

**BYLAWS FOR  
ZETA-ALPHA ZETA OF  
THE LAMBDA CHI ALPHA FRATERNITY  
AT COE COLLEGE**

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## ARTICLE I

### *Name*

**Section 1.** This body shall be officially known and designated as the Zeta–Alpha Zeta of the Lambda Chi Alpha Fraternity.

**Section 2.** This name shall be applied to the chapter at Coe College located in Cedar Rapids, Iowa.

## ARTICLE II

### *Objectives*

**Section 1. Objectives Enumerated.** The objectives of this chapter shall be:

- (a) To maintain at Coe College in Cedar Rapids, Iowa, an undergraduate unit of the Lambda Chi Alpha Fraternity in accordance with its ideals, standards, traditions and laws as set forth in its Constitution, Statutory Code, Ritual, Edicts of the Grand High Zeta and authorized rulings and orders of its general officers.
- (b) Particularly to build up the membership, ideals, spirit, organization and physical equipment of the Zeta, so that affiliation therewith shall ever be regarded as an honor and privilege of which only the best men are worthy
- (c) To foster among its members as a spirit of genuine brotherhood, to make within its home all initiates in good standing with other Zetas who may visit, to do all within its power to increase the friendly bond between the Chapters, to develop as much as possible a universal consciousness of fraternalism in Lambda Chi Alpha and to emphasize that membership is for life and that its brotherhood is universal within its membership.
- (d) To maintain and foster the growth of the Greek community as a whole at Coe College, so that all students may have the opportunity to receive the benefits and privileges that are acquired through membership in a national Greek organization.
- (e) The objectives enumerated in Article II, Sec. 1 of the *Constitution of the Lambda Chi Alpha Fraternity*

## ARTICLE III

### *Laws*

**Section 1. Laws Enumerated.** The following laws, ranked by priority, shall govern this chapter.

1. *The Constitution and Statutory Code* of the Lambda Chi Alpha Fraternity
2. *The Initiation Ritual* of the Lambda Chi Alpha Fraternity
3. Orders of the Grand High Zeta

4. Coe College Regulations
5. Chapter Bylaws
6. Coe College Inter-Fraternity Council (IFC) Regulations

## **ARTICLE IV**

### ***Meetings***

**Section 1. *Regular Meetings.*** – The time and place of regular meetings shall be determined by the High Alpha at the beginning of each semester. The chapter shall be required to hold a minimum of two regular general fraternity meetings each month of the academic year.

**Section 2. *Special Meetings.*** Special Meetings – Special meetings may be called by the Alpha or Beta, in the event of necessity, or upon presentation of a petition signed by one-third of the active membership. Action taken during special meetings shall be binding on the chapter provided that notice of the meetings had been given at least 48 hours in advance. Notice may be waived if three-fourths of the chapter membership is present and all consent.

**Section 3. *Quorum.*** No regular or special meeting shall be called to order without a quorum, as defined in Statutory Code IV-35.

**Section 4. *Who May Attend.*** Members in good standing of the Active<sup>1</sup> and Alumni Chapters of Zeta-Alpha Zeta and members of the Grand High Zeta or their official representatives may attend business meeting without examination except as to their identity when necessary. Members not in good standing are encouraged to attend chapter meetings.

**Section 5. *Visitors.*** Visitors will be examined in accordance with Statutory Code IV-36, and be introduced by the High Alpha. Their attendance will be noted in the minutes of the meeting. At the close of the meeting, they shall have the opportunity to address the chapter.

**Section 6. *Compulsory Attendance.*** Required meetings include: Regular business meetings, Open Rituals (Association & Officer Installation Ceremonies), Recruitment functions, Philanthropic Events, Pre-Initiation Activities, Initiation and all other events voted upon and approved by the chapter as ‘required,’ and special meetings called in accordance with Article IV, Sec. 2 of these By-Laws. No event shall be considered mandatory without approval of the Executive Committee or the Active Chapter.

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<sup>1</sup> **Active Chapter.** The Active Chapter includes both active and associate members. Ruling of the Grand High Pi, 1974.

**Section 7. *Excused Absences.*** All excuses for a meeting must be given to the High Beta prior to the start of the meeting. Failure to do so will result in an unexcused absence, subject to review of the Executive Committee.

**Section 8. *Tardiness.*** Any member who arrives five or more minutes after the start of a meeting, without a valid excuse, will be subject to 50 percent of the fine for an unexcused absence.

**Section 9. *Who May Vote.*** Members in good standing of the Active Chapter of Zeta-Alpha Zeta are entitled to vote. Alumni may be allowed to vote by unanimous special action of the chapter. Honorary and faculty members may not vote. Associate Members voting privileges are outlined in Statutory Code IV-37.

**Section 10. *Majority.*** Unless otherwise specified, all actions of this body shall be decided on the majority vote. More than half of the members present and voting shall constitute a majority.

**Section 11. *Behavior at Meetings.*** Disorder in regular or special meetings shall not be tolerated. Undivided attention shall be given by all to the proceedings of the meeting. Magazines, papers, books, food, beverages, smokeless chewing items or other non-fraternal items as determined by the Executive Committee shall be prohibited. Levity or conduct not in strict keeping with the spirit and gravity of the rites of the Fraternity shall not be tolerated at any meeting where the Ritual is being exemplified.

**Section 12. *Order of Business.*** The following shall be the order of business for regular chapter meetings.

1. Call to Order
2. Roll Call
3. Approval of Past Minutes
4. Reading of Communications
5. Elected Officer Reports
6. Appointed Officer Reports
7. Standing Committee Reports
8. Special Committee Reports
9. Old Business (Tabled Motions)
10. New Business
11. Brother of the Week
12. Good and Welfare
13. Adjournment

**Section 13. *Rules of Order.*** Robert's Rules of Order shall govern the conduct of meetings in this chapter. The following additional rules shall be enforced.

- a. An initiated member shall be addressed as "Brother..."

An associate member shall be addressed as “Mister...”

- b. Elected officers shall be addressed according to their position.
- c. At the request of the High Gamma or his substitute, motions shall be presented in written form.
- d. The chair has the power to recognize any motion not presented to him or the High Gamma or his substitute, prior to the meeting, but retains the power to accept or reject said motions.

## **ARTICLE V** ***Officers***

**Section 1. *High Zeta.*** The High Zeta of Zeta-Alpha Zeta shall consist of the High Pi (whose appointment is outlined in Statutory Code IV-13), and the following elected officers: High Alpha, High Beta, High Theta, High Gamma, High Tau, High Iota, High Kappa, High Delta, High Phi, High Sigma, High Epsilon, and High Rho.

**Section 2. *Officer Duties.*** The duties of High Zeta officers shall be the ones outlined in Statutory Codes IV-14, 16 through 27.

**Section 3. *Appointed Assistants.*** The High Alpha, subject to the approval of the active chapter, shall appoint the following administrative assistants such as, but not limited to:

- a. Chapter Editor and Correspondent (Statutory Code IV-8)
- b. SAC Correspondent (SC IV-28)
- c. Historian (SC IV-29)
- d. Parliamentarian
- e. Chaplain
- f. Sergeant at Arms

**Section 4. *Elected Assistants.*** The active chapter shall elect the following administrative assistants.

- a. Two members of the Executive committee and one alternate.
- b. Two representatives to the Inter-Fraternity Council and one alternate.
- c. The official delegate to Leadership Seminar and General Assembly and an additional attendee. (as per Statutory Code III-5 through 7)
- d. Greek Judicial Board representative and an alternate.

**Section 5. *Time of Election.*** Regular election to chapter offices shall be held annually. Candidates shall be nominated at the first regular meeting in November. All

candidates shall be given the opportunity to accept or decline the nomination. The next Sunday, the meeting shall begin at 1:00 p.m., where additional nominations will be entertained. This meeting will be exempt from the food and beverage regulations of Article IV, Section 8 of these By-Laws. A member may be nominated for only two High Zeta positions at one time. In the event a candidate is not elected to a High Zeta position he is nominated for, he is then qualified to receive another High Zeta nomination as outlined in accordance with Section 6 of this Article, granted he is never nominated for more than two positions at one time.

**Section 6. *Procedure of Elections.***

- a. Additional nominations will be entertained prior to the election of each position. All candidates shall be given the opportunity to accept or decline the nomination. Those who accept nominations will retreat to a designated area outside of the chapter room.
- b. Candidates will speak in front of the chapter regarding his ideas concerning the office in question, as well as answering pertinent questions. These presentations will be ordered by seniority, and are limited to five minutes per candidate (ten minutes for the position of High Alpha).
- c. After all candidates have spoken and vacated the chapter room, the chair shall open the floor for general discussion of each candidate individually, then general discussion for the group as a whole.
- d. A vote shall take place with provisions of Robert's Rules of Order.
- e. A majority of voting active members present is required for election to office. In a case where no candidate has obtained a majority, the candidate who received the least amount of votes will be removed from consideration. The vote shall be taken again after additional debate. The process shall continue until a majority has been obtained.
- f. The order of election shall be as follows: High Alpha, High Beta, High Theta, High Gamma, High Tau, High Iota, High Kappa, High Delta, High Phi, High Sigma, High Epsilon, and High Rho.
- g. In the election of the elected assistants outlined in Section 4 of this article, Subsection B of this Section may be omitted.
- h. In Executive Committee elections, the two candidates with the highest number of votes shall be the representatives, while the candidate with the third highest will serve as the alternate.
- i. For IFC Representative elections, the two candidates with the highest number of votes shall be the representatives, while the candidate with the third highest will serve as the alternate.

**Section 7. *Limit on the Number of Offices Held.*** No man may simultaneously hold or exercise the duties of more than one High Zeta office.

**Section 8. *Term of Office.*** The term for officers shall begin on the first day of classes of the spring semester, and shall carry on to the first day of classes of the following spring semester. All appointed administrative assistants shall hold office until the High Alpha recalls them, or until the current term of the High Zeta expires.

**Section 9. *Unexpired Terms.*** Unexpired terms of officers due to permanent disability, resignation or removal from office shall be filled with nominations at the next regular chapter meeting, and elections at the following chapter meetings in accordance with Article V, Section 6 of these By-Laws. The High Alpha or Executive Committee may appoint a member to the office, subject to the approval of the active chapter.

**Section 10. *Rank of Officers.*** Officers shall be ranked in the order listed in Section 6, subsection F of this article.

**Section 11. *High Alpha Disability.*** Procedures are outlined in Statutory Code IV-7.

**Section 12. *Officer Qualifications.*** All members of the High Zeta must be active members in good standing, and meet the stipulations of Statutory Code X-16.

**Section 13. *Living Requirements.*** The High Alpha, High Tau and High Iota must live on the Lambda Chi Alpha wing of Greene Hall (Third Floor West) during the term of office under which they serve. Exemption may be obtained in accordance with Article XII, Section 4 or these By-Laws.

**Section 14. *Parliamentarian Duties.*** The Parliamentarian shall advise the Active Chapter, High Zeta and Executive Committee and keep official and current copies of on points of Robert's Rules of Order, the Constitution and Statutory Code and these By-Laws. He shall sit on the Management Committee.

**Section 15. *Chaplain Duties.*** It shall be the duty of the Chaplain to promote all graces and memorial services as requires. He shall further be responsible for the spiritual welfare of the chapter.

## **ARTICLE VI**

### ***Executive Committee***

**Section 1. *Members of the Executive Committee.*** The Executive Committee shall be assembled according to Statutory Code IV-30. The at-large and alternate members shall be elected according to Article V, Sections 4 and 6 of these By-Laws. The High Beta shall serve as Executive Committee secretary, keeping notes and meeting minutes in accordance with the Standards for Chapter Excellence.

**Section 2. Powers and Duties of the Executive Committee.** These are outlined in Statutory Code IV-31.

**Section 3. Meeting Time.** The Executive Committee shall meet on a weekly basis at a time to be decided at the beginning of each semester.

- a. Individual members or officers asked to appear at a regular Executive Committee meeting shall be notified no less than 48 hours in advance.
- b. Should the need for a special meeting of the Executive Committee arise, the High Alpha shall give 48 hours notice to the members of the committee and any other members whose appearance is requested.

**Section 4. Chapter Room.** The Executive Committee shall have the right to establish and enforce rules and regulations for the chapter room on Third West in Greene hall.

## **ARTICLE VII**

### ***Official Committees***

**Section 1. Appointment.** The High Alpha and High Beta shall designate committee assignments based on the personal preference of individual members.

- a. The assignments shall be made by the second chapter meeting of each academic term.
- b. Associate Members shall be assigned before their second chapter meeting.
- c. Each active member shall be assigned to at least one committee.

**Section 2. Meetings.** Meeting times will be set by the committee chairs, and may be opened to the chapter at the discretion of the chair or upon a majority vote of the active chapter.

**Section 3. Creation and organization.** The High Alpha shall create committees at his discretion or upon a majority vote of the chapter.

**Section 4. Committee System.** Except upon the discretion of the High Alpha and High Beta, there will be three standing committees. They shall be populated as the High Alpha and High Beta see fit.

- a. Management. Shall be chaired by the High Alpha. Duties include the maintaining of the by-laws of Zeta-Alpha Zeta, and helping the chapter run effectively.
- b. Education. Shall be co-chaired by the High Kappa, High Sigma and High Phi. Duties include development of a yearlong fraternal education program, oversight of the Associate Member Orientation



program and a development of a positive educational, academic and cultural, environment among the Active Chapter.

- c. Involvement. Shall be chaired by the High Beta. Responsible of the planning and coordinating of activities and the maintenance of keeping members involved.

**Section 4. *Additional Committees.*** The following committees are provided for by the Constitution and Statutory Code, and shall be active as per the request of the High Zeta.

- a. Committee on Public Relations. (SC IV-17)
- b. Committee on Rituals. (SC IV-22)
- c. Committee on Community Service and Alumni Relations. (SC IV-32)

### **ARTICLE VIII: *Membership***

**Section 1. *Membership requirements for all initiates.*** The General Fraternity is and shall remain the sole and final authority of the requisites for membership in Lambda Chi Alpha. Only the following shall be eligible for membership in Lambda Chi Alpha:

- (a) College men of good moral character whose ideals, characteristics and attainments are such as will make them compatible, congenial, and worthy members of the fraternity, who comply with the laws of the fraternity, and who are not members of any other national general social college fraternity or any similar local general social fraternity.
- (b) All initiates, except honorary members at the time of initiation, shall be students at the college or university where a subordinate Zeta of Lambda Chi Alpha has been established. No candidate, of whatever membership classification, shall be initiated unless he shall have paid in full, twenty-one days in advance of the initiation, the initiation fee of the subordinate Zeta into which he is received. All initiation fees shall be paid in cash or money order only. He shall also have paid the Associate Member fee, all monthly dues, and any other money that he may owe to Zeta-Alpha Zeta.

**Section 2. *Voting on candidates for Associate Membership.*** The procedure to be used by Zeta-Alpha Zeta is as follows:

- (a) The High Delta will be responsible for developing criteria for Associate Membership to be passed by the active chapter by a majority vote. These criteria shall be reviewed on a yearly basis and voted on by the active chapter at the last chapter meeting of the Spring semester.

- (b) 87% percent of the active membership present and in good standing shall be required to extend a bid to a prospective member. This percentage is in accordance with Code VI-1 of the *Statutory Code*.

**Section 3. *Voting on candidates for initiation.*** The procedure to be used by Zeta-Alpha Zeta is as follows:

- (a) A prospective initiate's name must be proposed by one member of the active chapter and seconded by another at least three weeks before initiation and tabled for a week. The final vote on candidates for initiation shall be held at a time to be determined by the active chapter.
- (b) Favorable percentage for initiation shall be at least 87% percent of the active initiated members present and in good standing. This percentage is in accordance with Code VI-11 of the *Statutory Code*.

## **ARTICLE IX: *Initiation***

**Section 1. *Time.*** The time and date of Ritual shall be decided at a High Zeta retreat.

**Section 2. *Manner of Initiation.*** Zeta-Alpha Zeta shall initiate only in accordance with the laws and practices of the General Fraternity.

**Section 3. *Compulsory Attendance.*** Every active member shall be required to attend and participate in the Ritual Exemplification Ceremony. Any member not attending the Ceremony shall be subject to disciplinary action by the Executive Committee.

**Section 4. *Conduct.*** Any member not exhibiting an attitude of decent conduct shall be subject to disciplinary action by the Executive Committee.

## **ARTICLE X *Finances***

**Section 1. *General Fees.*** Zeta-Alpha recognizes the fees set forth by the General Fraternity in Article VII of the Constitution and Statutory Code, and will pay all fees as required.

**Section 2. *Initiation Fee.*** In addition to the initiation fee to be paid to the General Fraternity, Zeta-Alpha shall charge initiates General Fraternity Active Dues (as per Statutory Code VII-6) as well as the cost of the least expensive active member badge. This fee shall be paid in a timely manner so that authorization to initiate can be obtained from the Office of Administration.

**Section 3. *Associate Member and Initiation Fees Must Be Paid in Cash.*** Associate Member and Initiation Fees, both local and General Fraternity, shall be paid in

advance in cash, and not by note or any other method. Initiation of those unable to pay their fees shall be delayed until they can pay them. This clause is inserted per the provisions of Statutory Code VII-5.

**Section 4. *Dues for Long-Term Associates.*** Associate Members who do not initiate in the semester they associate shall be billed for General Fraternity Active Dues as defined by Statutory Code VII-6. Members who associate after a regular initiation in the fall or spring term will be exempt.

**Section 5. *Chapter Regulation of Dues.*** Any dues which shall be required above General Fraternity Active Dues will be established by the Executive Committee no less than 30 days before such payments shall be due. The Committee shall require payments to the Reserve Fund as defined by Statutory Code VII-22.

**Section 6. *Dues.*** The structure of payment is as follows:

- (a) Each active member is required to pay \$350.00 per semester, Fall and Spring. Dues shall be paid by a date to be set by the Executive Committee, granted a 30 day notice. A member shall be fined \$30.00 if his check is returned for any reason.
- (b) During the fall semester, active members may have the option to pay dues for the entire year (two semesters) and receive a 10% discount. Members participating in this program must have all dues paid by the due date in order to receive the discount. This option will on be enacted on a yearly basis pending the ruling of the executive committee.

**Section 7. *Purchase Approval.*** All purchases that are to be made with chapter funds shall be approved by the Executive Committee in advance of the purchase. The Committee shall not be required to reimburse members who make unauthorized purchases.

**Section 8. *Financial Delinquency.*** The High Tau and the Executive Committee shall, without fail, uphold Statutory Code X-15.

**Section 9. *Dual Signatures.*** Any check written in the name of Zeta-Alpha shall be co-signed by the High Alpha and High Tau.

## **ARTICLE XI** ***Penal Action***

**Section 1. *Discipline of the Individual Member.*** The High Alpha and the Executive Committee shall, in all instances, uphold Article X of the Constitution and Statutory Code.

**Section 2. *Discipline For Offenses Not Against the Chapter.*** Any member who has committed offenses against the college, state or country shall be punished as necessary through the guidelines of Article X of the Constitution and Statutory Code.

**Section 3. *Property Damage.*** The members of Zeta-Alpha shall be individually responsible for the repair of any damage caused directly or indirectly by him to the Fraternity, the College and public or private property.

## **ARTICLE XII**

### ***Room Draw***

**Section 1. *Residence Life Compliance.*** Zeta-Alpha shall assign rooms in accordance with the Greek Living Agreement established with Residence Life of Coe College and the Pan-Hellenic and Inter-Fraternity Councils. This agreement shall not be allowed to violate the Constitution and Statutory Code.

**Section 2. *Living Requirements.*** In addition to the officer living requirements set forth in Article V, Sec. 13 of these By-Laws, all active members shall be required to live on the Lambda Chi Alpha Wing of Greene Hall (third floor west). Exceptions may be made for members who have been granted off-campus living through the Office of Residence Life and for members who are on the Residence Life Staff, provided that those members first petition the Executive Committee.

**Section 3. *Room Shortage.*** In such cases where there are more members than available rooms, members shall be granted the ability to live off the wing based on review by the Executive Committee in the basis of standing in the chapter, seniority, member involvement. Members wishing to live off the wing shall petition the Executive Committee before room draw.

**Section 4. *Petition to Move off the Wing.*** In such cases where members wish to live off the wing members must petition to the Executive Committee before Room Draw. The member will be subject to review by the Executive Committee. Permission to live off the wing will be granted on the basis of reason, standing in the chapter, seniority.

**Section 5. *Ranking.*** Men wishing to live on the wing shall announce their pairings to the House Manager and High Alpha prior to room draw. Preference shall be given first by room incumbency, secondly by seniority, thirdly by these rankings.

1. Two initiates
2. One initiate, one associate
3. Two associates
4. One initiate, one non-member
5. One associate, one non-member

6. Two non-members.

**Section 6. *Definition of Seniority.*** Two initiates shall be ranked by an average of their Zeta number. In categories 2 through 6, groups shall be ranked, within their grouping, by the initiated member with the lowest Zeta, or the associate who has been associated the longest.

**Section 7. *Members Not In Good Standing.*** Members not found to be in good standing in any definition at the time of room draw shall still be allowed to live on the wing. For the purposes of room draw, their Zeta number shall be affected by the following formula. The lowest Zeta number of a member living on the wing shall be subtracted from the highest Zeta number of a member living on the wing. That number shall be added to the Zeta number of anyone not in good standing for the purposes of room draw.

**Section 8. *Brothers Only Rooms.*** Three rooms on the wing shall be inhabited only by initiated brothers. These rooms are: 325, 326, 327, 328 & 329. Rooms 326, 327, & 328 take precedence in being filled before 325 & 329. In cases of extreme lack of membership, an associate member who has been approved for initiation may inhabit one of these rooms.

**Section 9. *Post-Recruitment Vacancies.*** If there are any vacancies on the wing at the conclusion of the first semester, first priority to those rooms shall be granted to Associate Members who do not live on the wing.

**Section 10. *Returning Students.*** Students who are studying abroad or not enrolled for the fall semester shall not be required to live on the wing if there are no spaces available.

**Section 11. *School Year Transitions.*** Members who live on the wing and seek to move off during the school year will be required to find a replacement, in accordance with the Greek Living Agreement.

**Section 12. *Spring Term Vacancies.*** Any vacancies caused by members studying off-campus or choosing not to enroll for the spring term shall be filled based first on seniority and through the provisions of this article. The Executive Committee shall have the final voice in such matters.

## **ARTICLE XIII**

### ***Amendments and Suspensions***

**Section 1. *Amendments.*** Any motion made to amend these By-Laws shall be proposed in writing and read at a regular chapter meeting, and shall automatically be tabled for at least one week. A two-thirds vote of active, present and eligible voting members shall be required. Amendments shall become effective immediately, subject to approval of the Grand High Alpha and Grand High Pi.

**Section 2. *Suspensions.*** Any motions to suspend an individual By-Law shall be made with the specific article, section and clause numbers, and shall require a three-fourths vote of active, present and eligible voting members. The only By-Laws that may be suspended at any time are those regarding the rules of conduct of a particular meeting.

**Section 3. *Revisions.*** Zeta-Alpha shall make all revisions pursuant to Statutory Code IV-2.

**ARTICLE XIV:  
*Discrimination***

**Section 1. *Discrimination.*** The Zeta-Alpha Zeta Chapter of Lambda Chi Alpha shall abide by the resolution approved by the 49<sup>th</sup> General Assembly in Denver, Colorado of 2002; stating the mandatory resolution of discrimination.

**Certification:**

Approved by the Active Chapter on 1-31-10.

Approved by Compliance Manager Thomas Roberts on 4-27-10