

**CHAPTER BYLAWS FOR NATIONAL SOCIETY OF  
DELTA KAPPA ALPHA**

IOTA CHAPTER OF  
DELTA KAPPA ALPHA

AT

\_\_\_\_\_ George Mason University \_\_\_\_\_

CHAPTER BYLAWS

Drafted on : 4/18/24

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## **PREAMBLE**

We, the students of George Mason University, in the spirit of fellowship and enjoined ambition, to instill the fundamentals of professionalism and democracy, to endeavor to rise beyond our mark, to promote a community spirit of charity and goodwill, to encourage participation in scholastic, academic, artistic, civic, social, and administrative collegiate activities, to develop a high standard of scholarship and morality, to form a lasting fellowship based on the equality of all members, to strengthen the bond of union between the students and their Alma Mater, do hereby form and establish these Bylaws for the Iota Chapter of Delta Kappa Alpha Society.

## **Article of Incorporation**

### **Article I - Name, Purposes, and Scope**

**Section 1. Name** – This chapter shall be officially known and designated as the Resident Council of the Iota Chapter of the Delta Kappa Alpha Society located at George Mason University.

**Section 2. Variations in Name** – No abbreviations of, departures from, or variations in the name of this Society will be permitted, with exception of the following: Delta Kappa Alpha, DKA, DeKA, and ΔKA. Name and letters must always be identified, accompanied, or associated with Cinema by the officially recognized insignia, brand aligned cinematic decoration, or the National Society Slogan of “Cinematic Artists of Character.”

## **Article II - Purpose of Organization**

### **Section 1. Purposes** –

- To foster lifelong character, collaborative and creative storytelling, ethical and productive business practices, philanthropic action, and Social bonds by and between students of the cinematic arts;

- To instill Dramatic, Kinematic, and Aesthetic interest in the field of cinematic arts.
- To encourage the dissemination of information about cinema as to further the development of its possibilities;
- To coordinate more closely the education of students of cinematic arts with professionals in the field;
- To offer members experiences in life skill-building and healthy habit management as valuable preparation for post-collegiate life;
- To bind chapters into a National Society of one;
- To be supportive of and cooperative with the educational goals of George Mason University;
- To exhibit -- as an organization, as individual members, and as recruited members -- the Cardinal Principles, the Creed, the Farmer Tripod, and characteristics of the 10 Jewels of Delta Kappa Alpha: Creative, Curious, Enthusiastic, Generous, Honest, Humble, Proactive, Reliable, Resourceful, and Respectful.

**Section 2: Policy Agreement** – We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including, but not limited to:  
<https://studentcenters.gmu.edu/policies-procedures-guidelines/>  
<https://brand.gmu.edu/events/policies>  
<https://universitypolicy.gmu.edu/>  
<https://studentconduct.gmu.edu/>  
<https://oacc.gmu.edu/access-services>

**Section 2. Statement of Compliance** – The Iota Chapter of the Delta Kappa Alpha Society shall comply with all policies, laws, rules, and regulations set forth by the National Constitution, namely Title VI, article 59, George Mason University, and state and local authorities. This includes, but is not limited to, rules, laws, and regulations concerning recruitment, pledge education, initiation, public relations, finances, scholarship, communication, and risk management. The Constitution and Statutes of the Delta Kappa Alpha Society shall supersede the Bylaws of the Iota Chapter and its amendments. Any statute contained in the Bylaws conflicting with the National Constitution and Statutes shall be deemed null and void. “Ignorantia legis neminem excusat (Latin for “ignorance of the law excuses no one.”).”

**Section 3. Bylaws** – These Bylaws shall supersede all previous Bylaws and amendments of this chapter upon adoption by the Resident Council contingent upon approval of the Board of Governors and the Chief Executive Officer.

**Section 4. Affiliation** – This chapter shall consist of all members affiliated with the chapter who are in good standing and who are attending George Mason University. At least 51% of Resident Council and Pledge members must hold an officially recognized major within George Mason University.

**Section 5. Non-Profit Status** – No income or profit arising from the operations of the corporation is to insure to the benefit of any private person. Upon dissolution of the corporation, any assets remaining after payment of debts shall be given to The Delta Kappa Alpha Society, Delta Kappa Alpha Foundation, or any of their subsidiaries or successors. In the event that all the foregoing are non-existent, then to some other appropriate non-profit entity qualified under Section 501 (c)(3). The Closing of the Resident Council is a cause of automatic dissolution of the corporation as a failure of purpose. Surplus funds of a Resident Council shall be invested only in United States government securities or financial institutions providing adequately insured deposit accounts.

**Section 5. Composition of Chapter** - This organization shall consist of two councils, Resident and Graduate, and shall be under the general supervision of the Board of Governors, composed of members from both Councils as well as potential volunteers.

**Subsection A. Resident Council** - The Resident Council shall be composed of those members of the chapter enrolled as undergraduate or graduate school students of George Mason University, with the exception of those members, for reasons deemed permissible by decision of the Board of Governors, who may be placed on the Graduate Council by their request or by the request of the Resident Council.

**Subsection B. Graduate Council** - The Graduate Council shall be composed of those members of the chapter who have graduated from George Mason University or are inducted members who are not taking classes.

**Section 6. No Hazing Policy** - The Society prohibits absolutely all physical hazing, paddling, uncalled-for humiliation, and public displays in connection with Pledge Education and pre-initiatory activities, and subscribes to the North-American Inter-Society Conference resolutions and the Society Executives Association's "Statement of Position on Hazing and Pre-Initiatory Activities" which condemn all forms of hazing in connection with Pledge Education and pre-initiatory activities. The active chapters shall carry out the Society's policy and conform strictly to this policy, not only to escape the danger of bringing discredit to the Society and injuring the entire Society cause, but also to build higher respect for the chapters and the Society in the minds of pledge members and to instill a finer type of loyalty thereby. The Society prohibits all forms of public initiation, and pre-initiation and initiation activities shall not be permitted to interfere in any way with the scholastic obligations or class attendance of those involved.

**Section 7. Risk Management and Insurance** – All active chapters and colonies shall comply with all requirements of the Risk Management and Standards Program as set forth in the Risk Management, Code of Conduct, and Insurance Manual of the Delta Kappa Alpha Society . Each active chapter and colony shall participate in the National Liability Insurance Program, and shall promptly pay all required fees pertaining thereto as established and updated from time to time by the National Council.

**Section 8. Auxiliary Organizations** – No active chapter shall establish, recognize, or support any auxiliary organization.

**Section 9. Housing and Residence** – All members will respect and protect the Chapter house at all times.

**Subsection A.** Room selection is determined by the policies and procedures laid out in the Housing Handbook. The House will hold Society functions and ceremonies, scheduled with at least 3 days notice to the tenants.

**Subsection B.** The House should be maintained and presented as a recruitment tool throughout the year. All Society valuables that are not in the school archive will be kept in the House for safekeeping. The President must reside in the designated President’s Room within the House during their term.

**Subsection C.** The use or possession of any illegal substance or the use or possession of alcohol by minors in the house will result in the dismissal of the occupant from the house, and the member will appear before the Board of Governors for additional sanctioning.

**Subsection D.** Any chapter or any affiliated House Corporation desiring to lease, build, purchase, sell or otherwise dispose of a chapter house shall secure the approval of the Chief Executive Officer before making commitments of any nature. Where the expenditure for chapter house repairs, remodeling or other improvements requires securing either a building permit from a municipal authority, a loan from an institutional lender, or exceeds an aggregate sum of \$25,000 on a proceeding 12 month basis, the house corporation shall secure the approval of the Chief Executive Officer before making commitments of any nature. Failure to secure prior approval may result in action being taken against the chapter and/or affiliate house corporation, which could include the suspension of operations and revoking of the chapter's charter. Each chapter or affiliate house corporation shall file with the Chief Executive Officer an annual financial statement and other such reports as the CEO may require. This does not apply to members within the chapter who seek to use their own home as the unofficial chapter house for ceremonial purposes.

**Section 10. The Pulse** – “The Pulse” is an organized, up to date, google drive that contains all non-confidential information related to chapter operation and progress. It shall contain a section for each Associate and Executive Officer of the chapter to save

all non-confidential documents, forms, etc. It shall also include all vital operational documents including the bylaws, code of conduct, master copies of logistics forms, important officer specific documents, etc. The Secretary shall oversee this drive and ensure that all information is properly stored and organized. This document is available for every single member of the Resident Council and the chapter's Board of Governors to see at any time.

### **Article III - Membership**

We do not discriminate on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status, genetic information, or any other characteristic protected by law.

A Registered Student Organization is open to all George Mason University students. Exceptions in Federal and Commonwealth law, and university policy are:

- Official political party student groups
- Groups affiliated with established places of worship
- Social Greek-lettered fraternities and sororities (Fraternity and Sorority Life: FSL will be following up with our groups on guidance for their language)

**Section 1. Membership Classifications** – Membership classification within The Delta Kappa Alpha Society shall be Resident or Graduate.

**Subsection A. Resident Classification** - A Resident member may be a student attending a college or university where there is located a chapter or colony of Delta Kappa Alpha, into which one has been initiated, or into which one has been legally transferred. A resident member has further classifications of Active, Active-Lite, and Inactive as defined below. There is no formal or informal “alumni” classification of membership within the Resident classification.

**Subsection B. Active Resident Classification** – An Active Resident member is a Resident member who is an enrolled George Mason Student and is obligated to pay all chapter and national dues, as well as attend all mandatory events (i.e. chapter, initiation, etc.) unless an approved excuse for absence is given. This classification is the standard and assumed status for all Residents.

**Subsection C. Active-Lite Resident Classification** - An Active-Lite Resident member is a Resident member who is obligated to pay all chapter and national dues, but is not required to attend any mandatory events (i.e. chapter, initiation, etc.). This classification requires approval from a majority vote of the standards board and must be reaffirmed by the standards board every semester.

**Subsection D. Inactive Resident Classification** - An Inactive Resident member is a Resident member who is obligated to pay national dues but is excused from paying chapter dues. An Inactive Resident member is also barred from attending any private DKA events, loss of vote, and privileges typically granted to Resident members. This classification is meant for members who are experiencing great financial hardship or are unable to attend any DKA events for a semester but still wish to remain on the membership roster. This classification requires approval from a majority vote of the standards board and must be reaffirmed by the standards board every semester.

**Subsection E. Graduate Classification** – A Graduate member shall be a member who has graduated, or has permanently left school before graduating from the institution where there is located a chapter or colony of Delta Kappa Alpha that he/she was a member. A member of the faculty/staff/administration of the institution where a chapter is located or college graduates who serve in advisory capacities to chapters may be initiated directly into a chapter's Graduate Council through proper protocol.

**Subsection F. Honorary Graduate Classification** – Honorary graduate membership may be bestowed on an individual who is not otherwise eligible for Resident or Graduate membership and who is not a member of a professional Society in direct competition with this Society. Specific membership requirements and procedures are enumerated in the National Statute--Title II.

**Subsection G. Neophyte Classification** – A non-initiated Resident member in good standing who has fulfilled the Society Pledge Education requirements and has not passed or yet taken the National Exam and has not been formally initiated into the Society of Delta Kappa Alpha is considered a “Neophyte” member. They are excused from any Society requirements, responsibilities, or obligations at the discretion of the Standards Board. They are not allowed to vote during Rush week or be present in the voting room, can only enter Chapter meetings after the Opening Ceremony and leave chapter before the Closing Ceremony, and may not participate in any events that are exclusively for initiated members and/or where initiated member Society secrets are discussed or practiced. A non-initiated member (pledge member or neophyte member) will be disassociated from the Society if they do not become initiated within one calendar year of their Pledging Ceremony.

**Subsection H. Pledge Classification** - A non-initiated member in good standing who is in the process of fulfilling the Society Pledge Education requirements. They are unable to attend chapter meetings and any events specifically reserved for members only. A non-initiated member (pledge member or neophyte member) will be disassociated from the Society if they do

not become initiated within one calendar year of their Pledging Ceremony.

**Subsection I. Membership Transfer** – A member of a Resident Council of another chapter of Delta Kappa Alpha Society may transfer membership to the Resident Council of the Iota Chapter upon the approval of two-thirds of those in attendance at a regular or special meeting. The individual must also be in good standing with his or her former chapter and the Chief Executive Officer of the Delta Kappa Alpha Society must approve this transfer.

**Section 3. Graduate Program Members** – Any member of the chapter who is awarded a degree and then enrolls in a graduate program at the George Mason University may, at their option, maintain their status as a Resident Council member with all the rights, privileges, duties, and obligations, of such, per Delta Kappa Alpha Law.

**Section 4. Qualifications** – Only those current students in a qualified program in the George Mason University; of good moral character; who comply with the values and Laws of this Society shall be eligible to election in this Society as a member, providing they are not members of any other professional Society in direct competition with this Society. The chapter must maintain at least 51% of membership holding an officially recognized major within George Mason University.

**Section 5. GPA Requirement** – No one may join the chapter until he or she has acquired at least a 2.0 Grade Point Average.

**Section 6. Compliance** – The chapter shall comply with all rules, regulations and requirements concerning recruitment, pledge education, risk management, and initiation set forth by George Mason University, the Professional Society Council, and the Delta Kappa Alpha Society.

**Section 7. Resident Council Member** – Resident Council Members will be in good standing if they comply with all obligations set forth by the National Constitution and Statutes, Chapter Bylaws, Code of Conduct, Society Ritual, and all other Society , University/College, Local, State, and National Laws.

**Section 8. Voluntary Withdrawal** – Although membership in the Delta Kappa Alpha Society is for life, members may submit an application to the National Office for voluntary withdrawal and alert the office of the Vice President. Such an application does not automatically mean termination of membership.

## **Article IV – Executive Council Officers**

**Section 1. Executive Council** – The Executive Council establishes chapter policy, the

chapter's long-range and operating plans, functions as the Executives of the Chapter as a business to the Executive Office as well as other stakeholders, and serves as the research and advisory committee for the chapter. **Officers must be enrolled at George Mason University during their elected terms.**

**Subsection A. Members of the Executive Council** – present in the chain of command: *President, Vice-President, Secretary, Treasurer, Cinematic Affairs Chair, Public Relations Chair, Programming Chair, Standards Chair.*

**Subsection B. Vacancy of President** – If for any reason the office of President is vacated, the Vice President shall immediately fill the position and the Resident Council will elect a new Vice President within one month of vacancy of the office.

**Subsection C. Master of Ceremonies** – The Chaplain is not part of the Executive Council but is required to attend Executive Council meetings, participate in discussions, and vote when it is specifically prescribed in the bylaws.

**Subsection D. Executive Council Advisor** – The Executive Council Advisor is an optional position that can be activated at the discretion of the President at least two weeks before the last Executive Council meeting. They shall serve as an Advisor to the Executive Council and are required to attend all Executive Council meetings, participate in discussions, and have the same voting privileges of all other Executive Council positions. It is not mandated for this individual to have served on the Executive Council prior to being elected to the position.

**Paragraph 1. Election** – Election for the Executive Council Advisor shall take place at the last Executive Council meeting of the semester for them to hold the position for the next semester.

**Paragraph 2. Nominations** – Once the President activates the Executive Council Advisor for a semester, any member of the Executive Council may nominate any individual of the Resident Council to serve as Executive Council Advisor at least one week before the last Executive Council meeting of the semester. Individuals must be nominated and are prohibited from placing an official bid for Executive Council Advisor.

## **Article V - Advisor/Associate Council Department Makeup**

**Section 1. Advisor** – **The primary advisor shall be a member of the faculty or staff at George Mason. An advisor may offer guidance and support for the organization. An advisor may not complete assigned tasks, hold decision-making, or have voting authority, as organizations are student-initiated and student-run.**

**Section 2. Departments** – The Iota Chapter shall be made up of 7 Departments: Programming Department, Secretary Department, Public Relations Department, Treasurer Department, Standards Department, Cinematic Affairs Department, and Membership Department.

**Subsection 1. Programming Department** – The Programming Department will be headed by the Programming Executive Council Chair and positions under the Programming Department are as follows:

- a. Event Coordinator
- b. Fundraising
- c. Recreation
- d. Retreat (Co-Chair Position)
- e. Philanthropy
- f. Social

**Subsection 2. Secretary Department** – The Secretary Department will be headed by the Secretary Executive Council Chair and positions under the Secretary Department are as follows:

- a. Assistant Secretary
- b. Historian

**Subsection 3. Public Relations Department** – The Public Relations Department will be headed by the Public Relations Executive Council Chair and positions under the Public Relations Department are as follows:

- a. Webmaster
- b. Marketing
- c. Social Media
- d. Design
- e. Documentarian

**Subsection 4. Treasurer Department** – The Treasurer Department will be headed by the Treasurer Executive Council Chair and positions under the Treasurer Department are as follows:

- a. Budget

**Subsection 5. Standards Department** – The Standards Department will be headed by the Standards Executive Council Chair and positions under the Standards Department are as follows:

- a. Development
- b. Scholarship
- c. Risk Management

d. DEIA

**Subsection 6. Cinematic Affairs Department** – The Cinematic Affairs Department will be headed by the Cinematic Affairs Executive Council Chair and positions under the Cinematic Affairs Department are as follows:

- a. Industry Education
- b. Workshop
- c. Culture
- d. Cinema Literacy
- e. Network
- f. Production
- g. Production Coordinator (Co-Chair Position)
- h. Showrunner

**Subsection 7. Membership Department** – The Membership Department will be headed by the Vice President and positions under the membership Department are as follows:

- a. Sunshine
- b. Recruitment
- c. Housing
- d. Interchapter
- e. Master of Ceremonies
- f. Pledge Education Officer (Co-Chair Position)
- g. Pledge Education Secretary

**Article VI - Election, Appointment, and Removal of Officers**

**Section 1. Qualifications for Office** – In order to be nominated, elected, or appointed to office (except for those positions listed with alternative election or appointment procedures) a member must be in good standing with the chapter both financially and judicially. Any officer that is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any Society liability, is automatically disqualified for chapter office. The persons elected to the following offices must live in the chapter house: House Manager, and Housing Committee Members. Officers must be enrolled at George Mason University during their elected terms. Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: Registered Student Organizations Registration or <https://gmu.edu.sharepoint.com/sites/SIRSOHub>

**Subsection A. Discrimination** – No person eligible for holding office in this chapter as described in Section 3 of Article 5 may be denied election to an office for reason of race, religion, national origin, handicap, veteran status, age, sexual orientation, or gender.

**Subsection B.** Officers not elected are to be appointed by the President and

approved by a 2/3 vote of the Resident Council.

## **Section 2. Term of Office**

**Subsection A. Associate Council** – All elected Associate Council officers shall hold office for a period of one semester and/or until their successors are elected and qualified.

**Subsection B. Executive Council** – All Executive Council positions shall hold office for a term of two consecutive semesters beginning in the Fall term with the exception of the Standards chair. The Standards chair shall hold office for a term of one semester with the option to run for four consecutive terms. Names and addresses of all officers must be reported to the Executive Office within seven days of their election or appointment.

**Section 3. Notification of Elections** – All Resident Council members in good standing shall be notified of the date, time, and place for holding the election of officers, at least 5 days prior to the date of election.

**Section 4. Officer Elections** – The election of Associate Council officers of this chapter shall be held every semester. Executive Council officers will be elected at the end of the Spring semester with the exception of the Standards chair which shall be elected every semester. Any qualified member can only accept nominations for up to two executive council positions and three associate council positions. All election proceedings and information shall be conducted and completed by the President unless they are running for a position then for that position the Vice President shall conduct and complete elections for that position(s).

### **Subsection A. Executive Council Elections** –

**Paragraph A. Timing** – Elections for members of the Executive Council shall take place during the appropriate election period during the spring for a one-year term that follows the academic year schedule (Except Standards Chair). Elections for the Executive Council should be held on a separate chapter meeting at least one week before Associate Council elections.

**Paragraph B. Qualifications** – If a qualified member is elected to an Executive Council position, they may not hold any other officer position. If being elected to an Executive Council position causes an Associate Council position to become empty or to have a candidate run unopposed, members have a week to nominate themselves or other members to run, just without the privilege of being able to submit an officer application.

**Paragraph C. Day-of Nominations** – Only if nobody is running for a position or if a member is running unopposed, can a Resident Council member, in good standing, nominate themselves on the day of the

election meeting.

**Paragraph D. Winning Multiple Positions** – If a Resident Council Member wins more than one Executive Council Position they will choose the position which they prefer directly after the results are announced and a revote will occur between remaining candidates.

#### **Subsection B. Associate Council Elections –**

**Paragraph A. Qualifications** – Any qualified member not already elected to an Executive Council position can be elected into no more than two Associate Council positions; it is required that during all stages of voting that the chapter members are aware of all multiple nominations that every candidate has accepted as well as given updates if things change throughout the voting session.

**Paragraph B. Nominations** – At least one week prior to elections, a list of all candidates who have accepted their officer nominations shall be announced during the regular Resident Council meeting that week. The names of candidates shall be made available to all members until the date of the election. Nominations that were not accepted by the nominee should not be made public to the Resident Council.

**Paragraph C. Day-of Nominations** – Only if nobody is running for a position or if a member is running unopposed, can a Resident Council member, in good standing, nominate themselves on the day of the election meeting.

**Paragraph D. Winning Multiple Positions** – If a Resident Council Member wins more than two Associate Council Positions they will choose the position(s) which they prefer directly after the results are announced and a revote will occur between remaining candidates.

**Subsection B. Officers that lose Good Standing** – If any officer loses good standing with the chapter, they will automatically be suspended from their office. Whether the suspension leads to permanent removal from office or reinstatement of office is at the discretion of the Standards Board.

**Subsection D. Time of Elections** – Executive Council, Master of Ceremonies, and Standards Board positions will be elected no later than the third from the last Chapter meeting. Associate Council positions will be elected no later than the second from the last Chapter meeting.

**Section 6. Term Limits**– No member may hold the same officer position for more than two consecutive elected terms with the exception of the Standards Chair for four consecutive elected terms.

**Section 5. Voting** – Officers shall be elected by a majority of votes from eligible Resident Council members in good standing but must have a majority vote of present members in good standing if running unopposed. In order to win an election, a Resident Council member has to reach 50% of the present votes in order to be elected. If the 50% mark is not met, a second election will occur only between the top two candidates after the results are announced.

## **Section 6. Removal of Elected Chapter Officers**

**Subsection A. Elected Officer Removal** – If any three (3) members of the chapter Executive Council feel that an elected officer should be removed from office, they must submit to the Standards Board, in writing, all the charges against the officer and signed by all 3. If the officer for whom impeachment is considered is present, that officer will not be allowed to vote. If at least 50% plus one of the members in good standing, present and voting, approve the motion, and the majority vote impeaches the officer, then the chapter will determine a date for the election proceedings. Such recall proceedings must be held within a reasonable time of the impeachment motion. The officer in question is immediately removed from their duties. The president appoints a member to perform the duties of the office until the outcome of the special election is determined.

**Subsection B. Resignation of Officers** – In case of resignation, a written resignation must be submitted to the Executive Council before an office becomes vacant.

**Subsection C. Executive Council Officer Removal by the Executive Council** – To occur after a Standards Meeting is held or attempted to be held with the Officer in question with an unsatisfactory conclusion. If the Executive Council (President, Vice President, Secretary, Treasurer, Programming, Public Relations, Cinematic Affairs, and Standards Chair) deems it necessary they can hold a vote to remove a member of the Executive Council. The officer will be removed from the position with a unanimous vote of the entire Executive Council. The officer in question on who the vote is against will not have a vote in this procedure. If failure to remove, then removal proceedings detailed in Subsection A will proceed.

**Section 7. Vacancies** – If a vacancy occurs in any elected chapter office for any reason, the chapter must hold a special election for the vacated office within two weeks of the office becoming vacant. Prior to holding the special election, it may be necessary for the President to appoint another member to temporarily assume the duties of the vacated office. If the vacated office is the President, then the Vice

President assumes the responsibilities of the President and a special election for Vice President must be held.

## **Section 8. Definitions –**

**Subsection 1. Associate Council** – Officers or Committee Chairs who are not in the Executive Council as explicitly stated in the bylaws. This does not include Residents serving on a Committee.

**Subsection 2. Executive Council** – President, Vice President, Secretary, Treasurer, Cinematic Affairs Chair, Public Relations Chair, Standards Chair and Programming Chair.

## **Article VII Impeachment or Resignation**

**Section 1. Impeachment or Resignation** – Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.

## **ARTICLE VIII - Meetings**

**Section 1. Meetings** – Regularly scheduled chapter meetings of this chapter shall be held weekly at a time determined by the Resident Council members each school term. In the absence of the President, the next highest-ranking officer present may call the business meeting to order – The Vice President.

**Subsection A. Attendance** – Attendance at all meetings by all Resident Council members shall be required.

**Section 2. Special Meetings** – The President or the Chapter Executive Council may call special meetings by giving three days notice to all Resident Council members.

**Section 3. Quorum** – 50% plus one member of the Resident Council members in good standing shall constitute a quorum for any stated or special meeting of this chapter.

**Section 4. Agenda** – The order of business at all stated or special meetings shall be as follows:

1. Opening Ceremony
2. Roll Call.
3. Reports of the Officers.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Old Business.
7. New Business.
8. Communications.

9. Proposals for Membership.
10. Balloting on Candidates and Pledge Chat.
11. Chapter Advisor's Report.
12. Remarks for the Good of the Chapter.
13. Sunshine's Words of Inspiration.
14. Closing Ceremony.

**Section 5. Parliamentary Procedure** – Except as otherwise provided for in these Bylaws, all meetings shall be conducted according to *Robert's Rules of Order*.

**Subsection A. Chapter Procedure** – Chapter meetings will be conducted according to The Ritual of Delta Kappa Alpha.

**Section 6. Excusable Absences/Tardiness** – Anyone wishing to receive an excused absence from any meeting or mandatory event should submit his or her excuse to the chapter secretary, in writing, at least 24 hours before the start of the meeting or mandatory event. The Standards Chair or Secretary shall handle, on an individual basis, all emergencies and exceptions that occur or have occurred within the 24 hours before the event or mandatory meeting. It should be understood that every effort must be made to attend all chapter functions by all siblings. Valid excuses shall be:

- a. College classes;
- b. Conflicting work schedule;
- c. Illness;
- d. Serious illness of a family member that requires the member to be absent;
- e. Other situations, subject to the approval of the Secretary or Standards Chair.

## **Article IX: Finances**

**Section 1. Dues** – DKA shall charge dues to every member.

**Subsection 1. Chapter Dues** – The amount of chapter membership dues is to be determined by the President and the Treasurer, and approved by two-thirds (2/3) of the Resident Council members in good standing. Members shall be able to pay dues via payment plans or in full.

**Paragraph A. Payment Due Dates** – Dues shall be due two weeks prior to retreat for paying in full. For payment plans the first payment shall be due two weeks prior to retreat and all payment plans must be completed by the last day of the semester.

**Paragraph B. Payment Extensions** – Any member experiencing financial difficulties or any other extenuating circumstances may submit a petition for an extension of their dues payments. The petitions shall be submitted to the President and Treasurer where upon review the President and Treasurer may give an extension date

**Subsection 2. National Dues** – Twice a year, Fall and Spring, each chapter will pay a fee per Resident Council member as determined by the National Council. National Dues must be submitted to the Chief Executive Officer at the deadlines listed in the Membership Manual Financial Responsibility Summary or in a more recent official notice from the National Council.

**Subsection 3. Member Requirements** – All Resident Council and Pledge Members are to pay Resident Council member dues to the chapter, which will include all National dues and fees. Additionally all members and pledges shall sign a dues contract by a date determined by the President and Treasurer every semester or they will be removed from the chapter and nationals roster. Failure to do so will result in accountable action as detailed by the Standards Board and Standards Board Handbook.

**Section 2. Initiation Fee** – The initiation fee to be paid by each pledge member of this chapter shall be paid at least two weeks before initiation. This chapter shall not initiate any pledge member until the Chief Executive Officer receives and approves the request and each pledge has paid their entire initiation fee in full. This fee will include the cost of the Member Key, Membership Certificate, and Membership Card.

**Section 3. Honorary/Faculty Initiation Fee** – An initiation fee set by the National Society is to be paid by the chapter for all honorary/faculty members initiated at installation or anytime thereafter. The chapter shall also present an official key to each honorary initiate. No fees are to be collected from the initiate.

**Section 4. Financial Good Standing** – Any financial obligations in arrears for more than 7 days will cause a member not to be in good standing and subject to removal from office, restriction of voting privilege, prohibition of attendance at private Society functions, and other actions as outlined in Society Governance documents.

**Section 5. Fiscal Year** – The fiscal year of this chapter shall commence on the first day of July and expire on the 30th day of June to comply with the fiscal year of the National Society of Delta Kappa Alpha, Inc.

**Section 6. Checking Account** – This chapter shall maintain both a checking account and a savings account in the name of the chapter. All receipts of the chapter shall be deposited in this account and all disbursements of this chapter shall be made from this account by check or cash. All checks must be signed by two different people, one of which is the chapter president and the other of whom is the chapter treasurer. Adherence to university regulations in regard to student accounts will be upheld. Chapters are prohibited from having a chapter credit card.

**Section 7. Insurance** – The chapter shall maintain a comprehensive liability insurance policy as secured by the Chief Executive Officer. The chapter will pay the premium as invoiced annually by the Executive Office.

## **Article IX.1: Councils, Committees and their Duties**

**Section 1. Executive Council** – The Executive Council shall promote inter-office communication, promote an efficient committee system workflow, and set goals for the chapter.

**Subsection A. Executive Council Alumni and Faculty Advisors** – The Executive Council may include the Chapter Advisor and Faculty/Staff Advisor serving without a vote. The President is the chairperson of the Executive Council.

**Subsection B. Executive Council Meetings** – The Executive Council will meet once a week to conduct business. The day, time, and location shall be approved at a meeting called by Executive Council members at the start of each term but shall take place before the weekly chapter meeting.

**Subsection C. Reporting Notes** – All findings and proceedings of the committee shall be reported to the chapter, and all action of the committee is subject to approval by a majority of Resident Council members present and voting at a regularly scheduled meeting.

**Subsection D. Goals** – Each Executive Council officer shall develop, improve upon, and share with the Resident Council, the big-picture goals of their predecessor at the beginning of their term. Goals should be reviewed at mid-term and prior to the end of their term.

**Subsection E. Executive Council Chair** – The Executive Council shall serve as a cabinet to the president. Chaired by the President, it shall advise and direct chapter operations in general to promote chapter, community, and national collaboration.

**Subsection F. Overseeing Committee Chairs** – All Executive Council officers are responsible for overseeing their respective committee chair(s).

**Section 2. Associate Council** – Officers or Committee Chairs who are not in the Executive Council. This does not include Residents serving on a Committee.

**Subsection A. Recording Attendance** – All Department Heads and Committee Chairs must record attendance at all meetings and events that they are in charge of. They must submit these reports to the Secretary so that all members have an up-to-date record for having fulfilled or not fulfilled their respective attendance requirements.

**Section 3. Standing Committees** – Committees determined by the Executive Council that will

exist in perpetuity, corresponding to each existing Associate Council chair. These include:

**Membership Department:** Housing, Interchapter, Recruitment, Pledge Education, and Ritual Team.

**Cinematic Affairs Department:** Industry Education, Workshop, Cinema Literacy, Production, and Showrunner

**Public Relations Department:** Documentarian, Social Media, and Design.

**Programming Department:** Philanthropy, Social, Retreat, Event Coordinator, Recreation (Sports Teams), and Fundraising.

**Standards Board:** Standards Board and Legislator.

**Section 5. President and Committees** – The President of this chapter shall have the authority to preside over any committee of this chapter, and shall also have the power to appoint any committee not provided for by the laws of the Society or these Bylaws.

**Section 6. Removal of Committee Members** – Any member of any committee may be removed or replaced by the committee, officer or member who made the appointment to that committee, with the exception of those officers or members who are specifically designated by these Bylaws to serve on a specific committee.

**Section 7. Majority Vote** – A majority vote of the members of any committee shall decide any question before that committee.

**Section 8. Resident Member Committee Requirement** – Every Resident member who does not hold an elected position must serve in at least 1 (one) committee.

**Subsection A. Committee Members Roles** – The members of these committees will assist their chairperson in performing the duties of their offices. The Chair of each committee will also appoint a variety of different roles to the members of their committee based on what the chair requires.

**Section 9. Committee Approval** – The chair of each committee shall find an appropriate number of Resident Council members to serve on their committee and then submit their committee to the President for final approval.

**Section 10. Removal of Committees** – Committees that are found to be unnecessary at the present time may be temporarily deactivated by the Executive Council Department head with approval from the President. It will then reactivate next semester or through a chapter vote be removed from the list of approved Standing Committees.

**Section 11. Number of Committee Positions** – A Committee Chair may change the number of required committee positions within their committee with the approval of their department head. They may change their position to a basic officer position if they

find it unnecessary to have a committee structure – this will only maintain so long as that individual is in office, the next elected officer will decide how many committee positions they would like (with the approval of their department head).

## **ARTICLE IX.2 - Standards Board**

**Section 1. Purpose of Standards Board** – The Standards Board is to give the responsibility of holding members accountable to a fair and formal group that represents the whole chapter. They shall operate under set procedures and conduct investigations into matters of discipline and potential violations of the fundamental laws and policies of the Society. This committee shall work with members of the Board of Governors and Executive Council, as appropriate, for guidance and consultation. The chapter members shall nominate members to the committee in accordance with procedures established within the bylaws regarding eligibility, term of service, duties, etc. They will meet once every other week as well as when situations arise and require their attention.

**Section 2. Standards Board Composition** – The Standards Board shall be composed of the following members: Standards, President, Vice President, Scholarship, Risk Management, Development, Legislator, and DEIA Chairs. Standards Chair shall chair the Standards Board.

**Subsection A. Procedures and Guidelines** – The Standards Board shall follow all procedures and guidelines set forth by the Delta Kappa Alpha Standards Board Handbook.

**Subsection B. Membership Restrictions** – No active member who has ever been suspended, been put on probation, or been in bad standing with the Society for more than a week may run or hold a position on the Standards Board. If a person with these restrictions wishes to be a part of Standards Board at any time, they may request to go through an appeals process to be able to run for a position in Standards Board.

**Section 3. Strike System** –

**Subsection A.** Strikes will be determined by the Standards Board and further approved by the Executive Council. Strikes will be due no later than 30 days following the notice of the strike. Failure to adhere to the strikes given will result in immediate suspension from all chapter activities but not limited to further chapter obligations.

**Subsection B.** Strikes will be given for the following reasons:

- a. Unexcused absence from a Chapter meeting
- b. Unexcused absence from a mandatory event, Formal Rush, Initiation Events
- c. Arriving late to a meeting (without an approved excuse)
- d. Causing excessive disorder at a meeting

- e. Unexcused absence from a mandatory alumni event
- f. For missing a mandatory clean-up requirement
- g. For damage to house property (additional fine will be assessed; see Subsection G.)
- h. For any other infractions as listed in the DKA By-laws, DKA Code of Conduct or Standards Board Handbook, as judged by the Standards Board

### **ARTICLE IX.3 – Individual Discipline**

**Section 1. Violations** – Any member who is deemed guilty of violating any of the provisions of the Ritual of Delta Kappa Alpha, the Code of Conduct, the Constitution, Bylaws, rules, regulations or edicts which have been properly approved, or anything that divulges any of the secrets of the Society or that violates the fundamental laws thereof, or an act that is deemed guilty of gross improper conduct shall be subject to fine, reprimand, suspension, or expulsion. The charge of “unethical conduct” constitutes as a violation of both “Conduct prejudicial to the Society and tending to bring it into disrepute” and “Violation of a Statute of the National Society ” in Title VII.61.a. of the Delta Kappa Alpha Constitution and are grounds for membership expulsion.

**Subsection A. Unethical Conduct in Complaints** – Any Member of the chapter who files a complaint with the Standards Board that shall prove to be unfounded and malicious may be charged with unethical conduct.

**Subsection B. Unethical Conduct in Impropriety** – Any Member of the chapter who improperly uses the name of the Society , the chapter, the Society emblem(s), or secrets; or who utilizes Society Membership for strict personal gain may be at the very least charged with unethical conduct.

**Subsection C. Unethical Conduct in Archives** – Any Member of the chapter besides the Chapter President or Chapter Historian (trained by School Archivist), who touches original chapter or Society Archived materials without supervision of either the Chapter President or Chapter Historian, may be at the very least charged with unethical conduct.

**Section 2. Investigation under Judicial Code** – Upon the knowledge or receipt of any alleged violation by a member under the guidelines stated in Section 1 of these bylaws, the alleged violations will be investigated and judged in accordance with the Society ’s Judicial Code.

**Section 3. Absences** – Any Resident Council Member who misses three (3) scheduled meetings or required events per semester without excuses acceptable to this chapter’s executive council shall immediately be placed in “bad standing” and may be subject to suspension. A member in this situation would have to schedule a meeting with the Standards Board to establish a plan of corrective measures to participate in order to become in “good standing” again. If the member does correct their participation (based on the corrective measures discussed with the Standards Board)

they will be subject to suspension and further judicial action. Suspension may be taken without the necessity of a hearing when a member has missed three (3) scheduled meetings or required events per semester without excuses acceptable to this chapter's executive council. The member(s) may appeal any suspension to the Standards Board.

**Section 4. Failure to Pay Dues** – A student member who fails to pay dues or fees within seven (7) days following their due date will not be considered to be in good standing and will not be entitled to the rights and privileges of membership. After seven (7) days of financial delinquency, the member shall receive a written warning notice from the chapter explaining the reason for being removed from good standing and providing the member an opportunity to pay the amounts due, or alternatively, providing the member the opportunity to meet with the Sergeant-at-Arms, or the Standards Board or the Chapter President, to explain the failure to pay. Any member who fails to pay dues or fees or make alternative arrangements within seven (7) days following the due date shall be suspended by the chapter. Any member whose membership in the Society has been suspended for nonpayment of dues or fees may be reinstated at the discretion of the Standards Board upon payment of such amounts as may be determined and submitted by the College Chapter.

**Section 5. Suspension** – Members who have been suspended for either financial delinquency or non-attendance have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this chapter. Upon decision by the Standards Board, a member may be suspended. Suspension of members involves: loss of vote, exclusion from National and chapter programming and ritual, and the loss of other privileges as determined by the Standards Board and/or National Council. A member under suspension or expulsion shall not be relieved of any financial obligations to the Society. The period of suspension shall last no longer than a period of one (1) semester, after which time a Suspension Review shall be conducted by the Standards Board.

**Subsection A.** A member under suspension is not relieved of any other Society obligations.

**Subsection B.** A member is automatically suspended by the chapter for financial delinquency.

**Subsection C.** Suspension of a Resident Council member involves the loss of voting rights. A suspended member may not attend any chapter-sponsored functions and may not participate in chapter communication resources, or any other chapter funded events.

**Subsection D.** The suspension shall last for a length of time to be determined by a positive vote of  $\frac{3}{4}$  of the chapter or the Standards Board after the vote for suspension. In cases of financial delinquency, the suspension shall continue until the individual is no longer financially delinquent.

**Subsection E.** If a member was suspended with a probationary period upon concluding the suspension period, the member will meet with the Standards Board and will be informed of the terms of the probation.

**Section 6. Approval of Suspension** – In its determination of disciplinary action, a 3/4 vote of the Chapter’s Standards Board shall be required to approve a punishment of suspension or expulsion of a member. All other forms of punishment shall require the simple majority approval of the Standards Board.

**Section 7. Expulsion** –

**Subsection A.** A member may be expelled from the Society by using the procedures and guidelines located in the Delta Kappa Alpha Expulsion Manual.

**Subsection B.** Expulsion is the ultimate censure of a member.

**Section 8. Assessment of Fines** – This chapter will assess fines, in accordance with such stated in these Bylaws and the National Constitution, against any member for reason of financial delinquency, unexcused absence, lateness or any other failure, and which is necessary to preserve and encourage chapter discipline.

**Section 9. Recovery of Society Jewelry** – This chapter’s Standards Chair shall recover any Society regalia such as Pledge Pin, Beret, Member Key, Membership Card, Membership Certificate, Membership Manual, TROTbook, Graduation Regalia, Society Banner, and any other Delta Kappa Alpha national regalia of any member that has been suspended or expelled, and forward said recovered items to the Chief Executive Officer.

**Article IX.4 - Secrecy**

**Section 1. Subject of Secrecy** – All proceedings, Recruitment and Pledge Education Program programming and discussions, Ritual, and ceremonies of the Society and all matters pertaining to the management or conduct of the chapter shall be kept secret. Violation of this secrecy is considered one of the highest judicial violations. Members should take extra special care to ensure that they are not sharing any secret and sensitive information related to the Society over social media.

**Section 2. Publishing of Officers and its Consequence** – The names of the Chapter Officers and Members, and the general object and scope of the Society may be published. The names of the Officers of the Ritual shall never be published. Any Member who reveals any of the secrets of the Society shall be subject to expulsion.

**ARTICLE IX.5 - Publication and Publicity**

**Section 1. Governing Documents** – The Official Governing Documents of the Iota

Chapter of Delta Kappa Alpha Cinema Society, Incorporated shall contain the following: Constitution, Chapter By-Laws, The Ritual of Delta Kappa Alpha, Membership Manual of Delta Kappa Alpha, The Code of Conduct, the Risk Management Policy, and *Robert's Rules of Order*.

**Subsection A. Presentation to Pledge Members** – A copy of the Membership Manual of Delta Kappa Alpha, TROTbook, Pledge Pin, Beret, The Constitution, and the Chapter By-Laws will be given to the Pledge members upon their starting the Pledge Education Program.

**Subsection B. Presence at Meetings** – A copy of the Constitution, Chapter By-Laws, Ritual Book of Delta Kappa Alpha, Membership Manual of Delta Kappa Alpha, and *Robert's Rules of Order* shall be present and available in the custody of the Presiding Officer at all Chapter Meetings.

**Subsection C. Reading of Bylaws** – These By-Laws shall be read in full by all resident members prior to the first regular meeting of each academic term. If not completed, a member will not be considered in good standing and, therefore, will not vote in chapter affairs until he or she certifies in writing to the Vice President that they have done so. Copies of these By-Laws shall be made available to each member within the first month of each semester and to pledges at the start of the Pledge Education Program.

**Section 2. Newsletter** – The newsletter of this chapter shall be known as “The CineJournal” and shall be issued according to the McClelland Challenge criteria. Copies of this CineJournal shall be distributed electronically and/or mailed to the Executive Office, the Graduate Council Secretary, Domain Director, and to all Resident and Graduate Council members of this chapter. Resident Councils shall keep on file a copy of each number of the furnished journal and shall have complete volumes bound and preserved as the permanent property of the chapter by the Historian. The Chief Executive Officer shall be required to keep on file all numbers of the journal for the purpose of reference in future interests.

**Section 3. The Membership Manual** – The Membership Manual of Delta Kappa Alpha Society, Incorporated shall contain information for the use of Pledge, Resident Council, and Graduate Council Members and shall be under the publication management of the Chief Executive Officer and National Council. The Membership Manual shall be edited and/or revised by the Chief Executive Officer and/or National Council.

**Section 4. Publicity** – All publicity pertaining to this chapter and to its members, appearing in campus or community publications shall be clipped and kept in the chapter archive. All publicity materials must exclusively represent the Society as a Cinema Society, not one or the other individually. All graphics must comply with the National Society's Graphic Identity Standards and National Brand. Copyright infringement is strictly forbidden.

## **Section 5. Awards –**

**Subsection A. Hugh Stoddard Pledge Award** – This award is named after Hugh Stoddard, a Delta Kappa Alpha alumnus who fought valiantly in World War II by exposing himself to great danger in order to save his entire battalion. After initiation, the Pledge Education Officer, Pledging Secretary, and President select a new initiate member to receive the honor of “Stoddard Pledge” given to a Pledge that exceeded the requirements of the Pledge Education curriculum, while exhibiting the most grit and leadership, as well as proudly exhibiting the Farmer Tripod, creed, and 10 Jewels of Delta Kappa Alpha. The Scholarships Chair will determine the Prize and Presentation of the Award.

**Subsection B. Member of the Month** – The Resident Council will nominate members, and the Standards Board will vote one Resident Council member to be recognized at Chapter Meetings as “Member of the Month” for their above and beyond duty in representing the Society . The Scholarship Chair will determine the Prize and Presentation of the Award. This award must be presented at the last chapter meeting of every month.

**Subsection C. Member of the Semester** – The Resident Council will nominate members, and the Standards Board will vote one Resident Council member to be recognized at the Winter Formal and White Carnation as “Member of the Semester” for their above and beyond duty in representing the Society. The Scholarship Chair will determine the Prize and Presentation of the Award. This award must be presented at the end of every semester at the Winter Formal for the Fall semester or White Carnation for the Spring semester.

**Subsection D. Member of the Year** – The Resident Council will nominate members, and the Standards Board will vote one Resident Council member to be recognized at White Carnation as “Member of the Year” for their above and beyond duty in representing the Society. The Scholarship Chair will determine the Prize and Presentation of the Award. This award must be presented at the end of the academic year at White Carnation.

## **ARTICLE IX.6 – Social Occasions to Observe**

**Section 1. Founders Day** – This chapter shall hold ceremonies (according to The Ritual of Delta Kappa Alpha) on March 16 of each year or as near thereto as possible, to commemorate the founding of the National Society of Delta Kappa Alpha. This will be an event for all Pledges, Residents, and Graduates of the chapter, local chapters, and local members.

**Section 2. Founders Month of Service** – The chapter members shall participate in service events each March to honor its Founders. This will be an event required for all Pledge members and Resident Council Members, but open for Graduate Council

members of the chapter and local chapters/colonies.

The Founding Fathers' principles of selflessness, citizenship, integrity, equality and camaraderie are just as important to Delta Kappa Alpha today as they were more than 75 years ago. During the Founders Month of Service, siblings can better understand and live these principles when they commit themselves to their communities and to those in need. While Delta Kappa Alpha encourages its members to get involved with Brother Paul Newman's legacy—the SeriousFun Camps—we welcome any form of service during the Founders Month of Service.

**Section 3. Cinematic Arts Appreciation Day (CAADay)** – This chapter shall participate in Cinematic Appreciation Events on December 28 of each year or as near thereto as possible, to commemorate the birth of the Cinematic Arts. On December 28th, 1895, the Lumière Brothers held their first public screening of projected motion pictures at Salon Indien du Grand Café in Paris, France. This history-making presentation featured ten short films, including their first film, *Sortie des Usines Lumière à Lyon* (Workers Leaving the Lumière Factory.)

To honor the birth of the Cinematic Arts, in the spirit of Auguste and Louis Lumière's Brotherhood, members across the country get together and screen their favorite films from the current and concluding year. CAADay also includes playing their favorite music and video games, sharing film reviews, visiting art galleries, or anything cinematic that members would like to share with each other from that current year.

## **ARTICLE IX.7 – Risk Management Policy**

### **Section 1. Alcohol and Drugs –**

**Subsection A.** The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a Society event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Society, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

**Subsection B.** No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

**Subsection C.** OPEN PARTIES, meaning those with unrestricted access by non-members of the Society, without specific invitation, where alcohol is present, are prohibited.

**Subsection D.** No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

**Subsection E.** The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a Society event or at any event that an observer would associate with the Society is strictly prohibited.

**Subsection F.** No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

**Subsection G.** No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

**Subsection H.** All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

**Subsection I.** No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

**Subsection J.** No alcohol shall be present at any pledge activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big – little " events or activities, "family" events or activities and initiation.

## **Section 2. Hazing –**

**Subsection A.** No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off Society premises, to produce mental or physical discomfort, embarrassment, harassment, or

ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other

such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, Social law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

### **Section 3. Sexual Abuse and Harassment –**

**Subsection A.** The Society will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a Society event as defined in this policy is prohibited.

### **Section 4. Fire, Health, and Safety –**

**Subsection A.** All chapter houses should meet all local fire and health codes and standards.

**Subsection B.** All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

**Subsection C.** All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

**Subsection D.** The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.

**Subsection E.** Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

### **Section 5. Production Safety –**

**Subsection A.** Under no circumstances is it permissible to film or tape scenes which put yourself, your cast, your crew or the public in harm's way.

**Subsection B.** Students are responsible for obtaining all rights for copyrighted materials (story, music, art, etc.) for use in all DKA projects that will be accessible to non-members.

**Subsection C.** It is a felony to bring ANY weapon on campus or in public-view without proper authorization by local safety enforcement offices and/or campus security.

**Subsection D.** The maximum shooting day for DKA projects is 12 hours unless driving is prohibited and proper lodging and nourishment is provided to all participants.

**Subsection E.** Every set must have a fire extinguisher, first aid kit, and directions to the nearest hospital.

**Subsection F.** No open-toed shoes on sets, stages, or around any heavy equipment.

**Subsection G.** No guns, knives, swords, squibs, driving, water, pyrotechnics, glass, stunts, or other hazardous weapons or effects may be used without proper consultants, authorization, training, and communication with the entire cast, crew, and location. Stunt coordinators are mandatory for any action that could in any way injure your actor(s) or crew.

**Subsection H.** No living creature may be harmed during the filming of any DKA project. The American Humane Society must approve all use of animals. Actors under 18 years old require the presence of a studio teacher and legal guardian, along with valid work permits.

**Subsection I:** Every cast and crew member has the absolute right to refuse work if they feel concerned or unsafe. They have the right to make that refusal without any negative consequences. The Producers and Chapter Executive Officers, have the right and responsibility to shut down any set or project that is not working safely or following proper safety procedure.

**Subsection J:** Producers must ensure that all allergies and medical conditions are respectfully considered prior to any food, materials, props, effects, being brought on-set. They must also ensure that weather conditions are suitable and safe for every location and shooting day.

**Subsection K:** No equipment, dangerous items, expensive objects, animals, or minors are to be left unattended.

**Subsection L:** If shooting in public areas, ensure all proper permitting and legal permission has been authorized and that someone on the crew has the correct documentation available on-hand at all times.

**Subsection M.** For instances of on-set nudity:

**Paragraph 1.** The member(s) will have the actor(s) sign a nudity release form.

**Paragraph 2.** The member(s) will notify the actor (or representative) of any nudity expected in the role (if known at the time) prior to the first interview or audition.

**Paragraph 3.** During any production involving nudity or sex scenes, the set will be closed to all persons having no business purpose in connection with the production.

**Paragraph 4.** No photographs will be permitted other than production stills made by a photographer assigned to the production.

**Paragraph 5.** The appearance of an actor in a nude scene or the doubling of such a person in such a scene shall be conditioned upon his or her written consent. Such consent may be obtained by letter or other writing prior to commitment or written contract being made or executed. If a SAG member has agreed to appear in such scenes and then withdraws consent, the member(s) shall have the right to double, but consent may not be withdrawn as to film already photographed.

## **ARTICLE IX.8 – Crisis Management Policy**

**Section 1. Leader in Crisis Situations** – The President is in charge in all crisis situations until relieved by the Faculty/Staff Advisor, Chapter Advisor, or Chief Executive Officer. In the Absence of the President the next highest-ranking officer shall assume the duties of being in charge.

**Section 2. Emergency Contact** – The proper local authorities will be contacted (i.e. Dial 911, police, fire, EMS, etc.) immediately in case of emergency.

**Section 3. Emergency Procedure** – If the emergency has occurred on or around the chapter house, the house will be secured and closed immediately. Only members, appropriate supervisory personnel, and proper authorities shall be allowed admittance.

**Section 4. Emergency Conduct** – Once the proper authorities have been notified, the President shall notify the following parties within two hours of the emergency: Faculty/Staff Advisor, Chapter Advisor, Chief Executive Officer, Housing Corporation President, Graduate Council President, Domain Director, and the Executive Director of George Mason University Society and Sorority Services Office.

**Section 5. Notification of Crisis** – The President will call a meeting of all members to inform them of the emergency and review the crisis management plan and perform a fire drill once a semester.

**Section 6. Statements to the Public** – No other members, other than the President, will make any statements or comments to the media. The President is the only spokesperson for the chapter until relieved of that position by a higher status figure of the Society .

**Section 7. Report Form** – Within 24 hours of the emergency, the President will submit to the Executive Director a Chapter Incident Claim Report.

**Section 8. Risk Management Policy** – The Iota Chapter at George Mason University of Delta Kappa Alpha will abide by all risk management policies of Delta Kappa Alpha National Society.

### **Article IX.9 - Election to Membership**

**Section 1. Rush** – New pledge members of the organization will be selected during the rush period. Rush is a conglomeration of three or more events and a formal interview for potential members. The purpose of rush is to introduce prospective members to the Society and to recruit members who embody the Cardinal Principles, purpose, and values of the Delta Kappa Alpha Society. A formal rush will be held twice every year, once in the Spring and once in the Fall.

**Subsection A. Rush Week** – There will be at least 3 public rush events. After the three events, Prospective Members are invited to Blue Chip Dinner, which is followed by the second round of voting. After the second round of cuts the continuing Prospective Members attend professional interviews, followed by the final round of voting. The final round of voting will determine who will receive a bid.

**Section 2. Bids** – A bid is a formal invitation for a prospective member (known privately as a “rushee” and publicly as a “prospective member”) to become a pledge member of the Society. Bids are given based on the rushee’s embodiment of the Delta Kappa Alpha Cardinal Principles, purpose, and values. The individual quality of each prospective member will always come before the chapter’s membership size goals (except in extreme cases as determined by the Chapter Advisor or Board of Governors).

**Section 3. Voting** – The rush voting process, as well as member behavior during this process, should be in accordance with the rush voting rules that are provided to every Recruitment Chairperson by the Executive Offices.

**Subsection 1. Voting Presentation** – During this process, the Recruitment Chairperson presents to all the Resident Council members in the voting room a slideshow, where each slide contains a prospective member’s name, photo, class standing, and major/minor, and how many times they have rushed this Society before, and the floor is open for discussion on that Prospective Member. Members who wish to speak on a Prospective Member must raise their hand to be recognized by the chair. A value-based discussion about the pros and cons of giving a prospective member a “yes” or “no” on the current round of voting will have up to three minutes; any member can motion for an extension on a discussion, but granted extensions will be capped at five minutes, for a total of 8

minutes per person.

### **Subsection 2. Round One Voting - After Rush Week.**

**Paragraph 1.** After the discussion, all Resident Members present, who are in good standing with the Society and chapter, who have attended the appropriate amount of Rush Events necessary for voting, will be able to vote “yes”, “no”, or “abstain” through a ballot or poll using google forms. The President, Sergeant at-Arms, and Recruitment Chair will count the votes.

**Paragraph 2.** Receiving a 20% or more “no” vote - a 50% or more “abstain” vote - less than 50% + 1 (majority) of "yes" votes will result in a Prospective Member not advancing to the next round. If they do not meet these criteria then they move to the second round.

### **Subsection 3. Round Two Voting - After Blue Chip.**

**Paragraph 1.** After the discussion, all Resident Members present, who are in good standing with the Society and chapter, who have attended the appropriate amount of Rush Events necessary for voting, will be able to vote “yes”, “no”, or “abstain” through a ballot or poll using google forms. The President, Sergeant at-Arms, and Recruitment Chair will count the votes.

**Paragraph 2.** Receiving a 15% or more “no” vote - a 50% or more “abstain” vote - or less than 50% + 1 of “yes” votes will result in a Prospective Member not advancing to the next round. If they do not meet these criteria then they move to the pledge process and third round.

### **Subsection 5. Round Three Voting - 1 Week before Pledge Mid Courts.**

**Paragraph 1.** In the 3rd round of voting, a checklist with our Jewels, Farmer’s Tripod Values, and Cardinal Principles for each pledge member on the voting form. If you vote no, you are required to select which value the pledge does not embody. At least one value must be chosen for the vote to count. These are only visible to the President and the Standards Chair (or whoever counts the votes). Votes will only be denied if no values are selected; if a value is selected the vote will be valid.

**Paragraph 2.** A 25% or more “no” vote or 50% or more “abstain” vote or less than 50% + 1 (majority) “yes” vote of chapter members in good standing, present, and voting at a regular or special chapter meeting, held at least three (3) days prior to the initiation ceremony, is required to remove a pledge member from the pledge education program. Pledge

members should be constructively discussed during “Pledge Chat” at each regular chapter meeting to avoid any last minute discussions. All pledge members must be informed during the first Pledge Education meeting that the Resident Council members will have a final round of voting during the last week of the pledge program.

**Subsection 6. Round Four Voting - Before Initiation.**

**Paragraph 1.** In the 4th round of voting, a checklist with our Jewels, Farmer’s Tripod Values, and Cardinal Principles for each pledge member on the voting form. If you vote no, you are required to select which value the pledge does not embody. At least one value must be chosen for the vote to count. These are only visible to the President and the Standards Chair (or whoever counts the votes). Votes will only be denied if no values are selected; if a value is selected the vote will be valid.

**Paragraph 2.** During the final week of the Pledge Education Program, a final round of voting is held for every pledge member. Since pledge member performance discussions should be occurring at every regular chapter meeting during the “Pledge Chat” section of the agenda, discussion does not occur during this round of voting unless new information has presented itself since the previous chapter meeting.

**Paragraph 3.** A 25% or more “no” vote or 50% or more “abstain” vote or less than 50% + 1 (majority) “yes” vote of chapter members in good standing, present, and voting at a regular or special chapter meeting, held at least three (3) days prior to the initiation ceremony, is required to remove a pledge member from the pledge education program. Pledge members should be constructively discussed during “Pledge Chat” at each regular chapter meeting to avoid any last minute discussions. All pledge members must be informed during the first Pledge Education meeting that the Resident Council members will have a final round of voting during the last week of the pledge program.

**Subsection 7. Calls** – After the votes have been determined and the results are shared, each Prospective Member is assigned to a voting member who will call them with their results.

**Subsection 8. Standards Petition** – If there is reason to believe a pledge has been wrongfully voted out on non-jewels-based circumstances, a petition may be submitted to Standards requesting a revote. The petition must be supported

by 10% of the chapter if the chapter has less than 30 members – or 3 members if the chapter has more than 30 members. The petition must list in full why they believe the pledge was wrongfully voted out. The standards board will meet to discuss the petition and circumstances surrounding the vote. It must adhere to the same rules as any other standards investigation. They will vote on whether the circumstances call for a revote. If a 2/3rds majority of the board votes toward it, the vote will be redone by the general body and the circumstances will be discussed extensively at chapter.

**Section 4. Pledging** – Each Prospective Member shall become a pledge member through the corresponding ceremony found in the *Ritual* of the Delta Kappa Alpha Society. Becoming a pledge member does not guarantee initiated membership. Following the pledging ceremony a probationary period of not less than 8 weeks and no more than 10 weeks shall follow. During this time, the pledge member shall be under the supervision and direction of the Pledge Education Officer and Pledging Secretary. The pledge member shall perform such duties and enjoy such rights as may be prescribed in the “TROT” Pledge Education Program of Delta Kappa Alpha.

**Subsection A. Disassociation** – A pledge member may be dissociated by a 2/3 vote of the Resident Council. At the time the motion to dissociate is made, the author shall then state his or her reasons, discussion shall be held, and the vote shall be taken by secret ballot.

## **ARTICLE X - Amendments**

**Section 1. Amendments** – Any member, in good standing, may propose an amendment to these By-Laws at any regular meeting of the Resident Council. The proposed amendment must be in writing and must lie on the table until the next regular meeting. Adoption of an amendment must be made by an affirmative vote of 75% of the eligible Resident Council. Following adoption by the Resident Council, an amendment shall become effective upon approval by the Board of Governors and the Chief Executive Officer. Student Involvement must review all amendments in the same manner as a completely new constitution.

## **ARTICLE XI - Ratification**

**Section 1. Ratification** – Nothing contained in these bylaws shall in any way limit the final authority of George Mason University. The National Constitution, Federal and State Laws, George Mason University Student Organization Regulations, Student Handbook, and Campus Organization Handbook of the George Mason University shall govern this organization. Ratification of these bylaws shall be followed with the approval of the membership and approval, acceptance of the coordinator of Campus Activities, and by the National Council and Chief Executive Officer. Upon ratification

of these bylaws, all other previous bylaws shall be null and void. This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership, and a Student Involvement staff member.

**Subsection A.** Ratification of these By-Laws shall become effective by approval of 75% of the eligible Resident Council members and by approval from the Board of Governors and the Chief Executive Officer.

**Constitutional** ratification of these Bylaws of the Iota Chapter of the Delta Kappa Alpha Society was proposed and ratified on the 15th day of April in the year 2025.

Mel Moya-Jaldin  
Resident Council President