

FRATERNITY CHAPTER BYLAWS CHECKLIST

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Definition of classes of bylaw provisions:

Class 1 - Those items that are **essential** to have included in your bylaws

Class 2 - Those items which are **customary** to have included, but are not essential

Class 3 - **Advisable** items, that should be included if they are
Applicable to your chapter's needs, structure, and
traditions

Class	Provision
1 2 3	
	NAME
()	Name and Chapter Designation
()	Date of Founding
	OBJECT
()	Purpose of the Organization
	AUTHORITY
()	Recognition of Authority of National/ International Fraternity
()	Recognition of Authority of the Institution
	MEMBERSHIP
()	Definition of the Classes of Membership (e.g., Active, Inactive, Pledge or Associate Member, Alumni, Affiliate, Honorary, etc.)
()	Qualifications for Membership
()	Non-Discrimination Clause
()	Bidding Procedure
()	Requirements for Initiation
()	Depledging Procedure (Dismissal of Pledges/ Associate Members)

Class	Provision
1 2 3	

MEMBERSHIP (continued)

- () Procedure for Affiliation
- () Scholastic Requirements in Order to Maintain Membership in Good Standing
- () Definition of a Member in Good Standing
- () Procedure for Resignation or Change in Status
- () Election of Honorary Members
- () Order of Initiation

MEETINGS

- () Frequency of Meetings
- () Time and Place of Regular Meetings
- () Constitution of a Quorum
- () Eligibility to Vote
- () Voting Procedure
 - () Attendance Requirement
 - () Definition of Excused Absence
 - () Penalty for Unexcused Absences
 - () Frequency of Ritual Meetings
 - () Order of Business
 - () Admission of Visitors
- () Authority to Call Special Meetings
- () Notice Requirement for Special Meetings
- () Restrictions on Nature of Business to be Conducted at a Special Meeting
 - () Dress Code
 - () Restrictions Regarding Smoking or Drinking at Meetings

() Parliamentary Authority

Class			Provision
1	2	3	

OFFICERS

- () Designation of Offices that Are Elected and Those That Are Appointed
- () Job Descriptions for All Officers, with Complete Listing of Key Job Responsibilities
 - () Special Requirements of Officers (e.g., Living in the Chapter House)
 - () Special Privileges and Compensation for Officers
 - () Rank of Officers/Chain of Command

ELECTIONS

- () Time of Elections
- () Terms of Office
- () Permissibility of Succession in Office
- () Qualifications for Office
 - () Nominating Procedure
 - () Eligibility to Vote in Elections
 - () Voting Method (e.g., Secret Ballot)
 - () Order of Election
 - () Nominating and Campaign Speeches
 - () Restriction Against Holding More than One Elected Office
- () Procedure for Removing an Individual from Office
- () Method of Filling Vacancies in Elected Offices

EXECUTIVE COMMITTEE

- () Membership of the Executive Committee
- () Duties and Authority of the Executive Committee

Class
1 2 3

Provision

OFFICERS (continued)

() Authority to Approve Non-Budgeted Expenditures

() Frequency of Executive Committee Meetings

() Right of the Chapter to Rescind Executive Committee Action

STANDING COMMITTEES

() Manner of Appointment

() Key Job Responsibilities of Each Committee

() Authority of Each Committee

DUES AND FEES

() Amount of Dues, Fees (including Pledging and Initiation Fees, Rush Assessments, Alumni Dues, etc.)

() Amount of Rent

() Months Dues are Paid

() Day of Month/Semester Dues are Assessed

() Day of Month/Semester Dues Become Delinquent

() Social Probation for Poor Financial Standing

() Fines for Late Payments/Discounts for Early Payments

() Prohibition against Loans to Members

HOUSING

() Priority for Rooms

() Room Lease Agreement Contract

() Notice of Intent to Vacate

() Security Deposit

() Alterations to Rooms

() Assessment for Damages (Other than Normal

Wear and Tear)

Class
1 2 3

Provision

HOUSING (continued)

- () Eviction Procedure
- () Restrictions on Pets
- () Right to Privacy
- () Housing Procedures for Boarders
- () Meal Program Policies

CHAPTER RULES

- () Quiet Hours
- () Damage to Chapter Property/Discharging Fire Extinguishers
- () Prohibition Against Hazing
- () Prohibition Against Sexually Abusive Behavior
- () Parking Privileges
- () Prohibition of Possession of Firearms, Fireworks, or Ammunition on Chapter Property
- () Prohibition of Going on the Roof
- () Prohibition of Possession, Use, and Sale of Illegal Drugs at Chapter Functions or in the Chapter House
- () Crisis Management Procedures
 - () Risk Management Policies (Chapter Funds to Purchase Alcohol, Common Sources of Alcohol, etc.)

CHAPTER AWARDS

- () Description and Qualification for Awards
- () Method of Selection

CHAPTER DISCIPLINE

- () Disciplinary Authority
 - () Composition of the Judicial Board

() Disciplinary Procedures

() Appeal Procedures

Class	Provision
1 2 3	

ADVISORS

() Job Description and Authority of the Chapter Advisor

() Job Description and Authority of the Faculty Advisor

AMENDMENTS

() Responsibility for Revising and Distributing Bylaws

() Notice Requirement and Method

() Vote Required to Amend Bylaws (usually 2/3)

() Suspension of Bylaws