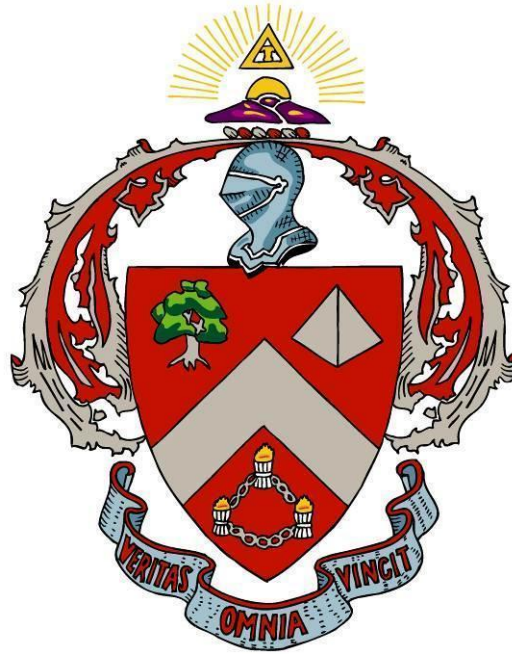


Constitution and Bylaws



of
**The Penn State Behrend Chapter of
Triangle Fraternity**

Adopted: 2/28/2013
Last Amended: 2/04/2018

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CONSTITUTION

I. NAME AND OBJECTIVE

Section 1: The official name of the organization shall be "Penn State Behrend Chapter of Triangle Fraternity."

Section 2: The purpose of the Penn State Behrend Chapter of Triangle Fraternity shall be to maintain a fraternity of engineers, architects and scientists at Penn State Erie, The Behrend College. It shall carry out its purpose by developing balanced men who cultivate high moral character, foster lifelong friendships, and live their lives with integrity.

Section 3: Any section or bylaw of this constitution not in accordance with the national constitution or the ritual of Triangle shall be void, and shall be amended as hereinafter provided.

Section 4: The Penn State Behrend Chapter of Triangle Fraternity at no time shall discriminate against a person because of that person's race, religion, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran's status, as in agreement with University Policy.

II. MEMBERSHIP AND ORGANIZATION

Section 1: Qualifications for Membership

- a. Active members shall be chosen from undergraduate or graduate students whose curriculum leads to a baccalaureate or higher degree in engineering, architecture or science.
- b. No man shall be pledged until he has matriculated for full-time study, met university standards, and has at least 14 Penn State credits or 27 transfer credits.
- c. A man may be pledged only if his cumulative grade point average is at least 2.7 on a 4.00 scale or, if he has not completed the first term of the freshman year, if his high school cumulative grade point average is at least 2.7 on a 4.00 scale or equivalent.
- d. Any man pledging or re-pledging after completing his first academic term shall, at the time of pledging, meet the minimum scholastic requirements for initiation and shall have a cumulative grade point average of at least 2.7 on a 4.00 scale or equivalent.
- e. The Active Members of Penn State Behrend Chapter shall be men who have been regularly initiated into the chapter, and all honorary, associate, distinguished fellow, and affiliated members of the chapter, as defined in ARTICLE 1 of the National Constitution.

- f. Only currently registered students and employed faculty and staff shall be eligible for active membership status in Triangle Fraternity.
- g. To be considered for active membership as a pledge, a candidate must meet the Penn State Behrend IFC's minimum requirements, and receive three-fourths ($\frac{3}{4}$) approval of present voting membership.
- h. A minimum of two votes shall be taken on each pledge during his pledge semester. The first vote will be advisory in nature and the second will be for approval for initiation.

Section 2: Voting Privileges

- a. Voting privileges will be granted to Active Members who are in good standing with the Chapter and the Interfraternity Council at Penn State Behrend.
- b. Voting privileges can be suspended by a unanimous vote from the Executive Board.

Section 3: Member Removal

- a. An Active Member can be removed from membership with nine-tenths ($\frac{9}{10}$) approval of present voting membership

Section 4: Voluntary Termination of Membership

- a. An active member may seek and obtain a voluntary termination of membership in the Fraternity by submitting a written request to the active organization president. The request for termination shall state the reasons for such a request, but shall not include short-term financial hardship.
- b. When possible, the member seeking termination of membership shall be interviewed by at least one member to confirm that the termination would be to the mutual benefit of the member and the Fraternity. It should be understood that termination of membership is intended to be permanent and not a temporary status.
- c. The request to terminate membership and supporting information shall be forwarded to the National Headquarters. Upon receipt, the National Secretary (or his designee) shall remove the name of the member from the rolls of the Fraternity.
- d. Active members who voluntarily terminate their active status with Triangle Fraternity must return both their pledge pin, and badge to the President immediately after termination.
- e. They must also formally leave the organization at a chapter meeting.
- f. They must sign the drop order form.

Section 5: Inactive Status

- a. See Appendix B for the full information.

Section 6: Cooperative Education Programs.

- a. During the time that an active member is participating in a cooperative education program and is away from Penn State Behrend where he holds active membership, he shall continue to be considered an active member of his chapter.
- b. In other words, any brother who is on co-op shall be considered under “suspension status” and pay a fee of \$175.

Section 7: Reinstatement of Members.

- a. A suspended member shall be reinstated when his period of suspension has elapsed or by a majority vote at any regular meeting.

III. EXECUTIVE BOARD AND CHAIRMAN

Section 1: The Government of the Chapter shall be vested in an Executive Board, as hereinafter provided.

- a. This council shall meet weekly at a regular time while classes are in session. Meeting dates may be changed for special occasions at the discretion of the President. These council meetings are open to all brothers of the Chapter unless the President designates it to be closed.

Section 2: The Executive Board shall consist of the following officers:

- a. President
- b. Vice President of Membership
- c. Vice President of Administration
- d. Vice President of Standards
- e. Vice President of Recruitment
- f. Vice President of Professional Development
- g. Vice President of External Relations

Section 3:

- a. In addition to the Executive Board, each officer will have chairman positions that are underneath them in the power structure. Each officer will assume one chairman position below them. The following Officers automatically absorb the following chair positions;
- b. Vice President of Membership absorbs Brotherhood,
- c. Vice President of Administration assumes Chief Financial Officer,
- d. Vice President of External Relations absorbs Social Chair,
- e. Vice President of Standards absorbs Judicial Board.

- f. Listed below are the officers and their corresponding chairman positions that are underneath them.
 - i. Vice President of Membership:
 - 1. Alumni Relations
 - 2. Ritual Master
 - 3. Special Events
 - 4. Brotherhood
 - ii. Vice President of Administration
 - 1. Parliamentarian/Historian
 - 2. Scribe
 - 3. Fundraising
 - iii. Vice President of Standards
 - 1. Risk Management
 - 2. Academic
 - 3. Judicial Board
 - iv. Vice President of Recruitment
 - 1. Logistics
 - 2. Sales
 - v. Vice President of Professional Development
 - 1. New Member Education
 - 2. Continuing Member Education
 - 3. Community Service/Philanthropy
 - vi. Vice President of External Relations
 - 1. Apparel
 - 2. Greek Week
 - 3. Public Relations
 - 4. IFC Representative
 - 5. Leadership Advantage

Section 4:

- a. Standing Task Forces may be created, as agreed upon unanimously by the Executive Board.
- b. An appointed member will serve as chairman of their designated Task Force.
- c. The Chairman of the Task Force shall be appointed by a majority vote ($\frac{3}{4}$) during a chapter meeting.

Section 5:

- a. The duties of the Executive Board Officers and the Chairmen are as outlined in ARTICLE I and ARTICLE II of the Bylaws.

Section 6:

- a. Newly elected officers shall be installed as outlined in ARTICLE III, SECTION 5, Paragraphs 2a through 4c of the National Bylaws of Triangle at the last meeting of the current semester.

IV. MEETINGS

Section 1:

- a. Regular Chapter meetings and Task Force meetings will be held at least once every other week, beginning with a Chapter meeting at the start of the semester, while classes are in session.
- b. Scheduling of the meeting times will be determined before the start of each term at a Calendar meeting.
- c. Special meetings may be called by the President or at the request of at least three voting members

Section 2:

- a. A quorum, (50% of active members + 1 active member) shall consist of a majority of the voting active membership.

Section 3:

- a. Parliamentary authority shall be *Robert's Rules of Order - Newly Revised* wherein the same do not conflict with this Constitution or its Bylaws.

V. FUNDS

Section 1:Dues:

- a. The VP of Administration will create a budget for the upcoming semester, present it to the executive board, and then once unanimously agreed upon by the E-Board, can be voted on by the general body at a chapter meeting.
- b. The first meeting the budget is presented, it shall be tabled to be voted on at the following meeting.
- c. The Executive Board shall have authority to collect, and distribute dues, parlor fees, fines, and charges as they deem necessary.

Section 2:

- a. Dues, fees, fines, and other charges shall be paid to the VP of Administration, and he will deposit them into the chapter's off-campus checking account.

Section 3:

- a. All off-campus donations to the chapter and fundraising intended for the chapter, will be deposited directly into the chapter's off-campus checking account, per the VP of Administration.+

VI. STANDING RULE MOTION

Section 1:

- a. A Standing Rule shall be any set of policies adopted by the chapter during a general business meeting. It must be approved by a simple majority of the members present. The rule will be added to Part 3 of the Constitution and Bylaws along with the date adopted before next meeting. At this meeting, the Standing Rule will take effect unless otherwise mentioned.

VII. AMENDMENTS

Section 1:

- a. Any voting member may propose an amendment to the Constitution or Bylaws. This proposed amendment must be submitted in writing and can be discussed at a regular meeting, but voting will be postponed until the following regular meeting. In the time between the proposal and voting, the amendment must be made available to all voting members.

Section 2:

- a. Any amendment so submitted shall be adopted if it receives the favorable vote of three-fourths (3/4) of the members present.

VIII. ELECTIONS

Section 1:

- a. Nominations for Executive Board will take place at least four (4) weeks before the end of fall semester. Thereafter, voting will take place two (2) weeks following the first nominations.
- b. Nominations for Chairman will take place at least four (4) weeks before the end of each semester. Thereafter, voting will take place two (2) weeks following the first nominations.

Section 2:

- a. In order to be elected to a position, a candidate must receive two-thirds of the votes. If no candidate received two-thirds, a new ballot is taken, with the two men receiving the largest number of votes on the previous ballot being the nominees. A new discussion will take place, following will be a re-vote until a representative is chosen.

Section 3:

- a. If an Officer or Chairman resigns or is otherwise removed from office, nominations for a replacement will be opened at the current/next immediate meeting and then tabled.
- b. At the next meeting, nominations will be removed from the table for any last minute nominations. Voting will then take place during New Business.
- c. In the interim, the duties of that officer/chairman will be placed upon the next higher officer on the chain of command.

IX. JUDICIAL BOARD

Section 1:

- a. Refer to Article I, Section VII of the Bylaws for the description of the Judicial Board Chairman's, ie. Vice President of Standards, responsibilities.

Section 2:

- a. The Judicial Board will consist of either three (3) or four (4) Active members who do not hold Executive Board positions. Ideally, each member will represent one grade level (i.e. Freshman, Sophomore, Junior, Senior) but this is not required.

Section 3:

- a. Members of the Judicial Board will hold their positions as they advance grade levels, if still eligible, i.e. the freshman representative will become the sophomore representative at the beginning of the next school year.
- b. Each will be elected via the election process in Article I, Section 1 of the Bylaws. Elections will take place as members need to be replaced.

Section 4:

- a. The Judicial Board will serve as investigators for issues within the Chapter. When a matter is referred to the Judicial Board, it is their responsibility to investigate and decide what action they feel should be taken. This decision will be presented to the Executive Board. The Judicial Board will uphold each member to the Ritual and to the Code of Ethics.

Section 5:

- a. The Judicial Board Chair, ie. Vice President of Standards, will serve as a liaison between the Judicial Board and the Executive Board. He will not participate in the investigation, because only the voted members on the Judicial Board have the authority to discuss and vote on a final decision.

Section 6:

- a. The Judicial Board Chair and the Judicial Board members shall have a regularly scheduled monthly meeting. This meeting will serve to bring up any issues that may have gone unnoticed and review the actions of the membership over the past month.

X. FINES

Section 1:

- a. Every member is expected to be on time for all events.
- b. Members who are more than 15 minutes late to events (excluding Initiation, and Pinning) that require the attendance of all members, will incur a five (5) dollar fine if an hour advance notice of tardiness is not given to the scribe.
- c. Members who are more than 15 minutes late to Initiation and Pinning will incur a twenty five (25) dollar fine if a one day advance notice of tardiness is not given to the scribe.

Section 2:

- a. Members are given two weeks starting on the meeting or event after the infraction to pay the fines or make arrangements with the collections chair, after which they may be considered delinquent.

Section 3:

- a. After three (3) delinquencies in one semester, the brother may be sent to the Judicial Board for further action.

XI. DUES

Section 1:

- a. The amount of each semester's dues will be set by approving a budget at a regular meeting of the preceding semester.

Section 2:

- a. The date on which payment is due will be set at least two weeks in advance by the VP of Administration at the beginning of the following semester. All members must have dues paid by this date, or have made other arrangements in writing with the VP of Administration, otherwise the member may be considered delinquent by the Executive Board.

Section 3:

- a. Members who are delinquent on dues will be charged \$10/week for each week that their dues are not paid. Also they will not be permitted to attend social events. Delinquency is lifted by paying their bills or making and abiding to written arrangements with VP of Administration.
- b. All members with substantial debt, determined by VP of Administration, will be responsible to pay in full before being able to be nominated to any positions.

Section 4:

- a. All active brothers must sign the Triangle Fraternity Promissory Note. If a brother does not sign the promissory note, said brother will be sent to the judicial board.

XII. STANDING RULES

Section 1:

- a. The use of electronics including but not limited to cell phones, laptops, tablets, etc. not pertinent to a member's position or responsibility in the general meeting shall be prohibited. Furthermore, the use of study materials including but not limited to homework, textbooks, class materials, etc. during the general meeting shall be prohibited.
- b. Any violation of these criteria may be punishable by one bum fine of five (5) dollars per incident at the discretion of the president.

Bylaws

1. OFFICER DUTIES

Section 1: President

- a. The President is responsible for the actions of the chapter.
- b. His duties are outlined in Regulation 5.1 of the National Constitution and Bylaws. He also shall: serve as a conflict mediator for the Executive Board, run Chapter Business meetings and Executive Board Meetings, maintain a Triangle Purchasing Card, and attend Alumni Board meetings.
- c. The President will oversee all Vice Presidents and the chapter body.
- d. Maintain good relationships with University Officials and the Triangle National Office.

Section 2: Vice President of Membership

- a. The Vice President of Membership will serve as the acting Vice President.
- b. In charge of making brotherhood events and is responsible for the membership of the chapter.
- c. His duties are outlined in Regulation 5.2 of the National Constitution and Bylaws.
- d. He also shall: promote brotherhood by putting programs in place for bonding, facilitate fraternal connections, and create an environment in which enduring friendships may be formed.

Section 3: Vice President of Recruitment

- a. If the logistics chair is absorbed, he is responsible for organizing and planning recruitment activities.
- b. Oversees the sales chair and will facilitate recruitment task forces.
- c. Create and propose a recruitment calendar at the end of each semester for the following semester. Throughout the semester, the logistics and sales chairs will work together to come up with ideas for recruitment events, interest meetings, and will work around the school calendar.
- d. The VP of Recruitment can absorb the sales chair and will be responsible for informing the chapter on proper recruitment techniques and skills. Such as, flirting with dudes, how important it is to stay in contact with potential new members, and other recruitment techniques as described by the sales chair.
- e. Responsible for handling the contact list for potential new members. This involves maintaining the google worksheet on the drive with potential new members information and reminding the chapter to stay-on-top of their assigned potential.

Section 4: Vice President of Administration

- a. The VP of Administration is responsible for the finances of the Chapter.
- b. He shall handle the payment of bills for the chapter.
- c. Nationals will send out invoices for national dues, new member dues, etc.
- d. He must also assist in collecting any money owed to the chapter. He will announce through GroupMe Professional and Chapter Meetings about the dues, deadlines, and the proper form of payment. He must keep a record of all financial transactions. There is a google sheets document with all of the Triangle PNC account transactions. It is his duty to continue to update this week by week during his term.
- e. He shall also develop the budget for each semester, and make a copy of the past semester's budget on the drive. Then rename to the current (future) semester and edit from there. The CFO is responsible to determine how we can change allocations of money, be informed about changing national dues, ifc dues, etc.
- f. He will maintain a Triangle Purchasing Card; at the beginning of their term, the new CFO, old CFO, and President will go to PNC bank and meet with a representative to update card holders. He will attend Alumni Board meetings.
- g. The VP of Administration shall oversee Scribe, Parliamentarian/Historian, and Fundraising. He will communicate with the chair holders immediately below him bi-weekly, and make sure they are fulfilling their roles.

Section 5: Vice President of External Relations

- a. The Vice President of External Relations is responsible for the communication between the chapter and all other external organizations.
- b. Inviting a chapter to visit behrend Triangle at least once a semester.
- c. Responsible for collaborating events with other organizations.
- d. He is responsible for guiding and adhering to all chairs needs or problems.

Section 6: Vice President of Standards

- a. The Vice President of Standards is responsible for upholding members to the ritual and the code of ethics.
- b. The VP of Standards will automatically absorb the Judicial Board Chair. He will follow the guidelines as stated in ARTICLE IX in the Constitution.
- c. He will oversee the Academic Chair, and Risk Management chair. It is his duty to meet with each chair on a monthly basis to make sure they are keeping up with their position objectives.

Section 7: Vice President of Professional Development

- a. The Vice President of Professional Development will advance the chapter on a professional level.
- b. He will oversee Continuing Member Education, New Member Education, Community Service.
- c. He will meet with each of his chairs on a monthly basis to make sure they are completing their goals and duties.
- d. The VP of Professional Development will make goals for himself and for the positions under him.

2. CHAIRMAN DUTIES

Section 1: Ritual Master

- a. The Ritual Master reports to the VP of Membership.
- b. He shall be responsible for the Ritual equipment, assigning duties for Rituals, scheduling the date and location, supervising setup and clean-up, and overseeing the Initiation process. This includes but is not limited to the following events: Pinning, Initiation, Big Little Ceremony, Graduation Ceremony, and Post Ritual Discussion.

Section 2: Special Events

- a. The Special Events chair reports to the VP of Membership and is responsible for the major events hosted by the chapter.
- b. He will oversee the Special Events task force and meet as needed. The task force and the Special Events Chair will be responsible for, but not limited to the following events: Formal, Semi-Formal, and brotherhood retreats.

Section 3: Alumni Relations Chair

- a. The Alumni Relations Chair reports to the VP of Membership and is responsible for all contact to alumni.
- b. Responsible for publishing a monthly newsletter, maintaining an Alumni roster, and attending Alumni Board meetings.

Section 4: Recruitment Chair

- a. The Recruitment Chair reports to the VP of Recruitment. He will assume the position of Sales or Logistics, whichever is not chosen by the VP of Recruitment.
- b. Sales: He shall oversee the education of chapter members on better recruitment techniques, be responsible for attending recruitment events, promoting an engaging environment, and maintaining the Chapter's names list. He shall also reach out to potential men on campus through various methods such as social media, email, and advertising.
- c. Logistics: He shall oversee the planning and execution of recruitment events, and organizing the bid process.

Section 5: Scribe

- a. The Scribe reports to the VP of Administration.
- b. The Scribe will take minutes at the General Business Meetings and will collect the reports from all members of the chapter.
- c. Responsible for creating and distributing agendas at the beginning of each meeting.

Section 6: Fundraising

- a. Fundraising chair reports to the VP of Administration.
- b. He will organize fundraising events to benefit the chapter, and will be in charge of the fundraising task force.

Section 7: Parliamentarian/Historian

- a. The Parliamentarian reports directly to the VP of Administration and is responsible for knowing all documents pertaining to the chapter.
- b. He will have basic knowledge of the following: Triangle Constitution, IFC Constitution, Triangle Risk Management Policies, IFC Judicial Board Constitution, Robert's Rules, and all other pertinent documents.
- c. Responsible for the history of Triangle at Penn State Behrend and maintaining the chapter book and update it as needed.

Section 8: Community Service/ Philanthropy

- a. The Community Service/ Philanthropy chair reports to the VP of Professional Development
- b. Shall create events to promote community service, philanthropy, and reach out to the community to hold off campus service events as well as raising money or awareness for philanthropic organizations.

Section 9: Leadership Advantage

- a. The Leadership Advantage chair reports to the VP of External Relations.
- b. Responsible for organizing the yearly Leadership Advantage event held in August.
- c. Work with engineering organizations and brothers to create a program, reach out to company sponsors, reach out to incoming engineering and science majors, work with the campus to bring students early, and provide value to the incoming students.

Section 10: Public Relations

- a. Reports to the VP of External Relations.
- b. Responsible for maintaining and advancing the Triangle social media pages and creating advertisements for events held by the chapter.

Section 11: IFC Representative

- a. The IFC Representative chair reports to the VP of External Relations.
- b. Shall attend all IFC general meetings and be the direct link from Triangle to IFC.
- c. Have a weekly report discussing the topics of the IFC's general meetings.

Section 12: Judicial Board

- a. It is his job to maintain and train the judicial board members.
- b. He is to remain unbiased and will uphold the ritual and the code of ethics for all members equally.
- c. Will serve as mediator in all judicial board hearings.

Section 13: Risk Management/Brother at Large

- a. The Risk Management/ Brother at Large reports to the VP of Standards.
- b. Responsible for creating and upholding the risk management plan set by the chapter.
- c. It is his responsibility to ensure safe events for all in attendance.
- d. As a Brother at Large he is a third party to mitigate conflicts between brothers. He is to arrange meetings if necessary so that brothers may peacefully solve any conflict.

Section 14: New Member Education

- a. The New Member Education chair reports to the VP of Professional Development.
- b. Shall oversee the New Member Education Program and provide New Members with materials needed for the program. He will create well rounded new members who understand the values of the chapter and are prepared to become leaders.

Section 15: Continuing Member Education

- a. The Continuing Member Education chair reports to the VP of Professional Development and is responsible for creating a well-educated chapter.
- b. He will host events to create balanced men in their social and professional life.
- c. Assist in facilitating Academic U.
- d. Tasked with putting on professional/educational workshops for the chapter. He should also prepare monthly presentations to be presented at the beginning of Chapter Meetings.

Section 16: Academic

- a. The Academic chair reports to the VP of Standards and is responsible for promoting strong academics and high grades.
- b. He will have access to the GPA's of all members and assist them in improvement.
- c. He will follow the Academic Action Plan and make adjustments as needed and approved by the chapter.
- d. Promote academic advancement with new and active members by creating programs and opportunities to improve their academic standing.

APPENDIX A: Academic Action Plan

1. Academic Warning

Criteria:

- Below 2.7 Cumulative GPA
- Below 2.5 Semester GPA
- Semester GPA 0.4 difference from Cumulative GPA

Sanctions:

- Minimum of 5 hours of studying per week logged online
- Monthly meetings with scholarship chair

2. Academic Probation

Criteria:

- Below 2.5 Cumulative GPA
- Below 2.3 Semester GPA
- Semester GPA 0.7 difference from Cumulative GPA

Sanctions:

- Can hold 1 chair position
- Only 1 social and 1 non-social event per weekend
- Only events hosted by the brother's recruitment team allowed during the week.
- Minimum of 10 hours of studying per week logged online
- Bi-weekly meetings with scholarship chair

3. Academic Suspension

Criteria:

- Below 2.3 Cumulative GPA
- Below 2.0 Semester GPA
- Semester GPA 1.0 difference from Cumulative GPA

Sanctions:

- Removed from all fraternity positions
- Only events hosted by the brother's recruitment team allowed during the week.
- Minimum of 15 hours of studying per week logged online
- Required to go to a tutor at least once a week
- Weekly meetings with scholarship chair

APPENDIX B: Suspended Status

Suspended Status will only be given to members for cases where they remain at Behrend as a full time student and have issues with regards to any of the following:

- Finances
 - A member is unable to pay the full amount of dues even if a reasonable effort is made (ie. Obtaining a job).
- Time Commitment
 - A member is unable to commit the necessary amount of time to the chapter that is required of an active member. This includes not being able to attend any Chapter Meetings, professional workshops, social events, or service/philanthropy events.

It is the expectation of the Chapter that members seeking Suspended Status have made a reasonable effort to find a solution to the above issues before considering Suspended Status.

Prior to being allowed to go on Suspended Status, the member in question must apply using the form provided. They then must present their case to the President and Vice President of Membership who will then make the decision to award Suspended Status or not. If a member is awarded Suspended Status they must come to the following Chapter Meeting and inform the other members. They are not required to go into extreme detail but a general explanation of their situation is required.

Restrictions:

Suspended Members

- Must pay a reduced amount for dues to cover certain expenses (\$150.00)
 - Payment plans will be available
 - Covers:
 - Insurance
 - Recruitment Budget
- Must attend Pinning, Big/Little, and Initiation
 - Penalty fine of unexcused absence at these events is doubled
- May not hold any positions that semester
- May attend two (2) social events during the semester
- Guest list events where a brother invites the inactive brother do not count to this total
- May not represent the Chapter at National Events
- May not attend professional workshops put on by the Chapter

- Must physically attend the meeting in which elections are held if they wish to hold a position the following semester
- Must keep the Academic Chair updated on their grades throughout the semester
- Must keep the Vice President of Professional Development updated on any community service they complete or philanthropy dollars they raise
- Can still be sent to the Chapter Judicial Board for failure to live by the Ritual and Code of Ethics
- Must have been initiated for at least a year