the Lodge property and oversee the long-term running of the Alpha; the Alpha Sigma Advisory Board, which promotes intra and inter-alumni interaction through Alumni Weekends and other events; and the Alpha Sigma Educational Foundation, which promotes educational programs and incentives for the actives Brothers of Alpha Sigma.

a. Promote and organize the fall semester Alumni Weekend in conjunction with the Alumni Advisory Board including:

- i. Attending planning meetings with alumni and other undergraduates
- ii. Sending invitations to alumni and parents

- iii. Renting supplies
  - iv. Coordinating food, cleaning, and other preparation with the alumni organizations
  - v. Inform the Brotherhood of the event
  - b. Promote and organize the spring semester Alumni Cocktail in conjunction with the Alumni Advisory Board.
  - c. Promote and organize the Alumni Speaker Series.
3. SECRETARY (#3)
- a. The #3 is elected each semester and serves from his election until the new #3 is elected.
  - b. Duties include:
    - 1. Minutes: Take careful minutes at Alphas, Exec meetings, and when requested by the #1.
    - 2. Final Report: At the end of the semester, create a final report of the important decisions of the Exec and Alpha to be submitted to the Alpha and #1 for his final report. This is a valuable resource in dealing with future problems.
    - 3. Forms: Work with the #1 to complete all paperwork, and otherwise assist the #1 as needed.
    - 4. Membership Roll: Update the roster each semester, including with Brothers' activities and honors.
    - 5. Engravings: Try to keep the plaques in the Alpha Room up to date, especially the Best Bro Award.
    - 6. Faculty Reception: "The #3 will plan the reception with the help of the #2 and the Social Chairmen and will send out invitations at least three (3) weeks in advance."
4. TREASURER (#4)
- a. #4 is a two-year commitment. First, you serve as #4.5 for a year, learning how to fulfill the duties of the position for the fall semester and then handling all responsibilities of the position during the spring semester. The previous #4 leaves office in the spring, making the #4.5 the new #4.
  - b. In the fall, the cycle repeats as the #4 trains a new #4.5, and leaves office in the spring.
  - c. Duties include:
    - 1. Budgeting for the Alpha and making sure that the Alpha follows the budget.
    - 2. Distributing bills and collecting them from the Brothers.
    - 3. Paying the Lodge's debts as promptly as possible.
5. INITIATION CHAIRMEN (#5)
- a. #5's are elected semesterly and first serve as #5.5 (assistant chairmen) before serving as #5.
  - b. All initiation ceremonies shall be conducted in accordance with the traditions of Alpha Sigma and the Chi Psi Traditions Manual. See previous #5's for responsibilities.
6. SOCIAL CHAIRMEN
- a. Social chairmen are elected semesterly and serve as assistant social chairmen before their semester as social chairmen. They serve until new assistant social chairmen are elected.
  - b. Duties include:
    - 1. Planning all social events at the Lodge.
    - 2. Working within the budget laid out by the #4.
    - 3. Attending all required risk management seminars and assist the #1 in risk management policy-making and implementation.
    - 4. Working with the rush chairmen to set up rush functions.
    - 5. Working with any position in planning dates and functions that involve members outside of the active Brotherhood coming to the Lodge. This includes, but is not limited to: Faculty Reception, Rush events, Tailgates, Alumni Cocktail and Parents Cocktail.
    - 6. Ensuring protection of the Lodge property during social functions.
    - 7. Cleaning the Lodge following a social function.
7. RUSH CHAIRMEN
- a. Rush chairmen are elected in teams during the semester prior to the rush they will run.
  - b. Duties include:

1. Calendar: Create rush calendar with times and dates for a variety of events, and include lunch, dinner, and contact information. Distribute these to Brothers and rushees.
  2. Meals: Encourage rushees to attend meals at the Lodge.
  3. Budget: Work within the budget set forth by the #4.
  4. Events: Plan a variety of events to attract rushees and to foster an atmosphere of cordiality and interaction between rushees and Brothers. Check with the #1 before planning any parties for risk-management issues.
  5. Contacting rushees: Make sure you or designated Brothers contact rushees on a daily basis to bring them to Lodge events.
  6. Formal Rush: Plan to have two Formal Rushes each semester.
  7. Rush Meetings: Preside over all rush meetings.
8. PLEDGE TRAINERS
- a. Pledge trainers/educators are elected semesterly during one rush meeting.
  - b. Duties include:
    1. Plan the education and indoctrination of the pledges into the fraternity.
    2. Act as a liaison between the pledge class and the Brotherhood.
    3. Work with other officers in planning pledge events.
9. LODGE MANAGER
- a. A Lodge manager is elected semesterly and serves as assistant manager prior to his term as main manager.
  - b. Duties include:
    1. According to National Risk Management Policies, the Lodge manager and his assistant are the Alpha Life Safety, Risk Management and Insurance Officers. They shall assist the #1 and #4 by making sure the Lodge follows Risk Management policies in policy and especially in the use of the physical plant.
    2. The assistant Lodge manager shall serve as fire marshal and is in charge of keeping the Lodge and its property up to fire code.
    3. Work Days: Organize, plan, and announce work days with sufficient notice for the Brothers and pledges.
    4. Maintenance: Keep up with general Lodge upkeep both inside and outside. Change the A/C filters often.
    5. Make sure all Lodge doors are locked after 11:00 pm.
    6. Communicate with Corporation officers regularly regarding Lodge maintenance, major needs, and other general information regarding the property.
10. OTHER OFFICERS
- a. Other offices may be created as deemed necessary by the Executive Committee to fulfill the changing needs of the Lodge.
  - b. Proper representation should be had in all necessary organizations, such as the IFC.
11. KITCHEN MANAGER
- a. The Kitchen Manager will be elected annually during the spring semester.
  - b. Duties
    1. Organizing and assisting brotherhood in the cleaning of the kitchen and side kitchen daily.
    2. Obtaining the opinion of the brotherhood in order to give clear recommendations to the chefs.
    3. Working with the chefs to organize size and type of meals
    4. Collecting kitchen invoices to determine how the Chefs have performed in respect to the budget. Working with the #4 to understand the kitchen budget. Working with Chefs to keep expenses reasonable and within the budget.
    5. Keeping track of labor time and constantly assessing efficiency of time worked by Chefs.
    6. Acting as the sole liaison for organizing meals and events for the brotherhood. No officer or brother may use the labor of the chefs or inventory of the kitchen without approval of the Kitchen Manager.
    8. The Kitchen Manager shall receive a stipend of \$750 semesterly.
12. PHILANTHROPY CHAIR
- a. Select the philanthropic beneficiaries for the semester. Upon receiving Executive Committee approval, present them at the first Alpha Meeting.
  - b. Organize, plan and execute a Fall and Spring Philanthropy event.
  - c. Coordinate Brotherhood participation in Greek and Carolina community philanthropy events

## ARTICLE VI: ALPHA MANAGEMENT

### SECTION A: MANAGEMENT RETREATS

1. The #1 may arrange for a meeting of the members of the Executive Committee and other members at his discretion. At this meeting an annual statement of position and goals will be formulated stating the direction and goals of the Alpha for the next year. A written copy of these goals should be available to all.
2. Twice each year within one month of the election of Alpha officers the #1 may call at his discretion a management retreat composed of the newly elected officers of the Executive Committee. The purpose of this retreat will be to:
  - a. Discuss and define the duties and responsibilities of each officer as they relate to the officer's understanding of his position.
  - b. To review and up date the annual goals and plans for the Alpha for the next six months.

### SECTION B: FINANCE

1. ALPHA BUDGET
  - a. The budget of the Alpha will be drawn up by the #4 and subject to the approval of the Executive Committee.
  - b. At the first Executive Committee meeting of the semester, the #4 shall submit a tentative budget, detailing income and expenses.
  - c. At the first Executive Committee meeting following rush, the #4 shall submit a final budget for approval.
  - d. The budget shall be planned to show an annual surplus of three to five percent.
2. ALPHA EXPENDITURES
  - a. Expenditures may only be authorized by the #4.
  - b. Any Brother who incurs an expense without the consent of an Executive Committee member shall be responsible for that cost.
3. BILLING
  - a. Each Brother shall pay his Lodge bill promptly; it is the responsibility of the #4 and #4.5 to collect these bills promptly.
  - b. The #1 and #4 shall be compensated for their services by paying a Lodge bill twenty-five percent of the live-in Lodge bill for each semester they are in office. The #4.5 shall not be compensated in this way.
  - c. The Lodge Manager shall be compensated for his services by having his Lodge bill reduced by \$500 for the semester he is in office. The assistant Lodge manager shall not be compensated in this way.
  - d. At the discretion of the #1, the kitchen manager shall be reimbursed \$750 at the end of the semester in which he serves.
  - e. Each semester, each active Brother shall sign a financial contract, provided by the Alpha, which shall specify their personal payment dates as approved by the #4.
  - f. Should a brother miss such a payment date, he shall be summoned to a financial hearing two weeks from that date. If the brother has not paid before the subsequent hearing on of the following must occur at that hearing:
    1. Other individual Brothers will pay the debt to the Lodge, and the Brother in financial arrears will sign a promissory note to them.
    2. The Brother becomes Inactive. If the Brother lives in the Lodge, he will be moved out by 5:00 pm the following day.
  - g. Any Brother in financial arrears with the Lodge at the end of the semester will be required to sign a promissory note.
  - h. Brothers will be held personally responsible for the repair or replacement of damaged Lodge property.
  - i. There will be a \$25 fee for bounced checks.
  - j. The Executive Committee will consider other measures, including legal, presented by the #4 to facilitate the collection of Lodge bills.

SECTION C: HOUSING

1. SIGNING UP FOR THE HOUSING DRAFT:
  - a. Following each spring initiation, the #3 will post a list in a public location for one week inviting brothers and potential brothers to sign up for the draft. By vote of the Executive Committee, the housing draft can happen at an earlier date.
  - b. Any Brother who will be Active in the fall is eligible for the draft.
  - c. Those whose name remains on the list after the list is removed from public posting will be considered to be moving into the Lodge for the upcoming fall.
  - d. The draft is to be held within the next week at a specified time and location announced to the Brotherhood.
  - e. If a Brother breaks the housing agreement after the draft is completed, he will be fined the difference in dues prices between live-out brothers and live-in brothers, excluding extenuating circumstances decided on by the #1.
  
2. RULES AND POINTS
  - a. Priority will be based on both the number of Brothers wanting to live together in the same room and a point system designed to reward seniority and Brothers who have previously lived in the Lodge.
  - b. Quadruples will have priority over triples, triples will have priority over doubles, and doubles will have priority over singles.
  - c. Rooms on the third floor and the fire escape will be reserved for singles unless the number of Brothers signed up in double or triple combinations exceeds the number of rooms on the second floor (12, including the second floor porch and excluding the fire escape room).
    1. In this case, the number of doubles or triples living on the third floor must not exceed the difference between the number of doubles registered and the number of double rooms on the second floor.
    2. All remaining third floor rooms will remain singles.
  - d. Triples with more points will have priority over triples with fewer points, doubles with more points will have priority over doubles with fewer points, and singles with more points will have priority over singles with fewer points.
  - e. In order to calculate point totals for a triple or a double, take the sum of each individual's points as follows:
    1. Each Brother will receive points for his University class for the spring semester in which the draft will be held. (Junior = 3, Sophomore = 2, Freshman = 1).
    2. No member can gain better than Junior status.
    3. Each Brother will receive one point for each semester with Active status, not including his pledge semester.
    4. Each Brother will receive one point for each semester that he has previously lived in the Lodge.
    5. The tiebreaker in instances when individuals have tied will be Alpha attendance and select other events as voted on by the Executive Committee. The tiebreaker in instances when either doubles or triples tie will be the sum of all individual tiebreaker points.
  - f. Two rooms will be reserved for two officers:
    1. The current #1 will automatically take the Cave for the fall unless he surrenders this right, in which case he will have first choice in the draft.
      - i. Upon selection of a room on the second floor, the Cave will be considered a double.
      - ii. Upon selection of an alternate room, the Cave will be considered a single.
    2. The current #4 will automatically take the Coolman Memorial Room unless he surrenders this right and opts to participate in the draft as a normal Brother.
  - g. Prior to the actual draft, the #1 will examine the list and count the number of singles, doubles, triples, and quadruples available.
    1. In instances when more singles have signed up than there will be space available, the #1 will talk with those on the single list who have the lowest priority and inform them of their options to either leave the draft or pair up with another person or group of people and enter the draft as a double, triple, or quadruple.

3. DRAFT DAY PROCEDURE

- a. All participants must either be in attendance or be represented when the draft opens at a time previously specified by the #3 or an Exec Committee vote.
  1. Any participants not in attendance or represented at the beginning of the draft will lose their tiebreaker status.
  2. Any participants not in attendance when their time to choose comes up will be placed at the end of the list to be placed in a remaining room once the rest of the groups or individuals in their category have gone. (i.e. a double will not be placed behind a single).
- b. The #3 will declare the draft session open and do a role call of the participants, and begin with the following procedure:
  1. The #3 will inform all participants of any information relevant to their room selection.
  2. The #3 will then call the highest priority group, explain what rooms are available, and start a 5-minute time period during which the group must make their selection. Each room will be available for inspection during this time period for each group.
  3. After making their decision or at the end of the 5-minute period, the group will inform the #3 of their decision, and the #3 will announce it to the rest of the participants.
  4. The #3 will then call the next highest priority group and begin the process again. Again, quadruples go before triples, triples go before doubles, and doubles go before singles.
- c. Once everyone has chosen, the #3 will officially close the draft session.

SECTION D: ALPHA FUNCTIONS

1. Alpha functions shall be any activity of the Brotherhood requiring the attendance of every member, unless excused for good reason by the #1 or the officer in charge of the activity prior to the activity.
2. Any other activity may be designated an Alpha function by the Executive Committee. An officer in charge of a function desiring designation of an event as an Alpha function may do so with the approval of the Executive Committee.

SECTION E: DISCIPLINE

1. Any Active Brother or Pledge may turn in another Active Brother or Pledge's name to the #1 for improper conduct.
2. Improper conduct shall be defined as:
  - a. Any conduct considered unbecoming of a gentleman, or not in keeping with the ideals of Chi Psi.

- b. Any conduct which brings disgrace or shame upon the Alpha or its members.
  - c. Any conduct which puts the Alpha, its members, or visitors at risk in terms of legal, safety, or financial obligations.
  - d. Any conduct knowingly disregarding the wishes of the Alpha or the rules and regulations of the Executive Committee.
  - e. Hazing in any form.
3. The Executive Committee shall have the sole authority to determine whether or not a member has conducted himself improperly.
4. The Executive Committee shall determine what actions, if any, shall be taken against a member. The actions may include, but shall not be limited to, verbal reprimand, written reprimand, restricted attendance to Alpha functions, denial of any or all privileges within the Alpha, or fines.
  - a. Though not absolutely restricted to these penalties, the general structure for members involved in severely improper conduct at a Lodge event shall adhere to the following penalty system based on the academic calendar year:
    1. First Infraction: Fifty dollar fine.
    2. Second Infraction: Fifty dollar fine and banned from the next Social event.
    3. Third Infraction: Any subsequent infractions shall be handled on a case by case basis by the Exec Committee.
    4. Being banned from a social event shall be defined as not being allowed to remain in common areas where event guests are for more time than is necessary to move through that area, nor shall said person be allowed to consume or remove anything purchased for said event
5. Any member who considers himself to have been punished excessively or unnecessarily may appeal the Executive Committee's action at the next regularly scheduled Formal Alpha meeting.
  - a. A majority vote of the Active members of the Alpha shall be required to rescind the Executive Committee's action.
  - b. There shall be only one opportunity for appeal.