

Constitution of the Gamma Kappa Chapter of Beta Theta Pi

Article I

Name and Purpose

- Section 1:* The name of the fraternity chapter shall be the Gamma Kappa Chapter of Beta Theta Pi (hereinafter referred to as the Chapter).
- Section 2:* Its objects shall be the same as those set in the Constitution and Laws of Beta Theta Pi, especially as applied to the University of North Dakota campus, upon which the Chapter is situated.

Article II

Laws

- Section 1:* The Chapter shall be governed by the Constitution and Laws of Beta Theta Pi, a fraternity association organized as a non-profit corporation under the laws of the state of North Dakota, and such Constitution and Bylaws as this chapter shall adopt from time to time.

Article III

Membership and Finances

- Section 1:* Membership shall be conferred only upon male students of the University of North Dakota who have met the qualifications set out in Article II of the Constitution of Beta Theta Pi. The aforementioned must also fulfill such additional scholastic requirements as may be prescribed by this Constitution or by the Bylaws of the Chapter.
- Section 2:* Dues shall be collected from each member to fulfill the financial obligations of the Chapter and shall be payable as provided by the Bylaws of the Chapter.
- Section 3:* The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid, has a cumulative GPA of 2.5 or above, and is deemed in good standing by the Kai Committee.
- Section 4:* No money from dues shall be used to purchase alcoholic beverages.

Article IV

Officers, Duties, and Elections

- Section 1:* The executive officers of the Chapter shall be the president, vice-president, treasurer, secretary, scholarship chairman, risk manager, pledge educator, social chairman, house manager and alumni relations. Other offices may be approved and duly adopted in the Bylaws of the Chapter.
- Section 2:* The duties of these officers shall be those set out in Chapter VI of the Laws of Beta Theta Pi, and such additional duties as may be prescribed by the Bylaws of the Chapter.
- Section 3:* These officers shall be elected by a majority vote of the chapter membership present according to the Bylaws of the Chapter.

Article V

Meetings and Quorum

- Section 1:* Regular meetings of the Chapter shall be held each week during the school year. The day, time, and location shall be approved at a meeting called by the executive committee at the start of each term.
- Section 2:* Special meetings may be called by the president, executive committee, and members according to the Bylaws of the Chapter.
- Section 3:* A quorum shall consist of two-thirds of members in good standing for the transaction of all business at any regular meeting of the Chapter.
- Section 4:* Robert's Rules of Order shall govern the meetings of the Chapter in all cases in which they apply and where they are not inconsistent with the Constitution of Beta Theta Pi and the Constitution and Bylaws of the Chapter.

Article VI

Committees

- Section 1:* The officers of the Chapter shall constitute the executive committee and shall be chaired by the vice-president. The function of the committee shall be to transact necessary business of the chapter between meetings, and to do such other business as may be imposed on it by the Bylaws of the Chapter, or as may be referred to it by the chapter. There shall be regular meetings of the executive committee as provided in the Bylaws of the Chapter.
- Section 2:* There shall be standing committees to promote the objects and interests of the Chapter as are ordained by the Bylaws of the Chapter. Their terms shall be the same and coincide with that of the officers.
- Section 3:* Special committees may be created by the executive committee or vote of the chapter at any chapter meeting, their terms to be fixed by the appointment authority.
- Section 4:* The Kai Committee shall comprise of five members, one from each class within the chapter and chaired by the vice-president. The function of the committee shall be to promote brotherhood development and to discipline members of the Chapter when deemed necessary by the Bylaws of the Chapter. There shall be regular meetings of the Kai Committee as provided in the Bylaws of the Chapter.
- Section 5:* The cabinet committee shall be comprised of all non-executive committee officers within the chapter and chaired by the president. The function of the cabinet committee is to coordinate chapter activities. There shall be regular meetings of the cabinet committee as provided in the Bylaws of the Chapter.

Article VII

Amendments to the Constitution

- Section I:* This constitution may be amended at any regular meeting of the Chapter by a two-thirds vote of the active members of the Chapter present and voting; provided notice of the proposed amendment shall be given at the preceding regular meeting of the Chapter; and provided that the amendment is consistent with the Constitution and Laws of Beta Theta Pi.
- Section II:* An absentee ballot may be used when an absent member provides a written notice and valid excuse for his absence to the president or secretary no less than a one day before the meeting.

Written by Paul J. Schneider 8/2001
Revised by Ryan T. Lee 10/2003
Revised by Zachary T. Smith and Evan G. Wondrasek 02/11/2006
Revised by Evan G. Wondrasek 08/10/2007
Revised by Evan G. Wondrasek 04/26/2008
Revised by Richard C. Kenney 9/15/2008
Revised by Dustin M. Patterson 11/29/2009

The Bylaws of the Gamma Kappa Chapter of Beta Theta Pi Fraternity

Section One

- Article I:* These officers are to be elected by a majority of active members present and voting at a regularly scheduled meeting:
- A. President
 - B. Vice-president
 - C. Treasurer
 - D. Secretary
 - E. Scholarship Chairman
 - F. Recruitment Chairman
 - G. Risk Manager
 - H. Alumni Relations
 - I. Pledge Educator
 - J. Social Chairman
 - K. House Manager
 - L. Head Kitchen Steward
- Article II:* Only those members who are at or above sophomore standing in the house may be nominated for the office of president, vice-president, treasurer or risk manager.
- Article III:* Voting shall be done by a secret ballot.
- Article IV:* At the first regularly scheduled meeting in November, nominations for the Executive Committee offices will be accepted from the membership. The elections for the Executive Committee will be held at the third regularly scheduled meeting in November.
- Article V:* If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. The order of elections for the Executive Committee shall be: 1. President, 2. Vice-president, 3. Treasurer, 4. Secretary, 5. Scholarship Chairman 6. Pledge Educator, 7. Risk Manager, 8. Social Chairman, 9. Alumni Relations, 10. House Manager, Head Kitchen Steward and assistant kitchen stewards will also be elected at this meeting. All other positions will take nominations at this meeting.
- Article VI:* In the event of an emergency, the executive committee will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.
- Article VII:* All offices other than the eleven executive committee positions, head kitchen steward and assistant kitchen stewards, shall be appointed by the executive committee and approved by a majority vote of the active members present and voting at a regularly scheduled meeting. These offices include (but are not limited to):
- A. Ritual Chairman
 - B. Philanthropy Chairman
 - C. Chorister
 - D. Public Relations / Special Events Chairman
 - E. Sergeant-at-Arms

- F. Intramural Chairman
- G. Awards Chairman
- H. Chapter Historian
- I. Leadership Chairman
- J. Interfraternity Council Chairman
- K. Assistant Recruitment Chair

Article VIII: All officers take office coincidentally with the end of the fall semester in which they were elected and terms last until the end of the following fall semester. Officer installation will take place the Monday meeting following the officer transition retreat.

Article IX: By virtue of his position, the president will be the chapter's official delegate to the General Convention. In the event that the president will not be able to attend, the next highest chapter officer attending General Convention will represent the chapter as delegate. The Chapter will appoint a second representative as the Sophomore Fellow; he too will attend General Convention. Alternate delegates will be elected by a majority vote of active members present and voting at a regularly scheduled meeting. Any other member who desires to attend the General Convention is encouraged to do so.

Article X: Responsibility for the performance of all active members shall lie within the Kai Committee. Complaints regarding the performance of members shall be addressed to the president, vice-president, or any Kai Committee member. The Kai Committee is the enforcing agent of the Bylaws.

Article XI: From time to time, the campus attitude or the attitude of the chapter may require that certain miscellaneous policies be adopted and/or revised. In the case that an adaptation of the Bylaws is necessary, a proposal may be devised and voted on by active members present and voting. An adaptation will require a two-thirds vote to pass. Any amendment will require a three-fourths vote to amend.

Section Two: The Executive Committee

Article I: The purpose of the Executive Committee is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings, and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.

Article II: The Executive Committee shall be composed of eleven voting members: the chapter president, vice-president, treasurer, recruitment chairman, secretary, scholarship chairman, pledge educator, risk manager, social chairman, alumni relations chair and house manager. Any other interested members may attend meetings, but are not granted voting privileges.

Article III: The Executive Committee will meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by the vice-president at the start of each term.

Article IV: All findings and proceedings of the committee shall be reported to the chapter, and all action of the Committee is subject to approval by a majority of active members present and voting at a regularly scheduled meeting.

Section Three: The Kai Committee

Article I: The function of the Kai Committee is to provide brotherhood development programs and to promote self governance within the chapter through education and holding members accountable for actions deemed unworthy of a member of Beta Theta Pi.

Article II: The Kai Committee shall comprise of five voting members: The chapter vice-president, one freshman delegate, one sophomore delegate, one junior delegate, and one senior delegate. An alternate committee member may also be appointed to fill in for any committee member in absence.

Article III: The Kai Committee members shall be appointed by the vice-president and approved by a majority vote of the active membership.

Article IV: The Kai Committee shall meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by the vice-president at the start of each term.

Article V: The Kai Committee shall be chaired by the vice-president.

Section Four: The Cabinet Committee

Article I: The function of the Cabinet Committee shall be to provide chapter programming.

Article II: The Cabinet Committee shall be comprised of, but not limited to, the following offices: the ritual chairman, philanthropy chairman, chorister, public relations (special events) chairman, sergeant-at-arms, intramural chairman, awards chairman, chapter historian, leadership chairman, and Interfraternity council chairman.

Article III: The Cabinet Committee shall meet once a month to conduct business. The day, time, and location shall be approved at a meeting called by the president at the start of each term.

Article IV: The Cabinet Committee shall be chaired by the president.

Section Five: Dues and Bills

Article I: Chapter bills shall include one or more of these items as appropriate:

- A. Room and Board dues
- B. Pledge dues
- C. Initiation fee
- D. Live-in chapter fee
- E. Live-out chapter fee
- F. Fines and assessments

Article II: Bills will be rendered at the beginning of each semester and must be paid in full as stated in semester legal and binding contracts. Unless excused by the chapter treasurer, any member who has not paid by the due date will be brought before the Kai Committee by the treasurer to decide upon necessary sanctions. In addition, any fines or interest charge imposed will be left to the discretion of the treasurer, who has the option of consulting the Kai Committee.

Article III: Chapter expenditures, which involve assessments of any kind, must first be discussed and approved by the majority of the active chapter present and voting at a regularly scheduled meeting.

Article IV: Approval of the president and treasurer shall be necessary for all purchases.

Section Six: Duties

Article I: All elected officers are required to read these bylaws and to perform their respective duties and responsibilities as set forth below.

Article II: Duties of the President

- A. To call and preside over special and regularly scheduled chapter meetings.
- B. To act as the chapter's official delegate to the General Convention.
- C. To preside at banquets and special dinners.
- D. To represent the Gamma Kappa Chapter of Beta Theta Pi at inter-fraternity functions, campus fraternal activities, and any other occasion of similar nature.

- E. To act as a liaison between the chapter and its advisors.
- F. To coordinate the development of chapter goals at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year.
- G. To organize the revision of the chapter bylaws at least one time throughout his presidency.
- H. To serve as a member of the executive committee.
- I. To coordinate the completion of all awards applications and monitor the progress of all criteria, especially the Sisson Award.
- J. To perform all operations necessary for house closure at the beginning of all breaks.
- K. To serve as chairman of the cabinet committee.
- L. To manage and distribute a chapter calendar.
- M. To conduct and organize the room selection process.

Article III: Duties of the Vice-president

- A. To preside at active meetings in the absence of the president.
- B. To serve as chairman of the executive meetings.
- C. To serve as chairman of the kai committee meetings.
- D. To act as president in case of temporary absence.
- E. To assist the president in all duties in which he may desire assistance.
- F. To coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest.
- G. To act as a liaison between the chapter and its advisors.
- H. To organize one brotherhood event each month.
- I. To oversee the proper completion of scholarship applications and distribution of scholarships.

Article IV: Duties of the Treasurer

- A. To prepare the chapter's annual financial budget in conjunction with the chapter financial advisor.
- B. To issue bills at the beginning of each semester and to collect payments.
- C. To pay all bills promptly so that advantage is taken of all discounts.
- D. To present the financial records of the chapter in good working order.
- E. To serve as a member of the executive committee.
- F. To submit the names of members delinquent in paying their bills to the vice-president/kai committee.
- G. To draft a promissory note / room and board contract to be signed by each chapter member each semester.
- H. To ensure that the chapter has an excellent financial rating from the Assistant General Treasurer of Beta Theta Pi.
- I. To brief the chapter of its financial standing throughout the semester.

Article V: Duties of the Secretary

- A. To send annual reports/correspondence to the Administrative Office.
- B. To send articles to *The Beta Theta Pi* when due, along with photographs when appropriate.
- C. To serve as a member of the executive committee.
- D. To read important correspondence at chapter meetings and advise the president of such correspondence.
- E. To initiate and answer general chapter correspondence that is not specifically concerned with another office.
- F. To send shingle orders, notice of admission, pledge cards, and initiation forms to the Administrative Office within one week after pledging or initiation.
- G. To make sure that all necessary order blanks and chapter stationary are on hand.
- H. To record the minutes of regular and special chapter meetings and to distribute them in a timely and orderly manner.

- I. To be responsible for the keeping of the official Roll Book of the Gamma Kappa Chapter of Beta Theta Pi and ensure that each member completes his information directly after initiation.
- J. To help aid the president in the process of room selections for the following year.
- K. To be responsible for updating the Chapter Constitution and Bylaws with any changes voted upon by the chapter. To make sure the updated copy is on the Gamma Kappa web site and is available to every member of the chapter.

Article VI: Duties of the Risk Manager

- A. To ensure that Beta Theta Pi's Risk Management Policy is implemented at each chapter event.
- B. To serve as a member of the executive committee.
- C. To present risk management programming to the chapter at least once a semester.
- D. To organize the revisions of the chapter Risk Management Policy, Crisis Management Plan, and Chapter Party Plan at least once per semester.
- E. To organize an alcohol awareness program for the chapter at least once a year.
- F. To carry out a fire drill with all pledges and actives at least once a semester.
- G. To prepare the house for all fire inspections.

Article VII: Duties of the Recruitment Chairman

- A. To reply and keep on file all recruitment recommendations in the form of correspondence from alumni of this or any other chapter.
- B. To maintain a list of all potential members the chapter may be interested in for the following semester.
- C. To serve as a member of the executive committee.
- D. To oversee all recruitment related activities and to inform all active members of acceptable recruitment practices.
- E. To ensure that all recruitment events are alcohol free.
- F. To be familiar with the University of North Dakota and Interfraternity Council recruitment regulations and to present the chapter these regulations and all other pertinent information deemed necessary for successful recruitment.
- G. To develop a recruitment calendar of events and distribute the calendar to all members of the Gamma Kappa Chapter of Beta Theta Pi.
- H. To organize a recruitment seminar before each semester's recruitment.
- I. To organize the revision of the chapter recruitment brochure at least one time during their office.
- J. To coordinate the incoming freshman scholarship program and creating a committee to select its recipient(s).
- K. To oversee the timely distribution and publication of all recruitment information.
- L. To create and maintain a member information board.

Article VIII: Duties of the Pledge Educator

- A. To conduct the pledge education program within all General Fraternity, campus, and state guidelines.
- B. To schedule and preside over all pledge meetings.
- C. To be responsible for the education of new members in Beta lore and music.
- D. To be responsible for the overall operation of the pledge program according to current chapter practices.
- E. To act as a liaison between the pledges and chapter.
- F. To encourage the pledges' interest and enthusiasm with regard to the pledge program and chapter activities.
- G. To be responsible for the scheduling of all pledging and initiation ceremonies.
- H. To work to ensure that at least 75% of men formally pledged are initiated.

- I. To organize the revision of the Gamma Kappa Chapter pledge education program and manual at least once during his office.
- J. To serve as a member of the executive committee.

Article IX: Duties of the Scholarship Chairman

- A. To know the academic standing of all active brothers and pledges and to report all who have not achieved a 2.5 GPA to the Kai Committee for review.
- B. To keep the chapter informed of all important academic dates and university undergraduate academic rules and regulations.
- C. To organize and conduct a chapter study program for all members and pledges.
- D. To keep **confidential** the academic standing of all brothers and pledges.
- E. To inform brothers and pledges of quiet hours.
- F. To schedule speakers on time management, interviewing skills, resume writing, writing skills, etc. at least once a semester.
- G. To make members aware of various campus counseling services, academic services, tutoring services, writing labs, etc.
- H. Work to ensure that 100% of chapter members are in good scholastic standing within the chapter and give special attention to those who are not in good standing.
- I. To make members aware of all scholarship applications and deadlines and to require all members to fill out a General Fraternity scholarship application.
- J. To assist the Recruitment Chairman in coordinating the incoming freshman scholarships and aid in the selection of appropriate recipients.
- K. To serve as a member of the executive committee.

Article X: Duties of the Social Chairman

- A. To schedule and organize all chapter social activities.
- B. To serve as a member of the executive committee.
- C. To plan and organize decorations, procurement of bands, and all other details pertaining to chapter social functions.
- D. To stay within budget limits.
- E. To appoint such committees as may be deemed necessary to assist in fulfilling these duties.
- F. To enforce all General Fraternity Risk Management Policies and campus regulations during chapter social functions.
- G. To inform all active members and pledges of chapter social events, including posting of the social calendar.
- H. To organize at least one alcohol free social event each semester.
- I. To assist the risk manager in revisions of the Gamma Kappa Chapter Party Plan.
- J. To maintain the house stereo in working condition and possess all house party music mixes.

Article XI: Duties of the Ritual Chairman

- A. To procure all ritual equipment.
- B. To be responsible for ensuring that all songs and parts are known for all rituals.
- C. To ensure that all rituals are performed with dignity and in correlation with all General Fraternity, IFC, and state policies.
- D. To schedule ritual rehearsals prior to all performances of the Ritual of Beta Theta Pi.
- E. To ensure that the ritual regalia is properly stored, secured, and cared for with dignity.
- F. To educate newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.
- G. To ensure that adherence to procedures, performances, and proper use of all ritual regalia at all ceremonies as prescribed in Chapter VIII of the Laws of Beta Theta Pi.

Article XII: Duties of the Intramural Chairman

- A. To oversee all sanctioned chapter athletic events.

- B. To submit all team rosters to the intramural office.
- C. To handle all orders for fraternity sportswear and intramural jerseys.
- D. To inform members of deadline dates regarding intramural rosters.

Article XIII: Duties of the Philanthropy Chairman

- A. To be responsible for the organization of yearly philanthropic events.
- B. To oversee the coordination of chapter involvement in any other campus, or Greek, philanthropic events.
- C. To keep record of all service hours logged by chapter members each semester.

Article XIV: Duties of the Chorister

- A. To know all songs sung by the chapter.
- B. To assist the pledge educator in the organization of serenading with each pledge class.
- C. To lead chapter singing at special occasions and traditional events.
- D. To teach selected songs to the chapter and pledges.

Article XV: Duties of the Alumni Relations Chairman

- A. To plan and implement at least two alumni events per year.
- B. To keep an updated mailing list of all local and chapter Beta alumni.
- C. To contact all alumni to inform them of the chapter's status and of any events that will be held in their honor.
- D. To draft at least two alumni newsletters each year.
- E. To organize the awarding of the Fraternal Twenty-Fives and the Fraternal Fifties.
- F. To act as a liaison between the chapter and its alumni.
- G. To organize alumni speakers following formal dinner.
- H. To serve as a member of the executive board.

Article XVI: Duties of the Public Relations Chairman/ Special Events Chairman

- A. To organize a revision of the chapter public relations plan at least once during his office.
- B. To maintain a list of local media sources (television, newspaper, radio).
- C. To organize an annual parents event for the chapter.
- D. To invite faculty/administrators to chapter functions.
- E. To maintain proper correspondence etiquette with sororities, administrators, alumni, and chapter friends.
- F. To aid the alumni relations chair with homecoming activities.
- F. To be responsible for the ordering and sending of all holiday cards.
- H. To be responsible for general correspondence to parents, alumni, and other guests for the pledge initiation ceremonies and banquet.

Article XVII: Duties of the Sergeant-at-Arms

- A. To call the chapter meeting of the Gamma Kappa Chapter of Beta Theta Pi to order.
- B. To maintain order while the chapter meeting is in progress.

Article XVIII: Duties of the House Manager

- A. To oversee the completion of the weekly house duties.
- B. To be responsible for the overall cleanliness of the chapter house.
- C. To schedule an annual fire inspection of chapter property.
- D. To work closely with the risk manager.
- E. To keep an updated list of needed chapter repairs.
- F. To organize at least two house clean-ups per semester.
- G. To order all the cleaning supplies for the chapter.
- H. To serve as a member of the executive board.

- I. To organize and conduct a room check-out process for members moving out of the chapter house.
- J. To conduct a house orientation for members moving into the chapter house.

Article XIX: Duties of the Head Kitchen Steward

- A. To be responsible for the overall cleanliness of the kitchen.
- B. To be responsible for the training and completion of daily kitchen duties.
- C. To be a liaison between the cook and the chapter.
- D. To be responsible for the coordination of set-up and take-down of meals with the assistant kitchen stewards.
- E. To conduct one substantial project at least one time during their office.

Article XX: Duties of the Historian

- A. To keep an up-to-date scrapbook.
- B. To keep all chapter historic files in working order.
- C. To take pictures at chapter events.
- D. To educate the chapter on relevant Gamma Kappa Chapter history.

Article XXI: Duties of the Awards/Involvement Chairman

- A. To apply for all awards, both campus and General Fraternity, in a timely manner.
- B. To make all members aware of deadlines for all campus leadership applications.
- C. To keep a current list of the activities of all members of the chapter.
- D. To educate pledges about the opportunities available to them on campus.
- E. To check all relevant campus offices weekly for new applications and deadlines.

Section Seven: Rituals and Customs

Article I: Chapter Meetings

- A. The regular chapter meetings shall be immediately following Monday night dinner and are to be held in the Formal Room. The president may change the time of a specific meeting or cancel such meetings as he deems necessary.
- B. At least one chapter meeting per month will be a Formal Chapter Meeting as described in the Ritual of Beta Theta Pi.
- C. The president may schedule an "Eye of Wooglin" or "Roundtable" when he deems necessary, which may include active members, General Fraternity Officers, and alumni of Beta Theta Pi.
- D. Special meetings of the chapter may be called as the president deems necessary. Special meetings may also be called upon the written petition of three members of the executive committee or five members of the chapter. Notice will be posted and the secretary shall make every effort to be certain that all members are aware of the meeting. One-half of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- E. Two-thirds of the active members of the chapter shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- F. Meetings shall begin promptly at the announced time and shall be conducted in an orderly manner. The president shall recognize each member before addressing the chapter. This procedure is to be strictly enforced by the sergeant at arms.
- G. The parliamentary authority shall be Robert's Rules of Order in all cases that it is applicable and not inconsistent with these bylaws, other chapter laws, rules of the university, or laws of the General Fraternity.
- H. Chapter meetings are mandatory for actives and pledges. The secretary will take attendance at chapter meetings. Excuses from absent members shall be presented (in writing) to the president or secretary prior to the beginning of the chapter meeting. Unexcused absences will not be tolerated.

- I. Motions made at a chapter meeting may not be voted upon until a subsequent meeting. However, if two-thirds of the active members present and voting deem it necessary, this provision may be set aside and the motion considered immediately.
- J. All pending motions must be presented to the president in writing in the form they are to be voted upon by the day prior to the vote.
- K. Absentee votes are permitted at a chapter meeting only if approved by the president and documented by the secretary prior to the discussion and subsequent vote concerning any motion or nomination. A member is restricted to no more than two proxy votes.
- L. Motions pertaining to amendments to these bylaws will require approval by a three-fourths vote of the active members present and voting at a regularly scheduled chapter meeting.

Article II: Pledging Requirements

- A. There shall be two pledging periods each year, in the Fall and Spring, with a goal of 20-25 pledges per year.
- B. To become a candidate for pledging, a prospective member must present an outstanding recruitment application which includes a minimum of three of the following requirements, at least one of which must come from the first three categories:
 - 1. Test scores: ACT \geq 20 and/or equivalent SAT score
 - 2. High school GPA of 2.75
 - 3. Top 1/3 of their graduating high school class
 - 4. Involvement in high school sports
 - 5. Involvement in school associated clubs and organizations
 - 6. Community involvement including paid or volunteer work
 - 7. Related to a member of Beta Theta Pi
- C. Exceptions may be made in to the pledging requirements based on the approval of a majority of the Executive Committee, excluding the recruitment chairmen who will act as advocate for the rushee.
- D. Any pledge that fails to achieve the required GPA of 2.7 during his pledge semester must receive 75% of the votes of the Executive Committee to maintain his status as a pledge for one additional semester. If a pledge is unable to achieve the required GPA of 2.7 during his second semester, he is to be removed from the pledge program.

Article III: Initiation

- A. Before being initiated into the active chapter, a pledge must have completed these steps:
 - 1. He must attain a 2.7 semester GPA.
 - 2. All fraternity bills submitted, including the initiation fee, must be paid to the satisfaction of the treasurer.
 - 3. He must meet the standards outlined by the General Fraternity.
 - 4. He must successfully complete all phases of the pledge program.
 - 5. He must receive 85% of the votes of the active chapter.
- B. The Initiation Ceremony will be conducted in accordance with the standard ritual guide as approved by the General Fraternity.

Section Eight: Alcohol and Controlled Substance Policy

Article I: Substance Policy

- A. No controlled substances of any kind, barring prescription medication, shall be allowed within the chapter house. This policy specifically prohibits the possession and consumption of drugs on chapter property and does not discriminate by age. Any violations of this policy will result in a visit to the Kai Committee.
 - 1. Any second violation of this policy will result in an automatic eviction from the house.

- B. Smoking tobacco products is prohibited in the chapter house. Smoking is not permitted in private rooms. These restraints will not be in effect during any official ceremony of Beta Theta Pi.

Article II: Substance Abuse Programming

- A. There is to be at least one alcohol seminar in the chapter house per year. This program is to be presented by an outside party, preferable from the University Police or University Health Center. This program is the responsibility of the Risk Manager.
- B. All members who are brought to the Kai Committee for alcohol related offenses must complete an alcohol education seminar or attend one meeting of Alcoholics Anonymous.

Section Nine: Community Service Requirements

Article I: Time Requirements

- A. Each member must complete five hours of community service per semester not sponsored by the Chapter.
- B. Each member must partake in the Chapter's sponsored events as required by the Philanthropy Chairman.
 - a. The unfinished hours will add on to next semester's hours.
 - b. The member must have less than eight hours of community service to do after the semester starts or they will miss social events until they have fewer than eight.
 - c. The remaining hours must be made up by the end of the semester or the member will go in front of the Kai committee for further punishment.

The Risk Management Policy of the Gamma Kappa Chapter Of Beta Theta Pi Fraternity

A. Preface:

This policy shall govern all Gamma Kappa chapter events. The Kai Committee of Gamma Kappa will act upon alleged violations of this policy.

The Risk Management Policy of Beta Theta Pi will be in effect at all times. A copy this policy is contained in the appendix.

B. Definition of Beta event:

An event will be deemed a Gamma Kappa chapter event, regardless of location, if the answer to any of the following is "yes":

1. Was the event pre-planned or pre-meditated?
2. Was the event discussed during a chapter meeting or executive committee meeting?
3. Did chapter officers help plan the event in any way?
4. Was the even advertised among the brothers through any means including but not limited to: email, flyers, word of mouth?
5. Were chapter funds used in any way?
6. Did the event occur as a result of a Fraternity function (e.g. initiation, bid night, etc.)?
7. Was the property the event occurred on owned, rented or leased by a member of Beta Theta Pi?
8. Would a third party construe the function as Fraternity related?

If the answer to any of these questions is yes, then Beta Theta Pi's Risk Management Policies must be in effect and enforced.

The following regulations are adopted to govern all Beta events, but are not meant to be all inclusive:

- i.* The use of alcohol at any Beta function must be in accordance with all applicable laws (state, local, etc.)
- ii.* No chapter funds may be used to purchase alcohol directly or indirectly.
- ii.* No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person who is a minor.
- iii.* No member may coordinate the purchase of alcohol for members or guests in the name of the chapter. (i.e. pooling of funds is not permitted.)
- iv.* The purchase and/or use of common containers to serve alcohol or bulk distribution of alcohol (e.g. kegs) is strictly prohibited unless supplied and managed by a licensed third party vendor.
- v.* The abuse of alcohol will not be endorsed or tolerated at any Beta function
- vi.* Beta may not co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern being defined as an establishment generating more than one half of its annual revenues from alcohol) where alcohol is given away, sold or otherwise proved to those present.
- vii.* Beta may not co-sponsor a function where alcohol is purchased by any of the host chapters, groups or organizations.
- viii.* Open parties, meaning those with unrestricted access by non-members of the chapter, without specific invitations, will not be permitted.
- ix.* No alcohol shall ever be present at any new member program or activity of the chapter.
- x.* The chapter must provide safe and reliable means of transportation for the persons in attendance. This includes sober phone as well as Cab Crawler.
- xi.* At least 3 sober brothers must be present at the event.

C. Internal Event Planning Form:

Any event the meets the qualifications of a Beta event must have an Internal Event Planning Form filled out and filed with the President. The Risk Manager will be in charge of filling out this form. When the Social Chairman decides an event will take place, a discussion of the specifics of the event will take place in Executive meeting. At this meeting, the Risk Manager will fill out the form in accordance with those event specifications. The form will then be signed by all Executive Committee members in attendance.

The Risk Manager will then be responsible for providing a copy to the Chapter Counselor and the Risk Management Advisor. (A copy of this document is attached to this policy)

D. University of North Dakota Social Functions:

In addition to being a Gamma Kappa event, if the event meets the criteria defined in the Social Responsibility Policy of the IFC at the UND it will also be UND social function.

Currently, the criteria for this designation are when two or more of the following are fulfilled:

- If guests in the chapter house are at a 1:1 ratio or higher (ie. If guests outrank total members of Beta including registered pledges. All Beta members need not be present)
- If it is held where there is a third party alcohol vendor
- If invitations and/or a party list is used
- If it is a date party/preference
- If alcohol is present in common areas

If the event qualifies as a "social event" the Social Responsibility Policy of the IFC at the UND will be in effect in addition to the Beta Theta Pi Risk Management Policy.

The following regulations are adopted to govern all IFC social events, but are not meant to be all inclusive:

- i.** Seven sober brothers must be present at the social event. Three of these brothers shall be:
 1. The President
 2. The Risk Manager
 3. The Social Chairman
- ii.** Beta must notify IFC of any social function. *The event notification form must be signed by the social chair(s) and the Risk Manager.*
- iii.** Hired security guard(s) must be provided at the door for the duration of the function.
- iv.** Age Verification
 - People who are of legal drinking age must be easily identifiable; either by wristbands, stamps, or by presenting valid identification.
 - People who are without a valid form of age verification are not permitted to consume or possess alcohol.
- v.** Invitations to a UND social function will be governed by the following:
 - i. The social chairman will determine how many people may be invited to the function.
 - ii. The house will maintain a list of all invited guest's that will be present at the front door of the event.
 - iii. Only those on the list are permitted to enter the chapter house during the event.
- vi.** Date parties done at the house or at third party venues will require of the members to submit the name of the guest who's attending to the social chair. As well as the social chairman will have this list on hand at the event.
- vii.** For preferences or quads, a roster of each Greek organization will be provided and anyone that is not on this roster will be allowed into the function.
- viii.** In accordance with local law, alcohol must not be distributed after 2:00 AM.
- ix.** Alcohol may only be served for a maximum of six hours.
- x.** The end of serving of alcohol can not mark the end of the function. Music must be played for no less than thirty minutes after the last call for alcohol.

E. Open Party Policy:

An open party qualifies as both a Beta function and a UND social event. *The Social Responsibility Policy of the IFC at the UND will be in effect in addition to the Beta Theta Pi Risk Management Policy.* The following policies will govern open events in addition to the policies already stated above:

- i.** The term "open party" is a term used for a function that includes Betas, other Greeks and non-Greeks that have been invited by active members of the Gamma Kappa chapter.
- ii.** Only persons with an invitation are permitted to enter an open party. Invitations will be governed by the following:
 - i. The social chairman will determine how many people may be invited to the function.

- ii. The house will maintain a list of all invited guest's that will be present at the front door of the event.
- iii. Every Beta event held will have two security guards regardless of whether it is at the chapter house or a third party venue.
 - i. One of the security guards will be in charge of age verification in accordance with policy D.iv above.
 - ii. The other security guard will patrol the basement and first floor during the party.
- iv. The only guests permitted to bring alcohol into the event must do so in accordance with local law.
- v. Glass containers and hard alcohol (above 20 proof) are not permitted.
- vi. Any alcohol brought into the party is subject to beer check.
 - i. Guest will take alcohol directly down stairs to the beer check.
 - ii. Guest will receive a beer card corresponding to the number of beers checked.
 - iii. Beers can be redeemed at any time with the beer card.
- vii. No illicit drugs of any kind are permitted at the party. Those in violation of this policy will be held and turned over to the appropriate authorities.
- viii. Coats may also be checked at the beer check. A card will be given to claim the coat at a later time.
- ix. The party can not last beyond 2am.
- x. Members and guests are not permitted to loiter outside of the house: porch, lawn, parking lot, balcony, etc.
- xi. Members and guests may not enter the formal room during the party.
- xii. Members will be permitted in the kitchen only to obtain water for a guest. Loitering in the kitchen for any reason is strictly prohibited.
- xiii. Smoking will be permitted only within "The Smoker."
- xiv. Sexual harassment will not be permitted within the party. Any member or guest in violation of this will be removed from the event and not permitted to reenter.
- xv. Sexual assaults will be governed by the Crisis Management Policy of Beta Theta Pi.
- xvi. Jobs to police the party will consist of the following:
 - i. Two men will check guest names versus the party list at the front door
 - ii. Two men will monitor the stairs to the living quarters.
 - 1. No one shall go up stairs unless accompanied by a Beta.
 - 2. A member shall take no more than five people with them up the stairs.
 - iii. One member will remain at the back door and ensure the no one enters or leaves the house via that door (including members) unless in the case of an emergency.
 - iv. Beer check will be manned by two members.
 - v. The social chairman will find a DJ for the party.
- xvii. Party jobs will consist of one hour shifts.
- xviii. Shifts will be assigned at the digression of the Risk Manager and/or Kai Committee at the Monday Night meeting preceding the party.
- xix. A list will be posted that contains the names of all members responsible for a job. (A template for this list is attached to this document)
- xx. The President will observe The Smoker and The Entry Way for any violations of the party policy.
- xxi. The Risk Manager will ensure that all jobs being done on the first floor (front door, back door and stairs) are being done properly and that shift changes occur as scheduled.
- xxii. The Social Chair will ensure that all jobs being done in the basement (DJ and beer check) are being done properly and that shift changes occur as scheduled.
- xxiii. Sober phone will be available throughout the party. The member assigned to the sober phone will not have any job other than to man the sober phone.

F. House Security

- i. The front door, which contains a combination lock, should be closed (thus locked) at all times. In addition, the combination should be changed at the beginning of each semester as well as at midterm.

- ii. The back door, which contains a key lock, should be closed at all times. Each active member will be issued a key to this door. The cook will also have a key to this door. Members are required to return their key to the House Manager upon graduation, inactive status or when no longer residing in the house. Failure to abide by this will forfeit their security deposit.
- iii. Windows on the first floor shall be closed and locked unless members are present within the room.
- iv. No member shall ever be permitted on the roof. Exceptions will be made in the event of repair and the hanging of Christmas lights.
- v. No member is permitted on the balcony at any time.
- vi. During breaks, Christmas, spring and summer, the house will remain open. The person in charge will be the highest ranking executive committee member residing in the house during the break. This hierarchy is established in Section One Article I of the Gamma Kappa By Laws. In the event no executive member will be residing in the house, the Executive Committee will choose a member to be in charge of the house. No matter who is in charge during a break, the name and phone number of this individual must be given to the Chapter Counselor before members leave for break.

G. Crisis Management

See Appendix II for the policy governing Crisis Management.

H. Hazing

Gamma Kappa chapter of Beta Theta Pi does not tolerate any form of hazing or degradation of its members or pledges and adheres to the strict guidelines as set forth by the Administrative Office of the Beta Theta Pi fraternity:

“No chapter will engage in ‘any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and physiological shocks; quests, treasure hunts, scavenger hunts, road trips or any other activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is not normally in good taste; engaging in public stunts; morally degrading of humiliating games and activities; and any other activities not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.’”

I. Sexual Harassment

Gamma Kappa adheres strictly to all federal, state, local and university laws concerning sexual harassment. We join the administrative office in their declaration on sexual harassment:

“The Fraternity will neither tolerate nor condone any form of sexually abusive behavior on the part of its members whether physical, mental or emotional. This includes any actions which are demeaning to women including, but not limited to date rape, gang rape or verbal harassment.”

J. Appendices

The following appendices are attached as reference in the document above:

1. The Risk Management Policy of Beta Theta Pi
2. Internal Event Planning Form *(not included - see risk manager)*
3. The Social Responsibilities Policy of the IFC and UND *(not included - see risk manager)*
4. Crisis management policy of Beta Theta Pi
5. Open Party job template *(not included - see risk manager)*

Appendix I
Risk Management Policy of Beta Theta Pi

Alcohol & Drugs: The Risk Management Policy of Beta Theta Pi includes, but is not limited to, the following provisions which shall apply to all fraternity chapters, colonies and levels of fraternity membership.

1. The possession, use and/or consumption of alcoholic beverages by any fraternity member or guest while on chapter premises, during an official fraternity event, or in any situation sponsored or endorsed by the chapter must be in compliance with all applicable laws of the state, province, county, city, institution or other controlling entity.
2. Abuse of the consumption of alcoholic beverages by any fraternity member or guest while on chapter premises, during an official fraternity event, or in any situation sponsored or endorsed by the chapter shall be prohibited.
3. To clarify the policies stated in (1) and (2) above, the following regulations are adopted but are not meant to be all inclusive:
 - a. No fraternity members, individually or collectively, shall purchase for, serve, or sell alcoholic beverages to minors (i.e., those under legal "drinking age")
No alcoholic beverages may be purchased through the chapter treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Pooling of funds is not permitted
 - b. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations
 - c. All recruitment activities will be dry functions
 - d. Common containers (punch bowls, etc.) for serving alcohol or bulk distribution of alcohol including kegs, party balls, etc., are strictly prohibited unless supplied and managed by a licensed caterer (i.e., third party vendor)
 - e. "Open parties", meaning those with unrestricted access by non-members of the fraternity without specific invitation, are prohibited
 - f. No member shall permit, tolerate, encourage or participate in "drinking games"
 - g. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or other entity licensed to sell or give away alcoholic beverages where alcoholic beverages are sold or otherwise provided to those present.
 - h. No alcohol shall be present at any Pledge activity of a chapter.
 - i. A sufficient number of mature party monitors must be adequately trained to handle alcohol and its distribution, and must be instructed not to consume alcoholic beverages prior to, or while fulfilling, the role of party monitor.
 - j. Designated drivers or alternative transportation for those individuals who cannot safely drive their vehicles must be provided at every chapter event
 - k. Other policies and regulations which may be imposed on fraternities or their members by law or the host institution, adopted by the chapter not in conflict herewith, or inculcated by educational seminars endorsed or provided by the General Fraternity are included by reference
 - l. The number of persons invited to any event sponsored or co-sponsored by Beta Theta Pi where alcohol is present is limited to three times the chapter size (a 3:1 ratio or 3 guests per member) or, if less, the maximum occupancy of the facility according to fire standards. Larger events are subject to approval, when notified two weeks prior to the event, of the Administrative Secretary.
 - m.

The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event or at any event an observer would associate with the fraternity, is strictly prohibited.

Hazing: No chapter shall engage in hazing activities. Hazing activities are defined as: "Any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

Sexual Harassment: The Fraternity will neither tolerate nor condone any form of sexually abusive behavior on the part of its members whether physical, mental or emotional. This includes any actions which are demeaning to women including, but not limited to date rape, gang rape or verbal harassment.

Fire, Health and Safety: All chapter houses shall meet all local fire and health codes and standards prior to, during, and following occupancy. All chapters must have emergency numbers for fire; police and ambulance posted by common phones and must have evacuation routes posted on the back of the door of each sleeping room. A documented annual house inspection by either a local fire jurisdiction or by an insurance carrier is required. All chapters shall comply with engineering recommendations as reported by the insurance company or local fire jurisdiction. No chapter shall own a pet. Injuries resulting from incidents involving dogs, cats or other animals owned by members are the responsibility of the individual owner/member. Any liability will be the responsibility of the pet owner.

Hazards/Fighting: Hazardous areas must be secured so that they are inaccessible (e.g., roofs, window ledges, open wells, docks, balconies, etc.) No going on the roof! Fighting can lead to brawls and significant injury. Picking a fight is one of the fastest ways to criminal prosecution or civil action. Such activity will not be condoned and may subject the chapter to a review by the General Fraternity.

Personal Injury & Property: Our general liability policy is not a health insurance or accident policy for members. If any fraternity member should be injured in a sporting event or any other activity, he should notify his medical carrier (e.g., Blue Cross/Blue Shield) and seek reimbursement of his medical bills. Further, our policy does not cover personal property owned by members. Members should seek coverage through their parents' homeowners' policy or obtain renter's insurance.

Notice must be sent to the Administrative Office immediately at 1-800-800-BETA, ext. 333, regardless of the severity of the injury.

Liability Coverage: No insurance policy in the world provides coverage for violations of the law. The Beta Theta Pi insurance program is no exception. The key points to understand are: (1) compliance with federal, state or provincial, local and institutional laws and regulations; (2) compliance with the laws and policies of Beta Theta Pi Fraternity, and (3) compliance with the Beta Theta Pi Risk Management Policy.

Individuals who choose to violate these rules may void their protection under the Fraternity's insurance program. Their actions may jeopardize other members, other entities, or other named insured(s) protected by the Beta Theta Pi General Liability Policy. The individuals involved will be personally liable and must retain their own attorneys for defense.

Appendix II

Crisis Management Policy of Beta Theta Pi

In case of a crisis:

1. Call 911 immediately if life or limb are at risk
2. Gather all the facts
3. Call the Beta Administrative Office Hotline - 800-800-BETA within the first hour
4. Inform your district chief, chapter counselor, risk management or legal advisor and house corporation president
5. Consult your chapter legal counsel/risk management advisor
6. Hold a house meeting, explain the situation and assign jobs.
7. Continue gathering facts and reporting updates regularly to your local advisors and to the Administrative Office.

Beta Theta Pi Crisis Management Hotline: Twenty-four hours per day, seven days per week at 800-800-2382

When to Report a Risk Management Incident: Members of Beta Theta Pi have a responsibility to promptly report all incidents that could result in an insurance claim or be reported in the campus or community media. Prompt reporting often can prevent minor incidents from developing into major problems.

Do not admit liability or responsibility for any occurrence: To help understand what to report and how to report, the brief lists on this folder suggest the important ideas to consider when faced with a risk management or potential claims problem. In general, liability claims are a result of conditions on your premises and/or general operations that are likely to involve someone other than members, employees or officers.

What do I report? While on the scene of the accident or occurrence, get names, addresses and phone numbers of all those involved, including witnesses, in:

Any incident that caused or contributed to an injury or death Any demand for compensation, whether verbal or written

Any law suits or subpoenas served on you or on your chapter or on the General Fraternity by an officer of the court

Any contacts by an attorney or investigator asking about an occurrence that happened at the Fraternity or that involved Fraternity members

Any incident that caused or contributed to an injury or death Any demand for compensation, whether verbal or written

What do I do after I report? Do not admit responsibility or liability in any accident or occurrence.

NEVER, NEVER, NEVER discuss an incident with an attorney or investigator, other than appropriate law enforcement officials, without clearance from the Administrative Office or Kirklin & Company, Inc., Insurance and Risk Management Services, the Fraternity's insurer.

Appoint one spokesman to handle any questions from outsiders who might inquire about the occurrence.

Instruct your brothers not to discuss incidents with anyone.

Within 48 hours, submit a detailed written report, with as much information as possible including witnesses, circumstances leading to the occurrence, whether alcohol was involved and if it was a chapter-sponsored event.

Continue constant communications with the Administrative Office or Kirklin & Company, Inc., Insurance and Risk Management Services.

What can I do to protect Beta Theta Pi? Use common sense and good judgment. Do not hesitate to call the Administrative Office or Kirklin & Company, Inc., Insurance and Risk Management Services, with any questions.

Report all the facts as they happened. Do not attempt to hide or alter the facts no matter how damaging they may seem. Investigations are based on the facts as reported. Cooperate with law enforcement officials.

How should I deal with the media? First, make sure that only one designated spokesman responds to the media. If the chapter is uncomfortable with that, contact the Communication Department, Administrative Office, and ask them to handle media inquiries on your behalf. 800-800-2382. Ext. 235.

Be honest . . . be factual . . . be prompt!

If you don't know the facts, don't speculate. Say that you will get the information promptly.

Release bad news in a timely manner (promptly.)

Never respond with "No comment." ("I don't know" is a preferred reply.)

Nothing is off the record.

Answer only questions asked. Don't volunteer information.

If being taped for TV or radio, DO NOT REPEAT the question. (It can be taken out of context and broadcast as a statement of fact.)

Don't get frustrated or mad.

Don't blame anyone. Stay cooperative and united.

Recognize and do not repeat trick questions.