



Effective: March 21, 2009
Amended:

P R E A M B L E

Whereas, the Eta Tau Chapter of the Alpha Tau Omega Fraternity exists by virtue of a charter granted by the National Fraternity of Alpha Tau Omega; and

Whereas, the Eta Tau Chapter is interested in developing a spirit of loyalty to Austin Peay State University and in promoting the social, educational, cultural, and spiritual development of its members; and

Whereas, these objectives can best be obtained in an atmosphere of brotherly love and friendship where each person knows what is expected of him; and now

Therefore, for the better accomplishment of its objectives, the following Chapter Bylaws and House Rules are hereby ordained and established by the Eta Tau Chapter of the Alpha Tau Omega Fraternity.

B Y L A W S

Article I – Authority

- 01-0101 These bylaws are established under the authority of the National Fraternity of Alpha Tau Omega and, in case of any conflict, the *ATO National Bylaws, Policies and procedures* of the National Fraternity shall take precedence. Nothing in conflict with the *ATO National Bylaws, Policies and Procedures* shall be allowed to exist in the Eta Tau Chapter Bylaws.
- 01-0201 Reference herein made to the Bylaws means the *ATO National Bylaws, Policies and Procedures* of the Alpha Tau Omega Fraternity dated October 15, 2006, or as later amended or changed.
- 01-0301 Reference herein made to the “Fraternity” or “ATO” means the National Fraternity of Alpha Tau Omega.
- 01-0401 Reference herein made to the “Chapter” means the Eta Tau Chapter of Alpha Tau Omega

01-0501 These Chapter Bylaws, after adoption by a majority vote of active members, shall be in effect and shall supersede, and regulations previously adopted by the Chapter which may be in conflict with them.

Article II – Membership

- 02-0101 Only males shall be eligible to pledgship and membership in the Fraternity. An undergraduate member is one who is enrolled as an undergraduate or as a graduate at Austin Peay State University, and who has been initiated by, or has become affiliated with, the Eta Tau Chapter. [PP. 10-0101]
- 02-0201 An affiliate is one who is enrolled as a member of a chapter other than that by which he was initiated. [PP. 10-0102]
- 02-0301 All members who are not undergraduate members are alumni members. [PP. 10-0103]
- 02-0401 A member of the Fraternity may affiliate as an undergraduate member with the Eta Tau Chapter, which is not his chapter of initiation, in the following manner: [PP. 9-3101]
- 02-0402 By written application presented to the Eta Tau Chapter at Austin Peay State University where he is enrolled together with a certificate of good standing from his chapter of initiation and chapter(s) of affiliation. [PP. 9-3102]
- 02-0403 Said certificate of good standing shall be signed by the chapter's President and shall state that:
- a. He is an initiated member or affiliated member of said chapter.
 - b. He is not financially indebted to said chapter.
 - c. The chapter carries him on its rolls as a member in good standing.
 - d. Said chapter knows of no substantial reason why he could not affiliate with another chapter, if qualified. [PP. 9-3103]
- 02-0404 The Eta Tau Chapter may approve the said member as an affiliate of the Chapter at a regular chapter meeting. The method of approval of affiliates shall apply as follows:
- a. If at least three-fourths of the members entitled to vote in a Chapter meeting are present, then the Chapter may, by the affirmative vote of three-fourths of those in attendance, approves affiliation.
 - b. The chapter shall vote within thirty days from the date of submission of the application and certificate(s) of good standing or within thirty days after the Chapter's academic school year begins, whichever is later. [PP. 9-3104]

- 02-0405 Once a member is approved as an affiliate of the Chapter, he shall have all the rights and duties of an undergraduate member of the Eta Tau Chapter. [PP. 9-3105]
- 02-0406 Upon approval of affiliation, the chapter President shall notify the National Fraternity upon the form provided by the National Fraternity (Chief Executive Officer). [PP. 9-3106]
- 02-0501 The minimum grade point average required to maintain active undergraduate membership in the Eta Tau Chapter is a 2.500/4.000 cumulative grade point average. When a member's GPA falls below the requirement he will be placed on scholastic suspension and may not return to full active membership until his cumulative grade point average is at or above the minimum grade point requirement.
- 02-0502 Active membership shall be defined as an undergraduate member having all the rights, privileges, obligations, and duties of an undergraduate member.
- 02-0503 The cumulative grade point average shall be defined as the combined academic grade point average for all semesters taken at Austin Peay State University and shall not include previous course work at other academic institutions.

Article III – Pledges/New Members

- 03-0101 Only males who have been acquainted with the principles and beliefs of the Fraternity and who meeting the following qualifications may be elected to pledgeship: [PP. 10-0201]
- 03-0102 Is enrolled as a student at Austin Peay State University and met all of requirements of the institution. [PP. 10-0202]
- 03-0103 Is seeking scholastic achievement. [PP. 10-0203]
- 03-0104 Is of high moral character and integrity. [PP. 10-0204]
- 03-0105 Is truly seeking the fraternal brotherhood of the Fraternity based upon the principles and beliefs with which he has been acquainted. [PP. 10-0205]
- 03-0106 Is committed to following the alcohol policies set forth by the Fraternity and Chapter.
- 03-0201 No man who has not completed a semester at Austin Peay State University shall be pledged whose scholastic rank in secondary school was in the lowest third of his class, and no man who has completed a semester at Austin Peay State University shall be pledged if his grade point average is below a 2.500/4.000 cumulative grade point average or he is on academic probation at Austin Peay State University. Exceptions to this section may be made only upon written permission of the Board of Trustees and Chief Executive Officer. [PP. 10-1201]
- 03-0301 The method of selection to pledgeship shall be the nomination of each person to pledgeship shall be disapproved if at least 20% of the undergraduate members of the

Chapter vote in the negative, except in the case of a direct relative of a member, which shall require at least 30% voting in the negative. [PP. 10-0401]

- 03-0401 Election to pledgeship shall not be construed to be election to membership. Before a pledge may be elected to membership, he may experience a period of membership education which shall be administered by the Chapter. The period of membership education shall be not more than twelve academic weeks, excluding initiation. The period of membership education shall commence on the date that the pledge class begins instruction. [PP. 10-0402]
- 03-0402 A pledge may be depledged only if 20% or more of the undergraduate members of the Chapter vote in favor of depledging, except in the case of a direct relative of a member, which shall require at least 30% voting in favor of depledging. [PP. 10-0402]
- 03-0403 Pledgeship is terminated if a pledge ceases to maintain himself as a student at Austin Peay State University. [PP. 10-0402]
- 03-0404 No man will continue pledgeship if at the end of his first semester of pledgeship his grade point average for that semester is below a 2.500/4.000 grade point average. Exceptions will be only made by the Executive Committee and Board of Trustees in cases where strong extenuating circumstances exist.
- 03-0405 A pledge whose pledgeship is terminated solely for scholastic reasons may be repledged when he meets the scholastic requirement for election to membership. [PP. 10-0402]
- 03-0501 A pledge shall abide by the *ATO National Bylaws, Policies and Procedures* and these Chapter Bylaws.
- 03-0601 All new pledges shall be formally pledged in accordance with the open *Formal Pledging Ceremony* contained in the *ATO Ritual*.

Article IV – Initiation

- 04-0101 Only those males who have met the qualifications for pledgeship in 03-0101 through 03-0106 of these Chapter Bylaws and who met the following additional qualifications may be elected to membership into the Fraternity: [PP. 10-0501]
- 04-0102 Have met the scholastic requirements. A nonmember shall not be eligible for initiation unless he has at least a cumulative grade point average of 2.500/4.000 and has passed with at least an average of 2.500/4.000 in the previous semester. The scholastic standing of each candidate for initiation shall be approved by the Chairman of the Board of Trustees. [PP. 10-0502]
- 04-0103 Have met the financial requirements established by the *ATO National Policies and Procedures* and these Chapter bylaws. The ignition fee fo the Fraternity shall be that set forth in the *ATO National Policies and Procedures* and is due and payable prior initiation. [PP. 10-0503]

- 04-0104 Have been properly pledged, and served as a pledge as a pledge for the minimum membership period prescribed in section 03-0401 of these Chapter Bylaws, has been instructed in the principles and beliefs of the Fraternity, and subscribes to these principles and beliefs, and is willing to receive the initiation ceremony. [PP. 10-0505]
- 04-0105 For whom timely notice of initiation has been given to the Board of trustees. [PP. 10-0506]
- 04-0201 Election to membership in the Fraternity shall be at least two weeks prior to the date for initiation, and no pledge shall be elected to membership in the Chapter if he is disapproved by at least 15% of the undergraduate members of the Chapter voting in the negative. [PP. 10-0601]
- 04-0202 No person shall be invited to become a member of the Fraternity until he has been elected. [PP. 10-0602]
- 04-0301 The Chapter shall not initiate a person unless the Treasurer thereof shall have collected from such person the initiation fee required by the National Fraternity and paid the same to the Fraternity. [PP. 9-0501]
- 04-0401 The dates of initiation shall be approved by majority vote of the Executive Committee and the initiation shall be designated as a regular chapter meeting.
- 04-0501 The Chapter may elect a person to membership by virtue of exceptional service to the Chapter or to the Fraternity who is worthy of membership and who meets the following qualifications: [PP. 10-0701]
- 04-0502 Is recommended for election to membership by a member of the Chapter, board of trustees or alumni association. [PP. 10-0702]
- 04-0503 Is elected by the Chapter as prescribed in 04-0201 of these Chapter Bylaws. [PP. 10-0703]
- 04-0504 Is approved by the chairman of the Chapter's Board of Trustees. [PP. 10-0704]
- 04-0601 A pledge may be initiated posthumously, if he was in good standing at the time of death. The Chapter shall submit a written petition to the Board of Trustees which must be approved before the posthumous initiation. [PP. 10-0801]

Article V – Ritual

- 05-0101 The copies of the Ritual and Secret Work in the possession of the Chapter shall be the responsibility of the Chapter President, and shall be kept, when not in use, in a safe and secure place so that no non-member shall have access to them. [PP. 13-0102]
- 05-0201 All ceremonies contained in the Ritual shall be secret and never communicated to any non-member, except that the Open Pledging Ceremony, Colony Ceremonies and Public

Ceremonies of Remembrance may be attended by parents, school officials and other guests. [PP. 13-0201]

05-0301 Such parts of the Ritual as are now or may hereafter be printed in cipher shall be known as the Secret Work, and the key word shall never be communicated in writing or written. [PP. 13-0301]

05-0401 No part of the Secret Work shall be written, carved, engraved or printed by any member except in cipher, save at a meeting of a subordinate entity engaged in studying the same or in the performance of a member's duties as an officer; and all translations thereof shall be destroyed. [PP. 13-0401]

Article VI – Scholarship

06-0101 It shall be the endeavor of the Chapter to assist each member to achieve as high a degree of scholarship as is possible.

06-0201 It is expected the Chapter grade point average exceed the campus all-men's grade point average and the all-fraternity grade point average. The Chapter should strive to achieve a 3.000 grade point average for each semester.

06-0301 The minimum cumulative grade point average for active membership shall be defined in section 02-0501 of these Chapter Bylaws.

Article VII – Finances

07-0101 The cost of operating and maintaining the social activities, duties and assessments, and other programs of the Chapter shall be borne by local chapter membership dues and necessary assessments.

07-0201 The funds of the Chapter shall not be used by any person for his personal benefit, nor for any purpose other than that approved by the Chapter. No funds of the Chapter will be loaned to anyone at anytime.

07-0301 Each pledge and member shall maintain a current contract of membership with the Treasurer and will sign a contract at the beginning of each school year which commits him to the financial obligations of National dues, National insurance, and local chapter membership dues. A member who fails to execute a written contract of membership when requested shall be considered to be immediately suspended until he executes the written contract. [PP. 10-2301]

07-0302 Members are required to pay their semester dues on the first chapter meeting of each semester.

07-0303 Chapter membership dues shall be **\$350.00** each semester.

- 07-0401 Any contract affecting the Chapter and Alpha Tau Omega must first be presented to the Executive Committee and approved before it can be deemed official by the Chapter.
- 07-0501 The chapter shall finance the cost of all fees, hotel accommodations, and travel expenses for ATO Congress for the President/Official Delegate to be in attendance. In the event that the President does not attend Congress, the official Chapter delegate will be awarded this funding.
- 07-0601 The Chapter shall finance the cost of all fees, hotel accommodations, and travel expenses for the newly elected chapter president to attend the National Fraternity's Presidents Retreat annually.
- 07-0701 All disbursements of Chapter funds will be dually countersigned by the President and Treasurer. The Vice-President may countersign disbursements in the absence of the President.
- 07-0801 In addition to the Chapter's checking account, the Chapter may utilize a bank debit card for disbursing Chapter funds. All debit card disbursements shall be made by the Treasurer with written approval of the President (or Vice-President in the President's absence).
- 07-0802 The Treasurer will keep the chapter's debit card in his possession and safely stored. The pin number must be kept secret. The President and Vice-President are the only other officers approved to use the debit card.
- 07-0803 The use of the Chapter's debit card for the purpose of receiving cash from the bank or ATM is prohibited.

Article VII – Meetings

- 08-0101 The Chapter shall hold regular meetings weekly during the academic year. The chapter shall hold a minimum of at least two regular meetings monthly during the regular academic year. [PP. 09-0601]
- 08-0102 The time and location of regular meetings will be set by the President and may be changed at any time by a two-thirds vote of the members of the Chapter present and voting.
- 08-0103 At least one (1) formal meeting shall be held each month during the academic year.
- 08-0201 A majority of the undergraduate members of the Chapter shall constitute a quorum for the transaction of business. [PP. 09-0601]
- 08-0301 The President may call such special meetings as he deems necessary. [PP. 09-0602]
- 08-0401 Meetings shall be opened, conducted, and closed in the manner prescribed in the *ATO Ritual*. [PP. 09-0603]

- 08-0501 Any parliamentary procedure in meetings not covered by the *ATO Ritual, National Bylaws and Policies and Procedures*, or Bylaws of the Chapter, shall be governed by *Robert's Rules of Order Revised*.
- 08-0601 Attendance at all meetings is required of all members unless a written request is submitted and approved by a majority vote of the Executive Committee.
- a. Request must be submitted prior to the absence or not longer than the following Executive Committee meeting.
 - b. Any unexcused absence from a chapter meeting will result in a penalty determined and enforced by the Executive Committee. Three (3) unexcused absences, during the semester, will result in disciplinary action by the Judicial Committee and loss of voting rights, including voting on membership.
- 08-0701 Any decision made by the Executive Committee may be amended or reversed by a two-thirds vote of the Chapter at a regular meeting.

Article IX – Chapter Officers and Election of Officers

09-0101 The officers of the Chapter and their rank shall be as follows:

1. President (Worthy Master)
2. Vice-President (Worthy Marshal)
3. Chaplain (Worthy Chaplain)
4. Treasurer (Worthy Keeper of Exchequer)
5. Secretary (Worthy Scribe)
6. Risk Management Officer
7. Historian (Worthy Keeper of Annals)
8. Sergeant-at-Arms (Worthy Usher)
9. Doorkeeper (Worthy Sentinel)
10. Membership Education Chairman
11. Public Relations Officer
12. Social Service Coordinator
13. Alumni Relations Officer
14. Membership Recruitment Chairman
15. Scholarship Chairman
16. Social Chairman
17. Intramural Chairman
18. Interfraternity Council Representative
19. True Merit Officer
20. Fundraising Officer
21. House Manager [PP. 09-0701]

09-0102 The following officers shall be elected by a majority vote of the qualified undergraduate members present at a regular meeting of the Chapter:

1. President (Worthy Master)
2. Vice-President (Worthy Marshal)
3. Chaplain (Worthy Chaplain)
4. Treasurer (Worthy Keeper of Exchequer)
5. Secretary (Worthy Scribe)
6. Risk Management
7. Historian (Worthy Keeper of Annals)
8. Membership Recruitment Chairman
9. Membership Education Chairman
10. House Manager [PP. 09-0702]

09-0103 The following officers shall be appointed by the President, with the advice and consent of the Executive committee:

1. Sergeant-at-Arms (Worthy Usher)
2. Doorkeeper (Worthy Sentinel)
3. Public Relations Officer
4. Social Service Coordinator
5. Alumni Relations Officer
6. Scholarship Chairman
7. Social Chairman
8. Intramural Chairman
9. Intrafraternity Council Representative
10. True Merit Officer
11. Fundraising Officer [PP. 09-0702]

09-0104 The House Manager shall only be an officer of the Chapter when there is a designated chapter house and shall be elected to office as prescribed in section 09-0102. The same will hold true for the House Management committee.

09-0105 Other officers may be appointed by the President, with the advice and consent of the Executive Committee. [PP. 09-0702]

09-0201 The term of office for elected officers of the Chapter shall be of not less than one year duration and will take effect following the election of new officers in November. For good cause, and with the approval of the Board of Trustees and the Chief Executive Officer, the chapter may elect said officers for a lesser term. [PP. 09-0704]

09-0202 The President may not be re-elected to a second consecutive term of office.

09-0301 Election of officers shall be held at the last chapter meeting of November of each year.

09-0302 Before each election, the President shall read the names of those qualified. To be qualified for election, a person must:

- a. be a member of the Fraternity and an undergraduate member of the Eta Tau Chapter.

- b. At the time of election, not be financially delinquent to the Fraternity or the Chapter.
- c. At the time of election, have a cumulative grade point average of at least 2.500/4.000 and has passed with at least an average 2.500/4.000 the hours elected during the semester in which he was in attendance preceding his election.
- d. Have provided the Chief Executive Officer all membership fees and records required by him and the *ATO National Policies and Procedures*. [PP. 09-0706]

- 09-0401 An officer training retreat shall be conducted for newly elected officers. The outgoing officers shall have all records up-to-date and shall turn them over, together with all property pertaining thereto, to the newly-installed officers.
- 09-0402 Officers shall be installed in the manner prescribed in the *ATO Ritual*, which shall take place during the first meeting of the following year after elections. [PP. 9-0709]
- 09-0403 Immediately after the installation of officers, the outgoing President shall give such notice concerning the newly-elected officers to the National Fraternity. [PP. 9-3901]
- 09-0404 The newly elected President is required to attend the ATO Presidents Retreat.
- 09-0501 Any officer or chairman who allows his financial indebtedness to the Chapter to remain delinquent more than 60 days shall immediately become disqualified for the office, which he holds, and the Executive Committee shall call another election or appoint a new officer immediately.
- 09-0502 All officers must remain students in good standing at Austin Peay State University during their term of office. [PP. 09-0702]
- 09-0601 If at any time in the course of his office the President for reason permanently vacates his office, the Vice-president will immediately assume his duties and responsibilities until, at the earliest date, an election shall be held to elect a duly qualified person to the office of President for the duration of the regularly scheduled term. [PP. 9-0705]
- 09-0602 In the case of a vacancy in an elected office other than that of the President, the President shall appoint an interim officer to fill the post until a meeting can be held at the earliest possible date to elect the new officer. [P. 9-0705]

Article X – Duties of Officers

- 10-0101 President (Worthy Master)
- a. He shall be chief executive officer of the Chapter and shall have general chare of its affairs. [PP. 9-0801]
 - b. He shall preside at all meetings of the Chapter. [PP .9-0802]

- c. He shall conduct the correspondence of the Chapter with the National officers, Board of Directors, National Chancellor, Chief Executive Officer and Board of Trustees. [PP. 9-0804]
- d. He shall perform such duties as Worthy Master as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*. [PP. 9-0804]
- e. He shall be responsible for familiarizing himself and the Chapter with the aspects of the Ritual at least twice a year. [PP. 9-0601]
- f. The President, when finding that probable cause exists to believe that a member or pledge is or has been involved in conduct prejudicial to the interests of the Fraternity, with notice to the Board of Trustees, suspend any member or pledge. This suspension shall last no longer than twenty calendar days. During this time period, the Vice-President shall conduct an investigation and shall present his finding to an Executive Committee of the Chapter. Such Executive Committee shall proceed as provided in the Rules of the National Chancellor. [PP. 9-0830]
- g. When a member or pledge is more than sixty days in arrears to his Chapter indebtedness, the President may, with the approval of the Board of Trustees, suspend the member or pledge until such indebtedness is settled or until disciplinary proceedings under the rules of the National Chancellor have been concluded. [PP. 9-0831]
- h. He shall be liaison officer between the Chapter and university administration.
- i. He shall be a member of the Board of Trustees for the Chapter.
- j. He shall be responsible for an annual goal setting retreat at the beginning of each semester.
- k. He shall complete all forms and reports required by the National Fraternity regarding chapter membership.
- l. He shall countersign all disbursements of Chapter funds.
- m. He shall be the liaison between the campus/local media and the Chapter.
- n. He shall be the official representative/delegate to the biennial ATO Congress.
- o. He will attend the ATO Chapter Presidents Retreat each year.
- p. He shall be a member of the Executive Committee.
- q. He shall be a member of the Judicial Committee.

10-0201 Vice-President (Worthy Marshal)

- a. He shall assist the President in the duties of his office.
- b. He shall perform such duties as the Worthy Marshal as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedure*. [PP. 9-0901]
- c. He is in charge of all appointed officers and committees and shall coordinate their activities.
- d. He shall coordinate the preparation and submission of the Annual Report and Awards Application to the National Headquarters.
- e. He shall countersign all disbursements of Chapter funds in the absence of the President.
- f. He shall be the chairman of the Executive Committee.
- g. He shall be the chairman of the Judicial Committee.
- h. He shall be a member of the Chapter Bylaws Committee.
- i. He shall maintain a book of precedence for the Judicial Committee. It shall contain all cases brought before the committee.

10-0301 Chaplain (Worthy Chaplain)

- a. He shall be the spiritual leader of the Chapter. He shall perform such duties as Worthy Chaplain as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the President and the *Policies and Procedures*. [PP. 9-0951]
- b. He shall be responsible for the correct performance of the *ATO Ritual*.
- c. He shall be responsible for all planning and directing of brotherhood (Chapter only) activities and events for the Chapter. It shall be his responsibility to organize at least one brotherhood activity a month.
- d. He shall be responsible for the promotion of total brotherhood throughout the Chapter and brotherhood between members and pledges.
- e. He shall be responsible for organizing and planning of a brotherhood retreat each semester.

- f. He shall be a member of the Executive Committee.
- g. He shall be a member ad the mediator of the Judicial Committee.
- h. He shall be a member of the Membership Education Committee.

10-0401 Treasurer (Worthy Keeper of Exchequer)

- a. He shall be the chief financial officer of the Chapter.
- b. He shall keep accurate accounts of receipts and disbursements in books belonging to the Chapter, insure the safekeeping of its funds, collect all moneys due to the Chapter, insure the payment of the Chapter obligations, and shall render to the Chapter monthly a statement of its financial conditions. [PP. 9-1001]
- c. He shall perform such duties as Worthy Keeper of Exchequer as prescribed in the *Ritual*. He shall perform other duties as may be required by the *Policies and Procedures*. [PP. 9-1003]
- d. He shall faithfully collect fees of the Fraternity and pay the same to the Chief Executive Officer as required by law. Failure to pay such fees after collection shall be deemed misappropriation of Fraternity funds. [PP. 9-1002]
- e. The Treasurer shall enforce the written contract of membership, shall pursue all legal remedies to enforce the financial obligations of any member, provide a monthly written report to the Chapter of the financial condition of the Chapter and devise financial incentive programs to be approved by the Chapter to promote and encourage prompt payment of all sums due and owing. [PP. 9-1020]
- f. He is responsible for all fiscal transactions during his term of office, including fiscal review by the Board of Trustees or independent auditor following the completion of the fiscal year.
- g. He shall sign all disbursements of Chapter funds, which shall be countersigned by the President or Vice-President in the absence of the President.
- h. He shall advise the Chapter on all expenditures.
- i. He shall oversee the development of a semester budget and recommend to the Chapter for approval.
- j. He shall be the chairman of the Finance Committee.
- k. He shall be a member of the Executive Committee.

1. He shall be a member of the Judicial Committee.

10-0501 Secretary (Worthy Scribe)

- a. He shall keep accurate minutes of all meetings in a book belonging to the Chapter and provided for that purpose. Meetings include chapter, executive committee, and judicial committee. He shall send an exact duplicate copy of all minutes to the Chairman of the Board of Trustees and National Headquarters within ten days after each formal or informal meeting. [PP. 9-1201]
- b. He shall, under the supervision of the President, conduct the correspondence of the Chapter, except the correspondence with the National officers, National Chancellor, Board of Directors, Chief Executive Officer and Board of Trustees. [PP. 9-1202]
- c. He shall perform such duties as Worthy Scribe as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*. [PP. 9-1203]
- d. He shall maintain an adequate correspondence and reference file for chapter records.
- e. He shall post and email the minutes of the chapter meeting to the Chapter, Board of Trustees, and National Headquarters following each week's chapter meeting.
- f. He shall keep an accurate account of attendance at all chapter meetings and functions.
- g. He shall be a member and the recorder for the Executive Committee.
- h. He shall be a member and the recorder for the Judicial Committee.
- i. He shall be the chairman of the Bylaws Committee.

10-0601 Risk Management Officer

- a. He shall serve as the Chapter's risk management officer for the purposes of educating the Chapter on risk management policies. [PP. 9-1901]
- b. He shall be in charge of educating the Chapter on the ATO Risk Management Policy. [PP. 9-1902]
- c. He shall be responsible for planning and running educational sessions regarding alcohol management. [PP. 9-1903]

- d. He shall be in charge of the implementation of the ATO Risk Management Policy.
- e. He shall be a member of the Executive He shall be a member of the Executive Committee.
- f. He shall be the chairman of the Risk Management Committee.
- g. He shall be a member of the Social Committee.
- h. He shall be a member of the Membership Education Committee.

10-0701

Historian (Worthy Keeper of Annals)

- a. He shall collect and preserve information of historical interest concerning the Chapter and the members thereof. [PP. 9-1101]
- b. He shall keep an accurate roll of the members of the Chapter. [PP. 9-1102]
- c. He shall maintain a roll of all members affiliated with the Chapter which shall be separate from the chapter roll. He shall report promptly to the Chief Eecutive Officer all members who may affiliate with the Chapter. [PP. 9-1103]
- d. He shall maintain a record of addresses of alumni members of his Chapter, and shall furnish copies and corrections to the Chief Executive Officer upon request. [PP. 9-1104]
- e. He shall keep among the records of his office by card, or other system, a complete list of the initiates of the Chapter, and as far as possible, the correct address of each, and all matters of historical importance which may come to his knowledge. [PP. 9-1105]
- f. He shall report all deaths of members of the Chapter to the Chief Executive Officer. [PP. 9-1106]
- g. He shall perform such duties as Worthy Keeper of Annals as prescribed *Ritual*. He shall perform other duties as may be required of him by the *Policies and Procedures*. [PP. 9-1107]
- h. He shall collect and preserve information of historical interest (videos, newspaper articles, Chapter or individual achievements) concerning the Chapter and its members and forwards copies to the National Headquarters.
- i. He shall be responsible for the upkeep of the chapter scrapbook and guest book.
- j. He shall maintain an up-to-date file on alumni of other chapters residing in the area.

k. He shall be a member of the Alumni relations Committee.

l. He shall be a member of the Executive Committee.

10-0801 Sergeant-at-Arms (Worthy Usher)

a. He shall, under the direction of the President, preserve order at meetings. [PP. 9-1301]

b. He shall have charge of the chapter meeting room, prepare it for meetings, and have the custody of the regalia and ritual equipment. [PP. 9-1302]

c. He shall have the duties as Worthy Usher as prescribed in the *Ritual*. He shall perform such other duties as may be required of him by the *Policies and Procedures*. [PP. 9-1303]

10-0901 Doorkeeper (Worthy Sentinel)

a. He shall admit to the meeting thereof only such persons as may be qualified. [PP. 9-1401]

b. He shall assist the Sergeant-at-Arms in the performance of his duties. [PP. 9-1402]

c. He shall perform such duties as Worthy Sentinel as prescribed in the *Ritual*. He shall perform such other duties as may be required by him by the *Policies and Procedures*. [PP. 9-1403]

10-1001 Membership Education

a. He shall be the coordinator of a true membership program which encompasses all members. [PP. 9-1501]

b. He shall provide for a structured program for each pledge class lasting not longer than twelve academic weeks. He shall use the National Fraternity's new member/pledge manual (*Alpha Tau Omega: The Positive Experience Guide*). [PP. 9-1502]

c. He shall be responsible for formally pledging all prospective members in accordance with the open *Formal Pledging Ceremony*.

d. He shall not conduct, condone or allow any pledge activities or actions that would be considered hazing as defined by ATO Risk Management Policies. [PP. 9-1503]

e. He shall perform other duties as may be required by him by the *Policies and Procedures*. [PP. 9-1505]

f. He shall provide for a continuation of each member's education after initiation.

- g. He shall educate and encourage members to enroll programs offered by the National Fraternity, including but not limited to The LeaderShape Institute, Regional Leadership Conferences, ATO Congress, Altitude, True Merit Character.
- h. He shall be the chairman of the Membership Education Committee.
- i. He shall be a member of the Executive Committee.
- j. He shall be a member of the Scholarship Committee.

10-1101 Public Relations Officer

- a. He shall prepare at such times, and in accordance with such rules as the Editor of The Palm shall prescribe, items from the Chapter for consideration of publication in each issue of the Palm, and with the approval thereof by the President, shall forward the same to the Editor. [PP. 9-1601]
- b. He shall perform such other duties as required of him by the *Policies and Procedures*. [PP. 9-1602]
- c. He shall prepare and cause to be published periodic newsletters regarding chapter activities and assist the Alumni Relations Officer with preparing alumni newsletters.
- d. He shall submit advertisements and articles to the media, including the school newspaper.
- e. He shall serve as the liaison official for the Chapter with parents for the purpose of formulating and executing projects for the betterment of parent relations with the Chapter and the Fraternity.
- f. He shall be responsible for overseeing the upkeep and maintenance of the chapter's website.
- g. He shall be the chairman of the Public Relations Committee.
- h. He shall be a member of the Alumni Relations Committee.

10-1201 Social Service Coordinator

- a. He shall direct the Chapter in formulating and executing projects and services for the betterment of the community and Fraternity. [PP. 9-1701]
- b. He shall be responsible for involving the entire Chapter in continuing programs of social service. [PP. 9-1702]

- c. He shall perform such other duties as required of him by the *Policies and Procedures*. [PP. 9-1703]
- d. He shall maintain the records of the member's social service hours and report them to the Secretary.
- e. He shall be the chairman of the Social Service Committee.

10-1301 Alumni Relations Officer

- a. He shall serve as the liaison official for the Chapter with alumni and alumni association for the purpose of formulating and executing projects for the betterment of alumni relations with the Chapter and the Fraternity. [9-1801]
- b. He shall be responsible for involving in a continuing program for this purpose. [9-1802]
- c. He shall perform such other duties as required of him by the *Policies and Procedures*. [PP. 9-1803]
- d. He shall attend all meetings of the local alumni organization and the Board of Trustees.
- e. He shall schedule and organize special alumni/chapter functions.
- f. He shall assist the Historian in maintaining an up-to-date biographical and the address file for all chapter alumni and alumni of other chapters and colonies in the area.
- g. He shall prepare and cause to be published at least two alumni newsletters or e-newsletters annually.
- h. He and the Historian shall publish an alumni directory every year.
- i. He shall be the chairman of the Alumni Relations Committee.

10-1401 Membership Recruitment Chairman

- a. He is responsible for recruiting outstanding, qualified men who will become pledges and then undergraduate members of the Chapter and the Fraternity.
- b. He shall organize the recruitment program of the Chapter each semester.

- c. He shall, with assistance from the Public Relations Officer, coordinate the preparation of all chapter recruitment publications.
- d. He shall enlist the aid of members and alumni in carrying out the program.
- e. He shall be a member of the Executive Committee.
- f. He shall be the chairman of the Membership Recruitment Committee.
- g. He shall be a member of the Membership Education Committee.
- h. He shall be a member of the Scholarship Committee.

10-1501 Scholarship Chairman

- a. He shall be responsible for all scholarship programs for the Chapter, including study hours, pledge and active scholastic achievements.
- b. He shall be responsible for involving the entire Chapter in continuing programs of scholastic excellence and achieving a 3.000 or better Chapter Grade Point Average.
- c. He shall establish and maintain a chapter library.
- d. He shall be responsible for encouraging members to submit for all National Fraternity, ATO Foundation, and local scholastic honors and awards.
- e. He shall be the chairman of the Scholarship Committee.
- f. He shall be a member of the Membership Education Committee.

10-1601 Social Chairman

- a. He shall be in charge of planning and directing the social program of the Chapter.
- b. He shall assist the Risk Management Officer in the performance of his duties.
- c. He shall be the chairman of the Social Committee.
- d. He shall be a member of the Risk Management Committee.

10-1701 Intramural Chairman

- a. He shall be responsible for organizing all individual and team athletic activities for the Chapter.
- b. He shall maintain the chapter athletic equipment and uniforms.

- 10-1801 Interfraternity Council Representative
- a. He shall attend all IFC meetings and report the outcome to the Chapter.
 - b. He shall be the official representative to the IFC.
- 10-1901 True Merit Officer
- a. He shall assist the President in completing and providing documentation for the Annual Report & Awards Application required by the Fraternity.
- 10-2001 Fundraising Officer
- a. He shall plan and organize all fundraising events by the Chapter.
 - b. He shall be a member of the Finance committee.
- 10-2101 House Manager
- a. He shall be in charge of the physical plan of the Chapter House, its care, maintenance and physical operations.
 - b. He shall develop an annual schedule of house maintenance items, major repairs, and equipment replacements.
 - c. He shall arrange for required repairs.
 - d. He shall purchase all cleaning, maintenance, and bathroom supplies in accordance with the chapter budget.
 - e. He shall make a complete inventory of all supplies and equipment on hand.
 - f. He shall arrange for annual fire and safety inspections of the house, preferably by licensed professionals and develop a fire escape plan for all members to understand.
 - g. He shall develop daily or weekly work schedules for all members to keep the house clean.
 - h. Additional duties may be carried out from the House Rules.
 - i. He shall be the chairman of the House Management Committee.

Article XI – Standing Committees

- 11-0101 The standing committees of the Chapter shall include:
- a. Executive
 - b. Judicial
 - c. Chapter Bylaws
 - d. Finance
 - e. Risk Management
 - f. Membership Recruitment
 - g. Membership Education
 - h. Public Relations
 - i. Social Service
 - j. Alumni Relations
 - k. Scholarship
 - l. Social
- 11-0102 The President shall appoint, with the advice and consent of the Executive Committee, such committees and members thereof as he shall deem necessary for the efficient operation of the Chapter.
- 11-0103 A majority (half plus one) of the members of a committee shall constitute a quorum for the transaction of business.
- 11-0104 All members shall hold an Executive Office, Appointive Office, or serve on at least one committee.
- 11-0105 All pledges shall serve on a Standing Committee, with the exception of Executive and Judicial committees.
- 11-0201 The Executive Committee shall be composed of (9) members: The Vice-President, who shall preside at all meetings; the President, the Chaplain, the Treasurer, the Secretary, the Risk Management Officer, the Historian, the Membership Recruitment Chairman, and the Membership Education Chairman.
- 11-0202 All members of the Executive Committee shall have one vote therein, except the Vice-President, who shall only vote if the voting members are equally divided.
- 11-0203 Executive Committee meetings of the Chapter shall be held weekly during the college academic year on such days as determined by the Executive Committee.
- 11-0204 Executive Committee meetings shall be open to other officers and committee chairmen upon invitation.
- 11-0205 The duties of the Executive Committee shall be to:
- a. Act as a clearing committee for business that is known to come before the Chapter.
 - b. Recommend chapter policies and changes in existing policies.

- c. Formulate short and long-range plans for the Chapter
- d. Assist the President in developing the agendas for chapter meetings.
- e. Construe, interpret and enforce these Bylaws.
- f. Approve appointments of the President that require approval.
- g. Verify the appointment of committee members.
- h. Remove appointed Chapter officers if needed.
- i. Require that chapter officers perform their duties.
- j. Prepare a semester calendar before the first meeting of the semester.

11-0301 The Judicial Committee shall be composed of (9) members: The Vice-President, who shall preside at all meetings; the President, the Chaplain, the Treasurer, the Secretary, and four (4) appointed by the resident with the consent of the Executive Committee.

11-0302 All members of the Judicial Committee shall have one vote therein, except the Vice-President, who shall only vote if the voting members are equally divided.

11-0303 The duties of the Judicial Committee shall be to:

- a. Serve as the chapter judiciary board to which all disciplinary problems are referred for action.
- b. Investigate, rule, and discipline member(s) under review.
- c. Determine disciplinary actions to be taken against members who violate rules.
- d. Record all opinions of the committee for future reference.
- e. Review all appeals of fines levied against members by the Chapter.
- f. Educate the Chapter on membership standards and adhering to those standards.

11-0401 The duties of the Chapter Bylaws Committee shall be to:

- a. Act as a clearing committee for the bylaw amendments before they are presented to the Executive Committee.

- b. The committee should periodically evaluate and suggest changes of the Bylaws, and submit those changes for review to the Executive Committee and approval by the Chapter.
- c. Maintain an updated copy of the Chapter Bylaws and House Rules.
- d. Make Changes after approved by the Chapter to the Bylaws and House Rules and for distributing updated copies to chapter members, advisors, and the National Headquarters.

11-0501

The duties of the Finance Committee shall be to:

- a. Prepare the semester budget to be presented during the first meeting of the semester for approval of the Chapter.
- b. Make monthly inspections of expenditures to see that they are within the budget.
- c. Recommend to the Chapter the expenditure of all funds received and not specifically budgeted.
- d. Compile the monthly, quarterly, and annual financial reports required by the Internal Revenue Service and the National Fraternity.
- e. Coordinate all of the chapter fundraising events and participation.

11-0601

The duties of the Public Relations Committee shall be to:

- a. Coordinate and prepare publications and communications needed for chapter activities.
- b. Assist the Alumni Relations Officer in preparing at least two alumni newsletters or e-newsletters each year.
- c. Write thank you letters and cards when appropriate.
- d. Promote good public relations within the Chapter.
- e. Work with the Social Chairman on publicity for open invitation, substance-free, events.
- f. Review all text, images and/or designs so they are consistent with section 14-0201 of these Chapter Bylaws.

- g. Design and distribute all t-shirt designs for the Chapter that are approved by the Chief Executive Officer or his designee to be in accordance with Paragraphs 14-0701 through 14-0702 of the *Policies and Procedures*.

11-0701 The duties of the Social Service Committee shall be to:

- a. Plan, organize and supervise all chapter social service projects.
- b. Provide for the involvement of all new members and members in social service projects.
- c. Schedule at least two (2) social service events per month.

11-0801 The duties of the Alumni Relations Committee shall be to:

- a. Plan and organize the chapter alumni relations program.
- b. Coordinate, in conjunction with the Board of Trustees, and produce the parent/alumni newsletter or e-newsletter each semester.
- c. Discuss and plan Homecoming and Founder's Day activities.

11-0901 The Membership Recruitment Committee shall be composed of at least four (4) members: The Membership Recruitment Chairman, who shall preside at all meetings; and at least three (3) appointed by the President with the consent of the Executive Committee.

11-0902 The duties of the Membership Recruitment Committee shall be to:

- a. Assist the Membership Recruitment Chairman in developing the year-round recruitment program for the Chapter to attract new members.
- b. Plan and monitor all recruitment activities, and evaluate the recruitment program periodically, and revise the program as necessary.
- c. Secure the names of prospective recruits from alumni and members of the Chapter.
- d. Establish contact with prospective new members and arrange for them to visit with the Chapter in accordance with the rules of the university and Interfraternity Council.
- e. Interview and recommend to the Chapter for final approval prospective recruits, along with distributing bids.

11-1001 The Membership Education Committee shall be composed of at least eight (8) members: The Membership Education Chairman, who shall preside at all meetings; the Chaplain, the Risk Management Officer, the Membership Recruitment Chairman, the Scholarship Chairman, and at least three (3) members appointed by the President with the consent of the Executive Committee.

11-1002 The duties of the Membership Education Committee shall be to:

- a. Plan and organize a structured program for each pledge class lasting not longer than twelve academic weeks utilizing the National Fraternity's members manual (*Alpha Tau Omega: The Positive Experience*) and any other relevant materials in the education of members (*The Positive Experience Guide*).
- b. Develop a comprehensive, progressive education program which contains no hazing.
- c. Refer any allegations of hazing to the Judicial Committee for further review.
- d. Develop a program for continuing the education of a member beyond initiation.
- e. Encourage members to participate in all programs offered by the National Fraternity, including but not limited to The LeaderShape Institute, Regional Leadership Conferences, ATO Congress, Noah's Ark.

11-1101 The duties of the Scholarship Committee shall be to:

- a. Establish goals for the scholastic achievement of the Chapter.
- b. Promote improvement of scholarship through administering the chapter scholarship program by all members and rewards academic excellence.
- c. Secure and maintain information in connection with the scholarship standing of new members and members of the Chapter.
- d. Submit applications for all scholastic honors and awards.

11-1201 The duties of the Social Committee shall be to:

- a. Plan and supervise all social activities of the Chapter such as exchanges, mixers, formals, and date parties.
- b. Encourage and maintain good social relations with other campus organizations.

11-1301 The duties of the Risk Management Committee shall be to:

- a. Assist the Risk Management Officer in carrying out his duties.

- b. Educate the Chapter and pledges on risk management policies.
- c. Plan educational sessions regarding alcohol management.
- d. Implement the ATO Risk Management Policy for all activities.
- e. Educate the Chapter on fire safety.

11-1401 The duties of the House Management Committee shall be to:

- a. Assist the House Manager in carrying out his duties.
- b. Prepare an annual house repair and maintenance budget for submission to the Finance Committee.
- c. Meet prior to the fall 'work week' and plan work projects needed to put the house into proper condition for the coming school year.
- d. Advise on transactions with local businessmen to ensure that Chapter is purchasing supplies at the most economical prices.
- e. Conduct an annual inventory of all chapter-owned equipment.
- f. Review the chapter house insurance policy and ensure that the chapter house is covered by adequate replacement and liability insurance.
- g. Lock and secure all chapter facilities when the house is closed.
- h. Conduct routine fire and safety checks, preferably by licensed officials.
- i. Forecast and recommend long-range house improvements to the House Corporation.
- j. Conduct at least one surprise fire drill each semester.

Article XII – Board of Trustees

12-0101 There is established a Board of Trustees for the Eta Tau Chapter, whose members are appointed by the Chief Executive Officer and serve at the pleasure of the Chief Executive Officer. The members of the Board of Trustees shall select a Chairman and such other officers as they shall determine.

12-0201 The duties of the Board of Trustees shall include, but need not be limited to:

- a. Assist the Chief Executive Officer with matters relating to the Chapter.

- b. Attend meetings and ceremonies of the Chapter as often as possible.
- c. Counsel and advise the officers and members of the Chapter.
- d. Work with the Chapter to promote alumni interest, activities and investment in the Chapter. [PP. 8-0402]

12-0301 The powers of the Board of Trustees shall include, but need not be limited to:

- a. The Board of Trustees shall possess all the powers of the Board of Directors with regard to the Chapter's charter.
- b. The Board of Trustees shall possess judicial powers in regard to that Chapter as extended to all Boards of Trustees by the National Chancellor. In disciplinary matters, the Board of Trustees shall utilize procedures prescribed in the rules of the National Chancellor.
- c. Judicial decisions of the Board of Trustees shall be subject to review by the National Chancellor. Other decisions of the Board of Trustees shall be subject to review by the Chief Executive Officer.

The Chairman of the Board of Trustees shall possess the powers of the Board of Trustees with regard to the Chapter, subject to review and approval by the Chapter's Board of Trustees. Other powers and duties may be delegated or assigned to the Chairman by the Board of Trustees. [PP. 8-0403]

12-0401 The Board of Trustees, when finding that probable cause exists to believe that a member or pledge is or has been involved in conduct prejudicial to the interest of the Fraternity, may suspend a member or pledge from the Fraternity or a Chapter officer from his office. This suspension shall last no longer than 60 days, except if extended by the Judicial Committee of the Board of Directors. The Board of Trustees shall notify the Chief Executive Officer, who may terminate the suspension. The Board of Trustees shall investigate the facts and circumstances concerning the suspension and shall either terminate the suspension, refer the matter to the Executive Board of the Chapter or the Chief Executive Officer or decide the matter itself. Decisions shall be in accordance with the rules of the National Chancellor. [PP. 8-0406]

Article XIII – Judicial/ Discipline

13-0101 A member, chapter or alumni association may be disciplined for the following:

- a. For any violation of the *ATO National Bylaws* or *Policies and Procedures* or these Bylaws or House Rules of the Chapter thereof;

- b. For any conduct prejudicial to the interests of the Fraternity or of Chapter thereof;
or
- c. For any offense against the laws of any city, county, state, or federal government.

A member who has been found guilty by any court of law anywhere of an offense, felony or misdemeanor, involving moral turpitude may be regarded to be guilty of conduct prejudicial to the interests of the Fraternity. Failure on the part of a member to pay his indebtedness shall be regarded as prejudicial to the interests of the Chapter.

13-0102 Ignorance of the Chapter Bylaws shall not be considered a valid excuse for violation thereof.

13-0103 The Eta Tau Chapter shall refer all disciplinary proceedings against a member or pledge to the Judicial Committee.

- a. The Judicial committee shall investigate all allegations of a violation of Section 13-0101 of these Bylaws.
- b. If, after determining that reasonable grounds exist to determine that a violation of Section 13-0101 of these Bylaws has occurred, the Judicial Committee shall give written notice of the allegations to the accused member and the date, time and place of the hearing on the allegations. A written notice shall designate, with as much specificity as possible, the facts and circumstances supporting the determination that a violation of Section 13-0101 of these Bylaws has occurred. Written notice may be delivered by hand, U.S. Mail, facsimile or to the member's last known e-mail address if e-mail can be verified. If the member is unable to be found, written notice may be made by U.S. Mail to the member's last known address on record with the Chapter or the Chief Executive Officer.
- c. The accused member has the right to appear at the hearing of the judicial Committee in person or by telephone, to submit a written response at a hearing, to call witnesses or present evidence, attend through a representative, or to waive any appearance or response. A failure to appear or to submit a written response shall be deemed to be a waiver of his right to appear and respond.
- d. A hearing on any alleged violation of Section 13-0101 of these Bylaws shall be held no sooner than seven (7) days from the date of delivery of written notice to the accused member.
- e. A majority vote of the Judicial Committee is necessary for a determination that a violation of Section 13-0101 of these Bylaws has occurred.
- f. A majority vote of the Judicial committee is necessary to determine any penalty for a violation of Section 13-0101 of these Bylaws, except that a two-thirds (2/3) vote of the Judicial Committee is necessary for a penalty of expulsion from the Fraternity.

- g. The member may appeal the decision of the Judicial Committee to the Chapter. The Chapter may, by a two-thirds (2/3) vote, amend or reverse the decision of the Judicial Committee.
- h. A written summary of the actions of the Judicial Committee and the Chapter, including decision on the violation and penalty, shall be delivered to the member within ten (10) days of action taken by the Judicial Committee or Chapter by hand, U.S. Mail or facsimile to the member's last known address on record with the Chapter or the Chief Executive Officer. The summary may also be sent via facsimile or to the member's last known e-mail address if e-mail can be verified.
- i. A member may appeal the decision of the Judicial Committee and the Chapter to the Board of Trustees. A member wishing to pursue an appeal to the Board of Trustees shall give the Chapter President written notice of his application to the Board of Trustees of his appeal. The Chapter President shall forward a copy of the written summary of the action of the Executive Board and Chapter to the Board of Trustees. The Board of Trustees may, in its discretion, hear witnesses and consider documents. The Board of Trustees may, by majority vote, amend or reverse the determination of the Judicial Committee or the Chapter.
- j. A written summary of the actions of the Board of Trustees, including decisions on the violation and the penalty, shall be delivered to the member within ten (10) days of action taken by the Board of Trustees by hand, U.S. Mail or facsimile to the member's last known address on record with his Chapter or the Chief Executive Officer. The summary may also be sent via e-mail to the member's last known e-mail address if e-mail delivery can be verified.
- k. A member, Executive Board or Chapter may petition the National Chancellor to appeal the decision of the Board of Trustees. The written summary of the actions of the Judicial Committee, Chapter and Board of Trustees shall be delivered to the National Chancellor together with a written request for review specifying the action or penalty to be reviewed. A copy of the petition and response to the petition shall be sent to all parties participating in the prior proceeding. The decision of the National Chancellor shall be final.

Article XIV – Miscellaneous

- 14-0101 The Chapter shall submit to the National Headquarters (Chief Executive Officer), over the signature of the President, Secretary and Chairman of the Board of Trustees, the Annual Report & Awards Application annually. [PP. 9-4701]
- 14-0201 Any text or design (i.e. chapter website, t-shirts, advertisements, etc.) which casts the Fraternity in a negative light or is otherwise contrary to the ideals of the Fraternity, specifically including but not limited to any materials deemed to glorify alcohol or illegal substance use, or any materials considered to be sexist or demeaning to women or other person(s) is prohibited by the Chapter.

- 14-0301 The designated chapter house shall be alcohol free and shall remain alcohol free throughout the life of the Eta Tau Chapter as a chartered chapter of Alpha Tau Omega. Alcohol free means there will be no alcohol in the chapter house or on chapter property (i.e. driveway, parking lot, annex, etc.). This includes individual rooms in the chapter house and prohibits any individual (member or non-member, undergraduate or alumnus) from bringin in, using or storing any quantity of alcohol in the chapter house.
- 14-0401 The Chapter shall enforce the ATO Risk Management Policies as provided in sections 1.01 through 3.01 of the Risk Management Policies.
- 14-0501 The chapter shall hold a brotherhood retreat each semester that is required for all members and pledges. The retreat will be regarded as a chapter meeting.

Article XV – Amendments

- 15-0101 These Bylaws may be amended by a favorable vote of two-thirds of the active members present and voting at any regular or special meeting.
- 15-0201 Proposed amendments must be read at a chapter meeting and posted for at least six days before being eligible to be voted upon. They shall be adopted only after two reading, not less than one week apart, at each of which they shall have received a favorable vote of two-thirds of the active members present and voting.