
July
2015

THE CONSTITUTION OF THE GAMMA MU CHAPTER
OF ZETA BETA TAU FRATERNITY

We, the members of the Gamma Mu Chapter of Zeta Beta Tau Fraternity, hereby ordain and establish this Constitution in order to foster and perpetuate ties of brotherhood, to advance the ideals of Zeta Beta Tau Fraternity, to encourage and promote scholarship, and to provide service.

ARTICLE I – NAME

The name of this organization shall be the Gamma Mu Chapter of Zeta Beta Tau Fraternity.

ARTICLE II – COMPLIANCE

Members of Zeta Beta Tau Fraternity, Gamma Mu Chapter, are expected to be in compliance with policies and governing documents of the Inter-Fraternity Council, Zeta Beta Tau Fraternity, the University of Memphis, the City of Memphis, Shelby County, the state of Tennessee, and the federal government.

ARTICLE III – MEMBERSHIP

Section 1 Eligibility to Join

- A. Any full-time undergraduate male student of good moral character that is enrolled at the University of Memphis and meets all Interfraternity Council requirements shall be eligible for membership in the Gamma Mu Chapter of Zeta Beta Tau Fraternity.

- B. Eligibility for honorary and associate membership shall be at the discretion of the Supreme Council of Zeta Beta Tau Fraternity.

- C. Honorary membership is intended for those people in the community who have great achievements in their profession.

- D. Associate membership is intended for those people in the community who have worked significantly to benefit Zeta Beta Tau Fraternity.

Section 2 Active Membership

A. Only those full-time undergraduate males in good standing at the University of Memphis who have been duly initiated into Zeta Beta Tau Fraternity and who contribute their support, financial and otherwise, to the perpetuation of the Gamma Mu Chapter of Zeta Beta Tau Fraternity shall be defined as active members, from this point forward referred to as brothers, of the Chapter and shall be entitled to the privileges thereof. There shall be no inactive, enrolled status.

B. A Brother is either in good or bad standing depending on his: academic progress, social behavior, and adherence to financial obligations. The Executive Board must vote to move a Brother from one standing to another.

C. Only individuals who maintain a cumulative GPA of 2.5 on a 4.0 scale shall remain active members of ZBT. If an initiated brother has a GPA of less than 2.5 they will be placed on a probation period for one and only one semester. The conditions of this probationary period shall include: being cut off, mandatory study hours, weekly academic updates during the semester that they are on probation and any other conditions that the Academic coordinator deems appropriate.

Section 3 Expulsion

Brothers can be removed for the following reasons: in arrears more than one semester, majority vote in the Semi-Annual Brotherhood Review Vote, receiving a DUI, Judicial Board decision, having a cumulative GPA of below a 2.5, or presidential decision. Once a brother has been expelled, for any reason, they are blacklisted.

ARTICLE IV – VOTING

All of the Gamma Mu Chapter of Zeta Beta Tau Fraternity shall be entitled to one vote per motion, made in person, at all duly called meetings of the Chapter, the exception being a Brother in bad standing.

Section 4 Dropping

A. A brother of ZBT Gamma Mu may leave the Fraternity voluntarily only by submitting a written, dated, signed and hand delivered letter in person to the current President. The letter must include the reason(s) for leaving the Fraternity and the effective dropping date. The dropping date must be dated at least 4 weeks (one month) from the day it has been received by the president. For instance, if a letter is submitted on September 1st the drop date will be listed as September 29th.

B. Once a brother has submitted an acceptable drop letter to the Fraternity President, the President will, in the presence of the dropping brother, label the letter "Received", sign and date the letter and provide all brothers of the executive board and all advisor brothers with a copy.

C. One week from his letter being received by the president, *The brother will then be* required to explain in person to the entire executive board why he is wishing to leave the Fraternity, and be subject to questions. Two weeks from the day the drop letter was received, the brother must meet in person with the Brotherhood Development Director to further explain his reasons for dropping, and to be subject to questions. Three weeks from the date the letter was received the brother must present to the entire chapter in person why he would like to leave the Fraternity and will be subject to questions. Afterwards, the chapter will vote as to whether the brother's reasons for leaving the Fraternity are legitimate, and if the drop letter is accepted. The brother who submitted the drop letter will not be present for this vote. A vote of 2/3rds of those present in the meeting is required for the drop to be accepted. In the case the drop letter is not accepted, the President and the BDD will meet with the brother to explain why the brother's drop was not accepted by the brotherhood. A brother can submit another letter to repeat the process if he so pleases.

D. Brothers will be billed for fraternity service up until and including the date that is written by the President in the received section of the drop letter. If the brother's drop letter is not accepted by the brotherhood he will be charged for that month. If a brother decides to pull his drop letter after meeting with the executive board, BDD or

chapter, he will be billed for the month he was going through the process. Brothers will be charged dues up until the moment that his drop letter is approved.

E. In the case a drop situation occurs during the summer months defined as June 1st-August 1: all meetings with the executive board and BDD can occur via videoconference. In place of meeting with the chapter, a phone call, videoconference, or meeting with one of the alumni advisors will suffice. The executive board will then decide the vote. In this case a unanimous decision by all brothers of the executive board is required for the drop to be accepted.

ARTICLE V – EXECUTIVE BOARD

Section 1 Elected Officers and Eligibility

A. The elected Executive Board positions of the Gamma Mu Chapter shall be the President, Vice President, Membership and Recruitment Director, Treasurer, Public Relations Director, Brotherhood Development Director, and the Secretary. The Brother at Large position will be the only appointed member of Gamma Mu to serve on the executive board. The positions of President, Vice President, Membership and Recruitment Director, Treasurer, Public Relations Director, Brotherhood Development Director, Secretary, and the Brother at Large shall alone constitute the Executive Board.

When the Executive Board takes a vote, each elected officer has one vote except for the President who shall only vote in the case of a split decision. Non-Executive Board elected positions shall be: the House Manager, Alumni & Parent Relations Director, Risk Management Director, Advertising Director, IFC/AGPB Delegates, and Fundraising & Corporate Relations Director.

B. Brothers who are in good standing with the Chapter may run for any elected office with a few notable exceptions. In order to run for President, a brother must have previously held an elected office for 240 continuous days prior to the election. In order to run for Vice President, a brother must have held an elected office for 120 continuous days prior to the election. Also, all candidates must have a minimum cumulative GPA of a 2.5 to run for an office and maintain said GPA throughout his term to remain in his

position. Finally, if a brother has previously been removed from any elected office, he shall not be eligible to run for another office. The elected officers shall hold office for a term of one year beginning with his inauguration into office. Inauguration of officers-elect shall occur as the first order of business in the first meeting in the spring semester of each academic year.

Section 2 Elections

A. Annual elections shall be held as soon as possible following the completion of the entire Journey process in the fall semester. Each officer shall hold office until his successor takes over at the first duly called meeting of the next calendar year.

B. Procedure

1. Executive Board Officers shall be elected by secret ballot. Each office will be voted on separately and in the following order: President, Vice President, Membership and Recruitment Director, Treasurer, Public Relations Director, Brotherhood Development Director, and the Secretary. No brother shall hold more than one elected office simultaneously. Quorum must be present for any election to occur.
2. A simple majority of the eligible vote shall be necessary for election to that office. If there are more than two candidates for an office, the two candidates receiving the largest number of votes shall be voted upon in a run off ballot, provided that no candidate received a majority vote on the first ballot.
3. No one shall be allowed to leave an election without approval from the President.
4. Should any office become permanently vacant for any reason, it shall be filled by special election held at the next meeting if not earlier. Said election shall be the first order of business at said meeting. All brothers shall be notified of the impending special election at least 72 hours prior to the meeting. The same rules that govern normal elections shall apply to special election.

5. During any given election, a brother may not accept more than two nominations.

6. Any brother who is, at the time of the election, Extremely Past Due, Pending Charge Off, or on Charge Off status on OmegaFi will not be allowed to run for the executive board.

Section 3 Continuity of Office

If any elected officer shall become temporarily unable to perform the required duties of his office, the office shall be temporarily filled according to the following progression: President, Vice President, Membership and Recruitment Director, Treasurer, Public Relations Director, Brotherhood Development Director, and the Secretary. Should the office of Secretary become temporarily vacant, the President shall perform the required duties of that office.

Section 4 Recall

A. Violation of this Constitution, incompetence, and neglect of the duties of office shall be sufficient justification for a recall of an elected officer.

B. The President or Secretary must call a recall election if at least twenty percent of the brothers sign a petition demanding a recall of an officer; said petition must state the reason for seeking said recall. Upon receipt of the recall petition, the President or Secretary shall send written notice to every active Brother of Gamma Mu Chapter informing them of the date and time of the recall election, the name of the officer facing recall, and the reasons for recall explicitly listed on the petition. The notice shall be given at least seven days prior to the date of the recall election.

C. Upon receipt of the recall petition, the President or Secretary shall quickly notify the officer whose recall is being sought that he is facing recall and give him the list of charges he is facing.

D. The officer shall immediately be suspended from his office and duties pending the recall election.

E. Said recall election must be held within fourteen days after receipt of the recall petition.

F. Both the officer facing recall and a designated representative of the Brothers seeking his recall shall have the opportunity to present their respective arguments prior to the actual vote.

G. All brothers who are entitled to vote at the election shall be entitled to vote at the recall election, with the sole exception of the Brother being recalled. For the purposes of determining the number of Brothers present at said recall election, he shall not be counted.

H. An elected officer may be recalled from office by a vote of at least two-thirds of the Brothers at the meeting.

Section 5 Order of Inauguration

The Chapter Advisor shall swear in the officers-elect in the following order: President, Vice President, Membership and Recruitment Director, Treasurer, Public Relations Director, Brotherhood Development Director, and Secretary.

Section 6 Oath of Office

‘I, _____, do swear / that I shall faithfully execute / the duties of the office of _____ / of Gamma Mu Chapter of Zeta Beta Tau Fraternity / and that I shall to the best of my ability / observe, protect, and maintain / the Constitution of Gamma Mu Chapter of Zeta Beta Tau Fraternity / so help me God / and may he keep me steadfast.’”

Section 7 Duties of the Elected Executive Board Officers

A. The President shall be the chief executive officer, chairman of the executive board, and administrative head of the Chapter. He shall preside at all weekly Chapter meetings. The President shall be the official representative of the Chapter at all Zeta Beta Tau Fraternity functions. He has the power to remove a brother from a meeting for

the following reasons: boisterous conduct or the repeated interruption of the meeting. He shall be empowered to call or cancel meetings of the executive board and Chapter in accordance. He shall be directly responsible for any acts of hazing, and may take any action he deems necessary for its prevention. He shall lead day-to-day operations of the Chapter. He shall oversee the elected officers of the Executive Board. He shall serve as a liaison to International Headquarters, the Chapter Advisor, the Faculty Advisor, and the Executive Trustee. He shall be the sole spokesperson for the Chapter. He shall ensure that Gamma Mu has representation at all ZBT Regional and National programs. He shall represent ZBT at official campus events or appoint a designee. He shall oversee application for individual and chapter awards from International Headquarters. He shall enforce constitutional rules and regulations, bylaws, traditions, risk management procedures, rituals, and other policies. He shall ensure there is no discrimination. He shall attend all necessary functions. He shall maintain all initiation and expulsion forms. He shall sign and confer with the Treasurer on all checks and obligations of the Chapter. He shall contact the appropriate family member if Gamma Mu Chapter fails to bid a ZBT legacy and shall explain the reason. He shall appoint ad hoc committees. He shall develop goals and a vision for the Chapter. He shall be responsible for seeking out partnerships for events including, but not limited to, Greeksing, football homecoming, basketball homecoming, parties and swaps. He shall craft a welcome email each semester. He shall help the advisors plan the Executive Board transition. He shall respond to and handle conflict within the organization. He shall oversee the fall and spring banquets/formals. He shall attend Greek presidents' class at the University of Memphis and the James E. Greer Presidents' Academy. He shall attend all IFC meetings along with the IFC Delegate. He shall be required to live in the house at the start of his term. He shall maintain a binder and CD containing all documents and manuals distributed by the International Headquarters. He is entitled to the prerogatives, privileges, and responsibilities granted to him by International Headquarters. He shall maintain up-to-date proof of our business and housing incorporations and insurance. He shall submit all documents to the national office that include, but are not limited to: expulsion

forms, academic reports, semester calendars, budgets, etc. to the ZBT tab under the Omegafi Chapter Desktop. He shall create the fall and spring semester calendars with the assistance of the public relations director, recruitment chairmen, and brotherhood development director in May for the fall and December for the spring. The spring calendar will be created by the current executive board and then edited or amended by the new executive board at the annual executive board retreat. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive

B. The Vice President shall be the assistant to the President and shall perform such duties that are delegated to him. He is the Chairman of the Operations Committee and shall oversee respective committee members. He shall serve as an ex-officio member of the following five standing committees: Membership and Recruitment, Brotherhood Development, Finance, Communications, and House Management. By the second meeting of the spring semester, he shall present his nominees for appointed officer positions to the Executive Board for approval. With the approval of the Executive Board, he shall also make changes to appointed officers throughout the term when necessary. He shall oversee all appointed officers. He shall be in charge of the annual composite sitting, updating perpetual plaques, and managing interior housing improvements. He shall oversee the fall and spring Gamma Mu Chapter Awards. He shall oversee application for Greek Chapters of Excellence at the University of Memphis. He shall work with the Brotherhood Development Director to develop a monthly programming calendar. He shall maintain monthly committee logs. He shall oversee Chapters of Excellence. He shall ensure that branding is appropriate and consistent. He shall oversee parliamentary procedure, campus and community involvement, housing, and inter-fraternal issues. He shall oversee a faculty/staff appreciation event once a year. He shall also be the chair of the Judicial Board and that all of its policies and procedures are upheld. These procedures are attached to this document. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within the ZBT Google drive.

C. Membership and Recruitment Director shall develop a

recruitment plan and oversee formal and informal recruitment. He is the Chairman of the Membership and Recruitment Committee and shall oversee respective committee members. He shall set recruitment goals for each year. He shall ensure that the chapter votes to select a recruitment theme for each year. He shall lead a recruitment clinic each semester. He shall oversee advertising efforts. He shall maintain all recruitment lists in a public domain. He shall work with a nationally appointed recruitment mentor to improve results. He shall take charge of and supervise all recruiting affairs during the summer and school year. He shall work to actively recruit Jewish students. He shall list, contact, and close and follow dynamic recruitment procedures. He shall coordinate recruitment activities at the beginning of each semester. He shall construct the summer recruitment calendar and present it to the chapter by the end of the spring semester. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive. He shall be required to live in the house or on campus at the start of his term.

D. The Public Relations Director, shall coordinate any social events for Gamma Mu including date functions, events with other organizations, formals, parties, and tailgates. He shall oversee fall and spring banquets. He shall plan an etiquette dinner each spring semester with a sorority on campus. He shall come up with function themes with the assistance of his committee and approval of the Executive Board. He shall oversee all external and internal philanthropic efforts of the chapter. He shall write press releases for all of our chapter's successful philanthropic efforts, and send them to area newspapers and stations. He will be responsible for coordinating Get on the Ball every fall semester and a philanthropy event benefitting Up Till Dawn for the spring semester. He shall also coordinate events for brothers to get involved on campus and in the community. He shall enforce and see to it that all brothers complete at least five community service hours every month. He shall pick up applications for campus and community opportunities and follow up on brother's applications, making sure they get them turned in correctly and on time. He shall ensure that every brother is involved in at least one other campus organization. He shall work with the Heritage Chairmen to seek opportunities to work with Hillel of Memphis, the JCC Memphis, and other Jewish entities in Memphis. He shall keep all brothers updated on new developments on campus. He shall encourage brothers to be

involved with: Student Government Association, Up 'til Dawn, Students Advocating Services, Honors Student Council, Frosh Camp, Orientation Guides, All-Greek Board, Inter-Fraternal Council, Tiger Elite, Student Ambassador Board, Tiger-Leadership Institute Student Event Allocation Committee, and Blue Crew. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive. He shall be responsible for filling out an event notification form for all registered parties and major events held at the chapter house, such as the ZBT Philanthropy Volleyball Tournament. He shall also be responsible for filling out the philanthropy and community service notification form within a week of any philanthropy and community service projects. These forms can be found here at Memphis.edu/fsa under the forms tab.

E. The Brotherhood Development Director shall be responsible for the coordination, maintenance, and application of the brotherhood program. He is the Chairman of the Brotherhood Development Committee and shall oversee respective committee members. He shall serve as Chairman of the Semi-annual Brotherhood Review, which shall be held every semester. He shall be responsible for the coordination and planning of all brotherhood activities. He shall encourage the participation of all brothers in all of the Chapter's activities. He shall plan brotherhood-bonding activities such as retreats, dinners, teambuilding activities, or any other events designed to enhance the quality of brotherhood. He shall ensure that the six programming areas and pillars are incorporated into Chapter events. He shall ensure that there are a sufficient number of events only for brothers. He shall assist in the preparation for all ritual ceremonies such as pre-initiation, initiation, graduation, etc. He shall conduct the new brothers' pre-initiation meeting in accordance with the information in the Zeta Beta Tau Brotherhood Program Manual. He shall implement and monitor the Big Brother Program in accordance with the information in Zeta Beta Tau Brotherhood Program Manual. He shall recommend big/little pairing to the Executive Board for approval. He shall plan and execute educational programs for all Gamma Mu brothers. He shall maintain and encourage competition amongst family lines in Gamma Mu. He shall make sure that brothers are tested over brotherhood education

materials each semester. He shall develop monthly and semester programming calendars. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive. He shall ensure all family lines hold family line dinners at least twice a semester, and that alumni from the family lines are invited to all family line dinners. He shall also ensure the chapter holds a DISC Leadership session every fall semester. He can find the DISC assessments at <https://www.discprofile.com/products/disc-classic/>.

F. The Secretary shall perform all administrative duties of the Chapter. He is the Chairman of the Communications Committee and shall oversee respective committee members. He shall keep permanent minutes and motions of all Chapter and Executive Board meetings and make them available to any brother upon request. He shall send a typed copy of all minutes and motions from Chapter and Executive Board meetings to all active brothers, advisors, concerned parties, and International Headquarters no later than 48 hours after every meeting. He shall be in charge of the Chapter's correspondence and shall check the Chapter's mailbox on a weekly basis. He shall maintain permanent files of all letters received and sent. He shall take attendance at all Gamma Mu meetings and ensure quorum is met. He shall make phone calls and send emails as designated by the President or Executive Board. He shall maintain and update the roster. He shall operate all of the chapter's social media sites. He shall maintain all official Gamma Mu documents such as the Constitution, standards, etc. in a designated location. He shall provide all brothers with copies of important ZBT documents when they are updated. He shall upload to Omega Financial all known dates for the semester and set the reminder feature. He shall upload and maintain all electronic documents on Omega Financial via the filing cabinet feature. He shall email information to International Headquarters for Good and Welfare and The Digital Deltan. He shall aid the President and Vice President in completing all award applications. At the first meeting of every month, he shall distribute a hard copy calendar to all brothers. He shall maintain the wall calendar. By the second meeting of each semester, he shall distribute a semester calendar with all important Gamma Mu dates. He shall oversee the website and internet resources. He shall maintain the history of the chapter. He shall construct the annual Parent & Alumni Newsletter and send it to all parents and alumni once

it has been approved by the Chapter Adviser, President, and Parent and Alumni Chair. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive.

G. The Treasurer shall collect, hold and disperse the monies of the chapter. He is the Chairman of the Finance Committee and shall oversee respective committee members. By July 1 of each year, the Treasurer shall annually render a written report of the chapter's financial standing. By the second meeting of each semester, he shall present to the chapter a budget to be voted upon, which was first reviewed by the Chapter Advisor and a staff member from International Headquarters. He shall maintain Gamma Mu's bank accounts including, but not limited to, checking, savings, and Omega Financial. He shall set up payment schedules with our Omega Financial account representative. He shall recommend for expulsion any brother who fails to comply with the payments schedules. He shall restrict spending within the approved budget. Adjustments to the budget can only be made with the approval of the Executive Board. He shall educate brothers about student loan opportunities and other credit card options. He shall circulate to all advisors a monthly statement of Gamma Mu accounts payables, accounts receivables, and expenditures. He shall maintain a transaction book. He shall inform the Executive Board at weekly meetings as to the status of the budget. He shall maintain all IRS forms, including IRS form 990, and EIN. He shall levy, with the approval of the Executive Board, any necessary fines. He shall prepare and submit SGA travel funds requests each year for the National Convention and Leadership School by April 1. He shall oversee scholarships from the Foundation. He shall oversee fundraising and corporate relations. He shall oversee the use of Operational Assistance from the University of Memphis. Along with the Chapter Adviser, he shall recommend brothers to the Executive Board for good and bad standing in financial obligations. He shall enforce and place members on financial probation and expulsion. Members who owe have an outstanding balance of \$450, excluding rent, or higher will be put on financial probation. Meaning they are not allowed to come to the house or any ZBT social functions. They must present the Treasurer and President with a financial plan on

how they are going to pay their balance. They will also be required to complete fifteen study hours a month and ten extra community service hours a month. If members continue to be past due, or owe a non-rent amount over \$850, their case will be reviewed by the Advisor, President, and Treasurer and could result in expulsion. He shall be responsible for learning, uploading, and updating his respective folder(s) and documents within on the ZBT Google drive. **He shall be required to live in the house at the start of his term.**

Section 8 Duties of Non-Elected Executive Board Official

A. The Brother at Large will be an appointed member of the executive board. He will always be the past president of the most senior brother with the most executive board time served that is not currently on the executive board. His duties shall be to advise the executive board on decisions pertaining to the fraternity, advising the current President, and helping the President, Chapter Advisor, & Assistant Chapter Advisor coordinate the Executive Board retreat in January and in August before each school semester. He shall be a non-voting member of the executive board. He shall assist the Provost in the education of all members.

Section 9 Duties of Non-Executive Board Elected Officials

A. The House Manager shall file written reports to the Executive Trustee detailing the physical state of the Gamma Mu house and any major repairs needed on a semester basis or more often if needed. He is the Chairman of the House Management Committee and shall oversee respective committee members. He should appoint two individuals to work with him and can appoint more if deemed necessary. At the end of every semester, he shall conduct routine checks of the physical property and grounds. He shall enforce and update weekly house duties selection. He shall act as Resident Advisor. He shall ensure fire codes are being met in addition to the risk management needs of the house. He shall report fines to the Treasurer and to the Executive Trustee. He shall also assure that the Risk Management guidelines attached to this document are followed at all ZBT events.

C. The Alumni and Parental Relations Coordinator shall organize events for alumni and parents. He shall oversee all Alumni & Parents events. He shall oversee the distribution of the monthly newsletters. He shall make efforts to update local alumni records with International Headquarters. He shall maintain local parents records. He shall maintain a Gamma Mu alumni database.

D. The Advertising Coordinator shall work to promote Zeta Beta Tau Fraternity on campus and throughout the community. He shall be responsible for t-shirt designs for philanthropies and events such as formals, date parties, homecoming, greeksgiving, and Pickwick. He shall work with the secretary to make sure all frosh camp adds and newsletters are published. He shall serve on the membership & recruitment committee and the public relations committee.

E. The IFC Delegate shall attend all IFC meetings along with the President. He shall educate Gamma Mu and the Executive Board on IFC events and policies. He shall represent Gamma Mu at IFC and vote on all issues pertinent to Gamma Mu's welfare and that of the Greek community. He shall strive to become an IFC Executive Officer. He shall educate the Gamma Mu and the Executive Board on All Unity Board's (AUB) events and policies. He shall represent Gamma Mu at AUB and vote on all issues pertinent to Gamma Mu's welfare and that of the Greek community. He shall strive to become an AUB Executive Officer.

F. Fundraising & Corporate Relations Director shall plan fundraising events throughout the year. Shall oversee all business contracts. He shall actively search for business partnerships in the community. He shall assist the Philanthropy Coordinator in securing sponsorships.

G. The Risk Management Coordinator shall enforce risk management policies. He shall maintain current knowledge of the FIPG policies and hold one risk management seminar per semester. He shall teach brothers about fraternal and legal obligations of risk management. He shall organize groups in charge of maintaining safety and limiting risk. He shall oversee the designated driver phone program. He shall ensure that there is a minimum of one

designated driver at all necessary events. He shall oversee and arrange transportation for formals/banquet. He shall recommend additional available insurance for special events and additional general insurance in accordance with the Chapter's ability to pay. He shall coordinate accident and investigation reports. He shall file incident reports with the appropriate parties. He shall develop and maintain an emergency/crisis management plan. He shall meet with the Public Relations Director and the Executive Board to approve all registered ZBT Parties such as ZBTahiti and joint parties. He shall also assure that the Risk Management guidelines attached to this document are followed at all ZBT events.

H. The Academic Director shall invite speakers to visit Gamma Mu meetings to speak on topics such as time management, study skills, career search, and resume writing. He shall maintain and enforce the Academic Assistance Plan, which is attached to this document. In coordination with the Faculty Advisor, he shall recommend brothers to the Executive Board for good and bad standing in academics. He shall ensure that Gamma Mu's GPA is above 2.75. He shall recognize those brothers who exceed our academic expectations. He shall assist brothers in finding tutors if needed.

I. The Heritage Chairmen shall ensure ZBT Gamma Mu is active in the Jewish Community by partnering with local synagogues such as Temple Israel, ASBEE, & Baron Hirsch. He shall assist the public relations director in partnering with Hillel of Memphis, and the JCC. He shall lead up the ASBEE BBQ contest and sign the chapter up for Temple Israel Mitzvah Day. He shall get brothers signed up to local AIPAC events. He shall educate brothers about the Jewish culture alongside the BDD. He shall strive to find new partnerships within the Memphis Jewish Community. He shall strive to win the ZBT National Heritage Award.

ARTICLE VI – APPOINTED OFFICERS

Section 1 Establishment of Coordinators and Directors

Appointed officers consist of coordinators and directors. The following will

be permanent coordinators and directors of this organization and their duties.

Section 2 Eligibility of Coordinators and Directors

Any brother shall be eligible to serve as an appointed officer. Those individuals going through the Journey process may serve in appointed positions before the completion of the Journey process.

Section 3 Duties of Coordinators and Directors

A. The Athletics Coordinator shall oversee all athletic events for the Chapter. He shall ensure participation in intramural sports. Once a year, he shall hold an inter-fraternity Olympics. He shall make sure there are intra-fraternity athletic competitions. He shall create and develop work out groups for the brothers. He shall oversee the Director of Intramural Sports.

B. The Sergeant at Arms shall bring Robert's Rules of Order and Mason's Manual to every meeting and ensure that meetings run smoothly. He shall use the Constitution and previously stated resources to settle any disputes that may arise. Once a semester, he shall lead a workshop on parliamentary procedure. He shall have the authority to remove a brother from the meeting for boisterous conduct or repeated interruption. He shall aid the President in maintaining meeting decorum.

C. The Historian and Website Coordinator shall maintain documents, records, pictures, and other information to be kept in an official, yearly scrapbook of Gamma Mu. He shall maintain a family tree. He shall record in a file all chapter officers and committee heads. He shall keep and update Gamma Mu's written history. He shall take pictures and videos at events or designate someone to do so. He shall maintain the website and all affiliated pages on social networking sites, including pictures of brothers, officers, recruitment calendar, event calendar, alumni information, and contact information.

D. The Membership & Recruitment Coordinator shall assist the Membership & Recruitment Director in planning recruitment events. He shall assist the Membership & Recruitment Director in seeking out creative ways to publicize recruitment events. He shall assist in the creation of a Google Docs names list. He shall attend recruitment workshops when offered by the IFC. He shall also work with the Membership & Recruitment Director to maintain a high retention percentage. He shall identify brothers who may not feel like a part of the group and develop a plan to make them feel connected.

E. The Ritual Coordinator shall oversee all ritual practices such as initiation, graduation, and meetings. He shall plan initiation, graduation, and ritual practices. He shall maintain all items necessary for ritual. He shall order ritual packets as needed. He shall maintain the secrecy of the Gold Book. He shall remind brothers of ZBT traditions.

F. The Provost, also known as the Education Coordinator, shall develop programs to continuously educate the members of Gamma Mu about the Fraternity. He shall be responsible for new member education and the testing of brothers. He shall be responsible for planning a lecture series based off of the mission and credo each semester. In the fall semester it will take place the first four meetings, and members will be required to attend three out of four of these meetings to be eligible for a big brother. Note the session on brotherly love is required. The sessions must be able to relate back to the credo in some fashion; for instance intellectual awareness - study skills or tips for academic success, integrity - values in the work place or proper use of social media, social responsibility - professional building, brotherly love - alumni panel. Note: A session on risk management is required every semester and does not constitute as a credo lecture series topic.

ARTICLE VII – COMMITTEES

Section 1 Standing Committees

- A. **Operations Committee**-The Operations committee shall assist the Vice President with the duties of his office. The aim of the Operations committee is to increase efficiency and regulate Procedure. The Operations committee shall consist of the Vice President, Athletics Coordinator, Academic Coordinator, IFC/AGPB Delegates, and the Alumni & Parent Relations Coordinator. The Treasurer and President shall also sit on the Operations Committee as Advisory Members.
- B. **Membership & Recruitment Committee**- The Membership & Recruitment Committee shall assist the Membership & Recruitment Director with the duties of his office. The aim of the Membership & Recruitment Committee is to recruit quality men and maintain their membership throughout their collegiate years. The Membership & Recruitment Committee shall consist of the Membership & Recruitment Director, the Membership & Recruitment Coordinator, Advertising Coordinator, any Frosh camp Counselors the chapter may have, any Orientation Guides the chapter may have, any Resident Advisors the chapter may have and whomever the Vice President seems fit to serve on the Membership & Recruitment Committee. The President and the Vice President shall serve as an advisory member on the Membership & Recruitment Committee.
- C. **Brotherhood Development Committee**- The Brotherhood Develop Committee shall assist the Brotherhood Development Director with the duties of his office. The aim of the Brotherhood Development Committee is to foster brotherhood and strengthen bonds between individual brothers. The Brotherhood Development committee shall consist of the Brotherhood Development Director, the Provost, and whomever the Vice President seems fit to serve on the Brotherhood Development Committee. The Vice President shall serve as an advisory member on the Brotherhood Development Committee.
- D. **Communications Committee**- The Communications Committee shall assist the Secretary with the duties of his office. The aim of the Communications committee is to oversee administrative matters of the committee and maintain strong lines of communication between the University and the Zeta Beta Tau National Office. The Communications committee shall consist of the Secretary, the Historian & Website Coordinator, and whomever the Vice President seems fit to serve on the Communication Committee. The Vice President shall serve as an advisory member on this committee.
- E. **Management Committee**- The Management Committee Shall assists the House Manager and The Risk Manager with the duties of their office. The aim of the Management Committee is to provide and maintain structure, image and safety of

the physical property and grounds at all times. The aim of the Management Committee shall also be the overseers in the safety of all brothers in every Zeta Beta Tau Gamma Mu chapter events. They shall enforce the Risk Management Policy and the official Black List. The Management Committee shall consist of the House Manager, the Risk Manager, and all house residents. The Vice President shall be an advisory member on the Management Committee.

- F. **Public Relations Committee-** The Public Relations Committee shall assist the Public Relations Director with the duties of their office. The aim of the Public Relations Committee is to provide fun social events, outstanding philanthropies, numerous amounts of community service events, and educate the men of Gamma Mu on events happening on campus for the men of Gamma Mu. They shall collaborate with the management committee every time an event is hosted by Gamma Mu to ensure all risk management guidelines are followed. The Public Relations Committee shall consist of the Public Relations Director, Risk Manager, the Advertising Director, and whomever the Vice President seems fit to serve on the Public Relations Committee. The Vice President shall sit as an advisory member on the Public Relations Committee.
- G. **Finance Committee-** The Finance Committee shall assist the Treasurer with the duties of his office. The aim of the Finance Committee is to control, collect, and disperse funds of the chapter and budget conservatively. The Finance Committee shall consist of the Treasurer, the Fundraising & Corporate Relations Director, and whomever the Vice President seems fit to serve on the Finance Committee. The Vice President shall serve as an Advisory Member on the Finance Committee.

ARTICLE VIII – MEETINGS

Section 1 Meetings

Regular meetings of the Chapter shall be held every Sunday evening of the collegiate year in the area designated by the Executive Board. The President shall have the power to change the time of any particular meeting upon giving notice to all Brothers at least twenty-four hours in advance, unless otherwise designated by the majority of the Brotherhood. The President can call a special meeting upon giving notice to all Brothers at least seventy-two hours in advance.

Section 2 Special Meetings

Special meetings can also be called by a petition signed by twenty percent of the members of the Brotherhood.

Section 3 Quorum

A quorum shall consist of fifty percent of Brothers plus one Brother for regular and special meetings of the Chapter.

Section 4 Procedure of Meetings

The procedure in meetings shall be based upon Roberts Rules of Order, revised edition, and Mason's Manual except in cases where such procedure would conflict with this Constitution. The Parliamentarian shall render a decision on any matter of controversy concerning procedure. His decision may be appealed and a majority vote of the active Brothers shall be sufficient to sustain the appeal.

Section 5 Blacklisting Procedures

1. The blacklist is a list of individuals who are never allowed at a ZBT event and are never allowed onto ZBT property.
2. An individual should only be blacklisted in extreme cases where simply speaking to the individual about no longer coming to the house for a period of time or coming to the house left often will not be effective.
3. The blacklist is to be kept and updated by the Secretary.
4. In order for an individual to be blacklisted:
 - a. A "Motion to blacklist" must be made and voted upon during a formal meeting. Voting yes will indicate intent to blacklist. Voting no will indicate intent to not blacklist. For an individual to be blacklisted, they must receive a 2/3rds vote of Yes.

5. If an individual has been blacklisted, it is the responsibility of the Secretary to update the blacklist.
6. Enforcement of the blacklist is the responsibility of the Risk Management Committee.
7. In order to for an individual's name to be removed from the blacklist:
 - a. A "Motion to appeal blacklisting" must be made and voted upon during a formal meeting. Voting yes will indicate intent to have individual removed from the blacklist. Voting no will indicate intent to have individual to remain on the blacklist. For an individual's name to be removed from the blacklist, they must receive a 2/3rds vote of Yes.
8. If an individual's name has been removed from the blacklist, it is the responsibility of the Secretary to update the blacklist.
9. Any member who is expelled or drops, for any reason, is added to the blacklist. Any member who decides to return to the chapter after they have dropped will be removed from the blacklist.

ARTICLE IX – POWER AND LIMITATIONS OF THE ACTIVE CHAPTER

Section 1 The members shall have full power to operate the Chapter subject to the Charter and the National Constitution and Code of Zeta Beta Tau Fraternity, Inc.

Section 2 The University of Memphis Faculty Advisor for the Gamma Mu Chapter shall act as liaison between the Chapter and the University of Memphis only after student-led diplomatic means have failed.

ARTICLE X – OBSERVANCE OF THE CONSTITUTION

Section 1 Any officer of the Chapter who willfully violates any provision of this Constitution, or who willfully continues in violation after notification of said violation to him, may be removed from his office.

Section 2 The President may interpret the meaning of an ambiguous article, clause, provision of this Constitution and its By-Laws. The president in his interpretation of said meaning shall not abridge or repeal any of the rights, privileges, or duties set forth within articles of this Constitution.

ARTICLE XI – METHOD OF MAKING AMENDMENTS

This Constitution may be amended by the following procedure: The proposed amendment shall be delivered in written form to the President at least three days prior to the meeting at which the amendment is proposed. Voting on the proposed amendment shall be the first order of business, superseded only by special election. A two-thirds majority of the members voting will be sufficient to pass the amendment. If passed, the amendment will automatically become part of the Constitution.

ARTICLE XII – ADOPTION OF BY-LAWS

Section 1 The Chapter may adopt By-Laws, to affix permanently certain issues of governance and conduct which do not require Constitutional Amendments.

Section 2 These By-Laws will be binding on all Brothers of the Chapter, as is this Constitution.

Section 3 In order to enact a By-Law, a motion must be made to introduce a Bill of Consideration. The Bill must reflect in its entirety the proposed By-Law. The Bill of Consideration will be tabled for the Chapter at Large and sent to the Executive Board. The Executive Board will report back on the Bill concerning its suitability and any changes they may have proposed. A vote shall be taken to pass the Bill as reported by the Executive Board. A two-thirds majority vote shall be sufficient. Else, it fails and may not be introduced again within fourteen days.

Section 4 The Chapter has the responsibility to report all changes to their Constitution and/or By-Laws to all necessary authorities, including but not limited

to: The National Fraternity, IFC, and the body or bodies of governing student groups at the University of Memphis.

ARTICLE XIII – DISSOLUTION

Upon dissolution, all financial assets shall go to Up ‘til Dawn at the University of Memphis. All other assets shall be sent to Zeta Beta Tau International Headquarters in Indianapolis, IN.

ARTICLE XIV – RATIFICATION

This Constitution, when ratified by unanimous vote of the Gamma Mu Chapter of Zeta Beta Tau Fraternity shall be adopted to supersede all previous Constitutions and By-Laws of the Gamma Mu Chapter of Zeta Beta Tau Fraternity. This Constitution shall be effective immediately upon ratification.

Risk Management Guidelines

1. Any event must be relayed to the House Manager and Risk Manager at the same time.
2. Brothers must comply with risk manager and committee members.
3. Carport, outside of those working sign-in table, must be cleared of people
4. Every event at the ZBT fraternity house must be tabled
5. Everyone who comes to an event at the ZBT fraternity house must sign in at the check in table
6. The sign in procedure is as follows:
 - o Upon coming to the event you must sign your name on the sign in sheet
 - o If there is an exclusive list, your name must be on said list
 - o After signing the sign in sheet a number is to be written on the said individual’s hand
 - o If the individual has any kind of alcoholic beverage, they are to check it in at the bar.
7. The procedure for checking alcoholic beverages in at the ZBT bar is as follows:

- Bar will be staffed by at least one volunteer who will receive \$20 off their dues for staffing the bar the whole night
 - When an individual comes to the bar to check in an alcoholic beverage, the bartender is to take the box and/or bottle of alcohol, put a square of duct tape on it. The bartender will write the number that is on the individual's hand on the square of duct tape with a sharpie or pen.
 - The bartender is to give the individual a solo cup filled with the said individual's alcohol
 - If the drink is to be mixed, it is the bartender's task to mix the drink for the individual.
 - All individuals are to be given 1 solo cup of their alcohol at a time, if they would like a refill, they will need to come to the bar to receive a refill.
 - If an individual who is at the party is trying to leave the party, the bartender is to give them their alcoholic beverage(s) and mark through the number on their hand with a sharpie or pen.
8. No one is allowed to stand in front yard for any reason
9. If smoking a cigarette, must stand at least ten feet away from door, and must not be in anyone's way. Smoke in backyard.
10. Any beverage must be in a cup or otherwise covered
11. If incident happens, any brothers in the area must help resolve it, and then report the incident immediately to risk manager.
12. All brothers are responsible for their guests. Any fineable offense they commit will be fined to your account
13. Brothers are only allowed to have three guests per event, unless previously arraigned for or a recruitment event.
14. If any problem with a specific request from risk management, brother can meet with risk manager and house manager within 24 hours after the end of the event to address it.
15. Risk manager must be aware of any potential/actual removal
16. If someone is removed from an event, they are not allowed back in. Sign in desk will make a note next to person's name that they are removed.

17. If cut off from drinking, brother must comply as soon as possible, or be fined or otherwise disciplined. Any drink post cut off will result in the 50 dollar fine.
18. Any non-brother who could be considered a risk can be removed from property immediately
19. Risk manager and at least two committee members must be at house the at all times during event
20. If the event is a recruitment event, alcohol is not allowed on the property.
21. No person who lives in a dorm on campus is allowed to stay at the house overnight
22. If staying in someone's bed, that person, or their roommate if they are not there, must give permission
23. If an event attendee is caught with an illegal substance, that person is kicked out of house immediately and may be added to blacklist
24. If risk manager cannot attend a function, a committee member is appointed acting risk manager by House Manager or Risk Manager. That committee member will pick a brother to replace him on the committee.
25. Male non-brothers are not permitted to sleep in the house overnight
26. No illegal substance can be brought to or consumed on the property. If found, will be turned over to Exec. Board.
27. No one allowed on roof of house

Judicial Board

Purpose

The purpose of the Judicial Board is to hold our brothers to the standards set forth in the ZBT credo: social responsibility, intellectual awareness, brotherly love and integrity.

Composition

The Judicial Board is presided over by the Vice-President.

The board is comprised of the Vice-President, one justice from each classification class, and the alumni advisor. No classification class justice can simultaneously serve on

Executive and Judicial Board. All four-class classification justices hold one vote in the judicial process.

The Vice-President will only vote if a tie occurs.

The Brotherhood Development Director and the Provost shall sit on the Judicial Board as advisory members to uphold the Brotherhood Quality Standards. In the case there is no freshman member in the chapter the Provost shall serve as a temporary justice.

The President shall also serve as an advisory member of the Judicial Board.

Application Process

President appoints justices, one from each classification class who fulfill the requirements.

Each Justice must be approved by a Chapter vote equal to a minimum of 50% + 1.

Requirements to Serve

Justices must meet the following criteria:

- a. Maintain a minimum 2.75 GPA
- b. Must abide by all ZBT laws

Accountability of Justices

In order to remain on the Judicial Board, each Justice must fulfill the following requirements:

- a. Must be visually active in fraternity operations
- b. Cannot miss more than three (3) meetings per semester
- c. In the case a Judicial Board Member violates any rule that would send a brother to judicial board then that justice would be sent to the executive board for judicial review.
- d. A Justice will serve on the Judicial Board until he graduates, no longer meets the requirements, or decides to step down.

Should a Justice not fulfill any of these requirements, the Executive Board will bring up his position for review.

Powers of Judicial Board

1. Judicial Review

The Judicial Board retains the power to bring brothers to trial, hear cases, make binding decisions and report whether a brother is in good or bad standing within the Chapter.

2. Levy Fines and Impose Punishments

3. Draft Amendments to Constitution

The Judicial Board retains the right to draft amendments to the Constitution.

The process is as follows:

1. An amendment draft must be written with the consensus of all five (5) Justices
 2. The amendment should be proposed at Chapter.
 3. Voting for the amendment should be held after its proposal.

4. Accepting Cases

The Judicial Board must agree to hear all cases. If the board does not come to a simple majority vote to hear a case then it will be thrown out.

Dress Code

While in a formal hearing, business casual dress is required by justices and defendant(s).

Procedure

The procedure of the Judicial Board is divided into distinct steps to arrive at the goals the Judicial Board sets forth to uphold.

1. Informing the Violator

Upon committal of an act that violates the standards of ZBT, the brother must be informed within three (3) days from the date of the Judicial Board's intent to hear his case. He must be notified of a "Notice of Hearing" document upon which his signature must be ascribed, and a duplicate copy must be kept for records. If the Chief Justice and the violator cannot meet up to have the "Notice of Hearing" document signed then a simple phone call and agreement by the violator to show up to the hearing will count as his signature.

2. Hearing Procedure

The procedure of the hearing is as follows:

- a. Accused brother arrives promptly for the hearing and sits before the Judicial Board
- b. Judicial Board informs the brother of the charge for which he is brought to hearing and associated evidence.
- c. Brother has opportunity to provide any testimony he wishes
- d. Brother steps out of hearing as Judicial Board discusses the case
- e. Judicial Board must arrive at decision by consensus. This decision must include the verdict and, if found guilty, the punishment for the action
- f. Brother is called back into hearing and Judicial Board informs him of decision
- g. The Judicial Board Secretary will have the Judicial Board Minutes sent out to the Chapter Secretary within one week of the trial date.

A copy of the Gamma Mu Chapter Constitution must be present at every

hearing for consultation.

3. Appeal Procedure

Should an accused brother believe the Judicial Board's ruling was unfair or incorrect, he has the right to appeal the decision. The brother must notify his wish to appeal to the Judicial Board within one (1) week of the date of his initial hearing. The procedure of the appeal hearing is as follows:

- a. Accused brother arrives promptly for the appeal and sits before the
Judicial Board
- b. Judicial Board must outline the violation for which the brother was
called and its initial ruling on the case
- c. Brother has opportunity to speak on his disagreement with the ruling
and/or verdict of the Judicial Board
- d. Brother steps out of hearing as Judicial Board discusses the brother's
appeal
- e. Judicial Board must arrive at decision by consensus. This decision
must include the new verdict and/or punishment if either has been
changed
- f. Brother is called back into hearing and Judicial Board informs him of
decision
- g. The Chief Justice must keep a "Hearing of Appeals Details" document
for his records.
- h. The Judicial Board Secretary will have the Judicial Board Minutes sent
to the Chapter Secretary within one week of the trial date.

Standard Punishments are as followed but not limited to:

1. Trashing the House

1st offense: \$25 fine and (2) weeks of Risk Management and Designated Driving

2nd offense: \$50 fine, two (2) hours of community service, and (1) month of Risk Management and Designated Driving.

3rd offense: \$100 fine, (5) hours of community service, and (2) months of Risk Management and Designated Driving.

2. Drug Use in the House/House Property

1st Offense: Phone call to Parents, \$175 fine, and (15) weeks of Social Probation
If Live in House then brother will have two weeks to move out of house

2nd offense: SBRV

3rd offense: Judicial/Presidential Expulsion

3. Drug Selling in the House

1st offense: SBRV for violator

If violator lives in house and voted in by SBRV, violator evicted from the house without refund effective ten (10) days from date of hearing. His room is searched for any illegal substances.

If violator does not live in house and voted in by SBRV, violator fined an amount equal to ten (10) times that of the valuation of drugs sold.

In case the accused brother makes it through the SBRV the accuser will have 15 weeks of social probation.

2nd offense: Judicial/Presidential Expulsion

4. Destruction of Property

Violator will pay 100% of cost to repair property plus a \$50 fee. The Violator will also have to complete a Risk Management Seminar and complete (1) Month of Risk Management and Designated Driving.

5. Theft

1st offense: SBRV for violator

If violator lives in house and voted in by SBRV, violator evicted from the house without refund effective ten (10) days from date of hearing. His room is searched for any illegal substances.

If violator does not live in house and voted in by SBRV, violator fined an amount equal to ten (10) times that of the valuation of stolen item(s).

2nd offense: Judicial/Presidential Expulsion

6. Alcohol Abuse

1st Offense: \$50 fine and (2) weeks of Risk Management and Designated Driving

2nd Offense: \$100 fine, (1) Month of Risk Management and Designated Driving. Must give an alcohol abuse and responsible drinking seminar to the chapter after his (1) month of Risk Management and Designating Driving.

3rd Offense: \$150 Fine, Judicial Board holds the right to determine punishment. (I.e. x amount of risk management and designated driving, social probation for x amount of weeks, judicial/presidential expulsion, etc.)

7. Academic Dishonesty

If a brother does not complete the study hours assigned to him by the academic chairmen then his punishments are as followed:

1st Offense: \$20 Fine

2nd Offense: \$40 Fine and (2) weeks of Social Probation

3rd Offense: \$60 Fine, (1) month of Social Probation, and a Phone Call to Parents

8. Fighting with a Brother

1st Offense: \$50 Fine, (1) month of Anger Management

2nd Offense: SBRV, \$75F Fine, (2) months of Anger Management

3rd Offense: Judicial/Presidential Expulsion

9. Judicial Disobedience

If Guilty Brother does not adhere to his punishments set forth to him by the Judicial Board then the guilty brother will receive (15) weeks of Social Probation, a Phone Call to their parents, and risk Judicial/Presidential Expulsion.

10. Guilty trips to the Judicial Board

In the case a chapter member has had many guilty verdicts issued upon him additional punishments may need to be enacted.

If a brother has accumulated three (3) guilty verdicts he will be chaired at the next chapter meeting

If a Brother has accumulated four (4) guilty verdicts he will have an SBRV vote on him at the next chapter meeting.

If a brother has accumulated five (5) guilty verdicts he will immediately be expelled from the chapter.

11. Drug storage in the house

1st offense: If a member is caught on the property or in the house with illegal drugs that does not include alcohol or **prescribed** medication, or under the influence of illegal drugs they will receive a \$50 fine, be chaired, a phone call to their parents, and 5 weeks of social probation. If the member is a house resident they will receive a \$50 fine, random room checks for the remainder of the current presidents term, be chaired, a phone call to their parents, and be required to complete 10 hours of additional community service that must be approved by the president.

2nd Offense: If member does not live in the house they will receive a \$100 fine and have a SBRV placed on them. If member lives in the house they will receive a \$100 fine, a SBRV placed on them, and they will be removed from the house without repayment of rent.

3rd Offense: Expelled.

12. Fines

Additional Fines are as followed but are not limited to:

- Omegafi late fee – 10%
- Tampering with the Security Camera - \$50
 - Not completing Fish Bowl chores - \$10
- Lying/editing House Management spreadsheet - \$20
 - Improperly disposing of cigarette butts - \$5
 - Disrespecting quiet hours - \$5
 - Noise infractions - \$25
 - Littering on property/front lawn - \$25
 - Stealing food out of the house – TBD
 - Driving through front yard - \$70
- Non- resident owing more than \$500 parking in driveway - \$50
 - Ignoring parking placement - \$5
 - Smoking in the house - \$50
 - Missing kitchen duty - \$5/day
 - Drunken Recklessness - \$65 (+ extra damages)
 - Missing Philanthropy Event - \$20
 - Hitting a Brother - \$50/TBD (+ extra damages)
 - Missing Greeksing/Homecoming - \$100
- Missing Greeksing/Homecoming practice - \$20, \$40, \$60, \$80.....
 - Missing Greeksing/homecoming rehearsal - \$80
 - Missing mandatory recruitment event - \$15
 - Illegal substance on property - \$50
- Nonresident living in the house more than a week - \$12/day
 - Dipping tobacco in the house - \$10
 - Reckless behavior - \$25
 - Missing Chapter Meeting - \$5/roll call

Academic Assistance Plan

MISSION – The mission of the academic plan is to support the men of Zeta Beta Tau Gamma Mu on their way to achieving academic excellence.

VISION – The vision of the academic plan is to enable the Gamma Mu chapter to consistently achieve a collective Grade Point Average above our 2.50 minimum requirement.

ARTICLE 1: CRITERIA

Section 1: Academic Standing

- Good Standing=2.5 + GPA from previous semester
- Probationary Standing=Under 2.5 GPA from previous semester

Section 2: Academic Counseling

- Upon receiving the individual grade report for each member, the academic chairman, along with the Faculty Advisor, will schedule a meeting with members who are not in good standing. The academic chairman and Faculty Advisor will work with the member to determine the best course of action to remedy the situation. Each member will have their respective academic assistance plan that will be followed and monitored, allowing the chapter to be flexible and recognize that what works for one member may not work for another.
- All new members will meet with the academic chairman and academic advisor before initiation to discuss academic requirements and expectations during their tenure in the chapter.

Examples of academic assistance plan:

- Assigned study hours
- Scheduling of tutor through ESP
- Registering student through ESP tutoring program

ARTICLE 2: INCENTIVES

Section 1: Grade Discounts

- \$75 discounts for members with a semester GPA between 3.7-4.00
- \$50 discounts for members with a semester GPA between 3.4-3.69
- Free Shirt/tank-top, which is not a philanthropy shirt, for members receiving a semester GPA of 3.5 or above.
- 1 pass on cleaning duty during the following semester for members receiving a semester GPA of 3.25 or above.
- The fraternity family line that receives the highest combined semester GPA will receive a family night paid for by ZBT.

Section 2: Gamma Mu award

- Members with an annually 4.0 GPA will have their name engraved on the Gamma Mu plaque that hangs in the chapter house study.

Section 3: Study Hours Incentive:

- Members who achieve the most study hours in one semester will not have to serve in organized cleanings the following semester.

Section 4: \$10 Weekly Drawing

- Every week persons who make the grade of an A on exams will have the chance to enter a weekly drawing for a \$10 gift card. The grades will be submitted by picture text.

Section 5: Most Improved GPA

- The individual with the most improved GPA in consecutive semesters will be rewarded with a \$20 gift certificate towards the restaurant/store of the chapter's choice.

Section 6: Highest New Member GPA

- The new member with the highest GPA will be rewarded a ZBT prize package. The ZBT prize package will consist of a letter shirt, visor, car decal, bottle opener, and a \$20 Buffalo Wild Wings gift card. In the instance there is a tie between new member GPAs, the winner will be the new member who has completed the most number of study hours.

ARTICLE 3: SANCTIONS

Section 1: Progress Reports

- Members not in good standing will be required to increase the amount of instances that their professors must monitor their progress.
- Members on probationary status must receive grade checks from their professors after the semester break.

Section 2: Faculty Advisor

- Members not in good standing must schedule at least one meeting every two months with the faculty advisor to discuss their individual academic assistance plan, monitor their progress, and set personal academic goals and provide reports upon the scheduled meetings.
- In the instance members do not meet with the faculty advisor the academic chairmen shall follow the same punishments discussed below for not completing study hours.

ARTICLE 4: ACADEMIC PUNISHMENTS

Section 1: Study Hours

- In the instance a member makes below a 2.75 GPA they will be assigned study hours by the academic chairman. Study hours must be completed bi-weekly and they must be completed in the ESP labs. Study Hours will be assigned as followed:
 - 2.74-2.50: 4 hours
 - 2.49-2.00: 6 hours
 - 1.99-below: 8 hours

Section 2: Academic Chairmen Authority

In the case a member does not complete their assigned study hours or does not meet with the faculty advisor there punishments will be as followed:

- First incident: \$20.00 fine
- Second Incident: \$20.00 fine and 2 weeks of social probation

- Third Incident: \$30.00 fine, a phone call to their parents, and 1 month of social probation
- Fourth Incident: \$50.00 fine, a phone call to their parents, and 2 months of social probation
- Fifth Incident: A recommendation for expulsion will be made to the Judicial Board by the academic chairman
- Members who achieve under a 1.0 GPA for one semester or under a 2.0 GPA for two consecutive semesters will be referred to the Judicial Board. The Judicial Board will conduct all aspects of that member's contribution. A recommendation is then made to the executive council for action regarding the matter.