

**BYLAWS FOR PI LAMBDA ZETA OF
THE LAMBDA CHI ALPHA FRATERNITY
AT ST. LOUIS COLLEGE OF PHARMACY
FIFTH EDITION 11 OCTOBER 2009**

ARTICLE I: NAME

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

Section 2. This name shall be applied to the chapter at St. Louis College of Pharmacy located in St. Louis, Missouri, USA.

ARTICLE II: OBJECTIVES ENUMERATED

Section 1. Objectives. The objectives of the Pi Lambda Zeta shall be:

- (a) To maintain at the St. Louis College of Pharmacy, an undergraduate unit of The Lambda Chi Alpha Fraternity in accordance with its ideals, standards, traditions, and laws set forth in its *Initiation Ritual*, *Constitution* and *Statutory Code*, Grand High Zeta edicts, and the authorized rulings and orders of its general officers.
- (b) Particularly to build up the membership, ideals, spirit, organization, and physical equipment of this chapter so that affiliation therewith shall ever be regarded as an honor and privilege of which only the finest men are worthy.
- (c) To foster a spirit of genuine brotherhood among its members, to make welcome within its home all members and associate members in good standing of other Zetas who visit it, to do all within its power to increase the friendly bond between the chapter, to develop as much as possible a universal consciousness of fraternalism in The Lambda Chi Alpha Fraternity, to emphasize the fact that its badge and ritual are sacred, that initiate membership is for life, and that its brotherhood is universal within this membership.
- (d) To make good men great and great men excellent through the education of Lambda Chi Alpha.

ARTICLE III: LAWS

Section 1. Laws enumerated. Pi Lambda Zeta shall be governed by the following laws listed in order of their priority:

- FIRST: *CONSTITUTION AND STATUTORY CODE*
SECOND: INITIATION RITUAL
THIRD: ORDERS OF THE GRAND HIGH ZETA
FOURTH: COLLEGE OR UNIVERSITY CODE
FIFTH: CHAPTER BY-LAWS
 1. Any revisions to the by-laws will follow Article XIII
SIXTH: CHAPTER MINUTES
SEVENTH: GREEK COUNCIL'S REGULATIONS

ARTICLE IV: MEETINGS AND FUNCTIONS

Section 1. Regular Meetings. The time and place of regular meetings shall be determined by the High Alpha. The chapter shall be required to hold a minimum of three regular general fraternity meetings each month of the academic year, and a minimum of one meeting every three months during the summer sessions, which may coincide with a Chapter Retreat. The summer meeting date will be set by the ranking officer with the approval of a majority of the chapter.

Section 2. Formal Business Meetings.

- (a) The Chapter will hold at least one formal business meeting per month. Additional formal business meetings may be called at the discretion of the High Alpha. At least 7 days notice must be given prior to a formal business meeting.
- (b) Dress at Formal chapter meetings shall be formal attire as defined by the Paedagogus. Dress at all other chapter meetings will be defined as casual.
- (c) Those members who do not dress according to Section 2(b) of these Bylaws shall be denied entrance to the general chapter meeting and have applied to their dues any applicable fines normally assessed for missing meetings as defined in IV.5.e of these bylaws.
- (d) Guests and Alumni shall be expected to dress appropriately, but may be granted entrance at the discretion of the highest ranking officer.

Section 3. Special Meetings. Special meetings may be called by the High Alpha or by the written petition of a majority of the membership. The entire membership must be notified at least 36 hours before a special meeting and presented with a time, place, and agenda.

Section 4. Quorum. A majority, which is defined as 50% + one of the members in good standing shall constitute a quorum at any regular or special meeting of Pi Lambda Zeta. Associate members shall be considered part of the quorum in all discussions not pertaining to those matters that are reserved to fully initiated brothers.

Section 5. Who may attend. Pi Lambda Zeta business meetings are open to the public. No person under the influence of alcohol or illicit drugs shall be permitted to any meeting. If violation is suspected, the decision of removal falls to the ranking officer and removal is to be executed by the Sergeant at Arms.

Section 6. Responsibility to attend.

- (a) Attendance at all regular and special meetings shall be compulsory on all members (initiated and associate) in good standing, per Code VI-23 of the *Statutory Code*.
- (b) Any chapter event that is announced (in a chapter meeting and on the calendar) by the officer in charge as a “mandatory event” at least 30 days before the event, shall be considered compulsory for all members to attend. Failure to attend a “mandatory event” shall result in a \$20 fine unless sanctions are otherwise defined elsewhere in the bylaws or *Constitution and Statutory Code*.
- (c) All decisions concerning excuses for absence from a meeting or mandatory event shall be made by the Executive Committee. Excuses shall be given to the High Gamma or presiding officer if the High Gamma is not present before the absence and must in writing. Electronic mail shall also be considered an adequate form of notice. The Executive Committee may grant an excused absence after the absence in extenuating circumstances. Excuses must be submitted at least 48 hours in advance for meetings and at least one week in advance for mandatory events.
- (d) The High Tau and the High Gamma shall each record the names and fine amount for all such fines to each member’s dues. Fines for missing a chapter meeting without contacting either the High Gamma or presiding officer in the High Gamma’s absence shall be applied as described below in subsection e.
- (e) One unexcused absence will be allowed per semester. A fine of \$5 per missed meeting will apply thereafter.

Section 7. Who may vote. Initiates and associated members in good standing of Pi Lambda Zeta may vote on chapter business. Alumnus and faculty may be allowed to vote by 2/3 decision of the chapter. Honorary members are allowed to vote. This vote may be rescinded by special action of the chapter prior to the vote (special action consists of a motion and simple majority). Associate members shall not be allowed to vote on candidacy for initiation, termination of association, or on any ritualistic manner. Voting by proxy is prohibited per Code IV-35 of the *Statutory Code*.

Section 8. Behavior at meetings.

- (a) Disorder in a regular or special meeting shall not be tolerated.

- (b) Any member who refuses to maintain proper decorum in a chapter meeting shall be expelled from the meeting by the presiding officer and be removed by the Sergeant at Arms (per Section 4) and a fine will be added to the member's regular dues. The fine for inappropriate behavior resulting in removal from a chapter meeting shall be set at \$10 with an official hearing at the next Executive Committee meeting where further fines and mandates may be applied at the discretion of the Executive Committee.
- (c) Consumption of alcoholic beverages, tobacco products, or illicit drugs shall not be tolerated at any chapter meeting. Violation will result in expulsion and fines as defined in subsection (b) above.
- (d) Cell phones will be silenced by all members prior to a meeting. Use of any electronic devices will be prohibited with the exception of High Zeta members. Any use by non-High Zeta members is at the discretion of the High Alpha.

Section 9. Order of business. The following will be the Order of Business at regular chapter meetings of Pi Lambda Zeta:

- (a) Formal Opening Ceremony at each formal chapter meeting
- (b) Call to order
- (c) Recitation of Creed
- (d) Roll Call
- (e) Reading of minutes
- (f) Officer's reports
- (g) Special Reports
- (h) Old Business
- (i) New Business
- (j) Open Discussion
- (k) Formal Closing Ceremony at each formal chapter meeting
- (l) Adjournment

Section 10. Rules of order. Robert's Rules of Order shall govern the conduct of all meetings of Pi Lambda Zeta. The following special rules shall be enforced during formal business meetings:

- (a) An initiated member shall be addressed as “Brother....”.
- (b) An Associate Member shall be addressed as “Mister...”
- (c) An Officer shall be addressed as “Brother High Alpha”, etc.
- (d) Any guests shall be addressed as “Mister...” or “Mrs.”
- (e) At the request of the High Gamma, motions shall be presented in written form.

Section 11. Minutes. The minutes for every meeting shall be taken by the High Gamma. They will be mailed electronically to all members and posted on the Chapter website. All members should read the minutes before the beginning of the next chapter meeting. All minutes shall be approved by the chapter at the next sequential meeting. Approval will be by simple majority vote.

ARTICLE V: OFFICERS

Section 1. High Zeta Officers by rank. The elected High Zeta officers are, by rank, as follows:

President	also known as the HIGH ALPHA
Vice President-Internal	also known as the HIGH BETA
Vice President-External	also known as the HIGH THETA
Secretary	also known as the HIGH GAMMA
Treasurer	also known as the HIGH TAU
Risk Management	also known as the HIGH IOTA
Fraternity Educator	also known as the HIGH KAPPA
Recruitment Coordinator	also known as the HIGH DELTA
Ritualist	also known as the HIGH PHI
Scholastic Chairman	also known as the HIGH SIGMA
Social Chairman	also known as the HIGH EPSILON
Alumni Secretary	also known as the HIGH RHO
Alumni Advisor	also known as the HIGH PI

Section 2. Non-High Zeta Officers

- (a) Elected Non-High Zeta Officers

Standards for Chapter Excellence Chairman - Operates within defined criteria set by IV.3.1 of the *Constitution and Statutory Code*.

High Tech - Update and maintain website (taking suggestions from Zeta on possible improvements). See that all minutes are uploaded quickly, and all information is up to date and correct. Update and maintain FTP (File

Transfer Protocol) Server (as directed by High Sigma). Serve as an advisor to the Zeta of all items concerning technological decisions.

Omicron (Athletics Director) - Insure that a team is fielded for each STLCOPI Intramural Sport where there is applicable interest within the chapter. Insure that all costs associated with play are absorbed by the Fraternity when possible. Give a presentation each week concerning the past week's athletic events. Win at all costs. Appoint assistants/coaches for specific sports when applicable. The Omicron may also take the lead in fielding teams for "city-wide" leagues for Lambda Chi Alpha to present in where the Zeta may find a decent level of competition.

The Keeper (of the Stuff) - Serve as the steward, guardian, and caretaker of ALL fraternity property. Insure that all property is safe and secure and is passed down to following Keeper of the Stuff at earliest opportunity. No Brother is allowed to possess any Fraternity property regardless of their position, rank, age, or desire without consent of the High Zeta. All Brothers possessing property previously kept by them or borrowed for use must be promptly returned. An inventory of the property is to be kept by the Keeper; this list shall be available to any member of the chapter. This inventory needs to be updated before the beginning of every semester and sent to the High Alpha.

Greek Council Delegates - Sit on Greek Council. Attend all Greek Council meetings. Promote the fraternity and attempt to lead the council in the way of Pi Lambda Zeta's best interests. Present a report on all GC events and business at every chapter meeting. The number of Greek Council delegates will be determined by the Greek Council by-laws.

Executive Committee - Fulfill duties as outlined in Article VI.

(b) Appointed Non-High Zeta Officers

Chaplain - Lead the fraternity in prayer when instructed by presiding officer. Serve as spiritual guide to all Brothers seeking out his help.

Sergeant-at-Arms - Enforce proper decorum at all meetings and events. Insure that all attendees to all events act in a manner becoming to that of Lambda Chi Alpha. Remove non-complying members or guests from events as necessary or if instructed by the presiding Officer.

Historian - Insure there is photographic documentation of all Pi Lambda Zeta events (internal and external with the exception of Ritual) following Code IV-29 of the *Statutory Code*. Categorize all photos by year, date, and event. Upload photos to FTP Server to share with all Brothers, present and

past, as directed by the High Tech. Remove inappropriate photos from all mediums.

Section 3. Eligibility to hold office. No member may hold a recognized office unless he is a member in good academic standing in regards with the Saint Louis College Pharmacy academic requirements and meets the requirements of the *Statutory Code* (Code IV-5).

Section 4. Elections.

- (a) Regular election to any elected office shall be held annually in November. Nominations will be taken at least one week before elections.
- (b) Any member nominated for an office must hand in a mission statement, goals and direction he would like to take the office to the High Alpha no later than 4 days after he has been nominated. The High Alpha will then forward these to the Chapter within 24 hours of submission deadline.
- (c) The newly elected officers shall take office and go through the Formal Installation Ceremony at the next regular business meeting following the election as defined in Code IV-10 of the *Statutory Code*.
- (d) Election of the High Phi: The open discussion of the High Phi shall be conducted in a closed ZAX session.
- (e) Terms of office shall be one calendar year.

Section 5. Vacant positions. Vacancies shall be filled in accordance with Code IV-31(c) of the *Statutory Code*.

Section 6. Delegate qualifications. The Official Delegate to General Assembly, Summer Seminar, and any other events that require an official delegate shall be a member in good standing elected by the Chapter and shall have at least two full years of college work remaining before graduation.

Section 7. Duties of the official delegate. The Official Delegate of the General Assembly, Summer Seminar, and any other events that require an official delegate shall attend all sessions thereof and serve on committees to which he is appointed. He shall present a report to the High Zeta and then to the active chapter following his return from the assembly if school is in session. If school is not in session, then the delegate must present or send his report to the High Zeta.

Section 8. Additional Duties

- (a) The High Sigma shall be granted access to the academic records of all members with their consent in as much as these records are necessary for proper fulfillment of his duties.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. Composition. The Executive Committee shall be composed in accordance with Code IV-30 of the *Statutory Code*. The chapter, during regular chapter elections held in November, will elect two members at large and an alternate.

Section 2. Powers and duties. The powers and duties of the chapter Executive Committee shall be defined in Code IV-31 of the *Statutory Code* of Lambda Chi Alpha.

ARTICLE VII: OTHER COMMITTEES

Section 1. Creation and organization. The High Alpha shall create committees at his discretion or upon a majority vote of the chapter. The High Beta shall organize all committees.

ARTICLE VIII: MEMBERSHIP.

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

- (a) College men of good moral character whose ideals, characteristics, and attainments are such as will make them compatible, congenial, and worthy members of the fraternity, who comply with the laws of the fraternity, and who are not members of any other national general social college fraternity or any similar local general social fraternity.
- (b) All initiates, except honorary members at the time of initiation, shall be students at the college or university where a subordinate Zeta of Lambda Chi Alpha has been established. No candidate, of whatever membership classification, shall be initiated unless he shall have paid in full, twenty-one days in advance of the initiation, the initiation fee of the subordinate Zeta into which he is received. All initiation fees shall be paid in cash, check, money order, or electronic funds transfer. He shall also have paid the Associate Member fee, all monthly dues and any other money that he may owe to Pi Lambda Zeta.
- (c) Any man shall be eligible for associate membership who has a grade point average greater than or equal to the requirement as set forth in Article II, section 1c in the Greek Council By-laws.
- (d) Termination of Associate Membership: Associate membership may be terminated at any time by a vote of the initiated membership present and voting, provided the action of such motion lies on the table for one week before termination. The percentage of initiated members voting to terminate associate membership shall be greater than or equal to two-thirds.

- (e) Discipline for scholastic deficiency: For year 2, each active member shall be required to achieve in the previous grading period a 2.4 GPA. For years numbered 3 through 6, members must meet a GPA equivalent with St. Louis College of Pharmacy's minimum allowable GPA to stay enrolled for the next academic semester. Code X-16

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

- (a) The High Delta will be responsible for developing criteria for Associate Membership to be passed by the active chapter by a majority vote. These criteria shall be reviewed on a yearly basis and voted on by the active chapter at the first chapter meeting of the fall semester.
- (b) 67% of the active membership present and in good standing shall be required to extend a bid to a prospective member. This percentage is in accordance with Code VI-1 of the *Statutory Code*. If a prospective member is a "de-pledge" or active member from any other current professional fraternity they will require an 80% vote from the active membership in good standing to receive a bid.

Section 3. Voting on candidates for initiation. The procedure to be used by Pi Lambda Zeta is as follows:

- (a) A prospective initiate's name must be proposed by one member of the active chapter and seconded by another at least three weeks before initiation and tabled for a week. The final vote on candidates for initiation shall take place at least 2 weeks prior to initiation.
- (b) Favorable percentage for initiation shall be at least 67% of the active initiated members present and in good standing. This percentage is in accordance with Code VI-11 of the *Statutory Code*.

ARTICLE IX: INITIATION

Section 1. Time. The time and date of Ritual shall be decided at High Zeta retreat. If no retreat is scheduled then a special meeting of the High Zeta shall be called to decide an official date for the Ritual. Time and date of Ritual shall be announced at the first Chapter meeting of each semester.

Section 2. Manner of Initiation. Pi Lambda Zeta shall initiate only in accordance with the laws and practices of the General Fraternity. Exceptions shall be made in cases covered in the *Constitution and Statutory Code*.

Section 3. Compulsory Attendance. Every active member shall be required to attend and participate at the Ritual Exemplification Ceremony. Any member not attending the Ceremony without proper written excuse and Executive Committee approval at least 14

days in advance shall be subject to a \$250 fine and additional punishment levied by the Executive Committee. The Executive Committee must reply with a decision within 72 hours of receiving the written absence request.

Section 4. Conduct. Any member not exhibiting an attitude of decent conduct shall be subject to fines and punishment in Section 3 above. No member of Pi Lambda Zeta, nor any guest attending a formal ceremony of Pi Lambda Zeta, will be allowed to consume alcohol within 12 hours before, or completion of, the Ritual or any formal ceremony. Determination of decent conduct will be vested to the highest ranking officer present.

Section 5. Initiation Week. Initiation Week will start the Saturday one week prior to Ritual and end upon the commencement of the Ritual Exemplification Ceremony. No member of Pi Lambda Zeta, nor guests attending Initiation Week events, will be allowed to consume alcohol during Initiation Week. One month before Initiation Week, a ZAX will be called by the High Kappa to determine attendance requirements for Initiation Week events.

Section 6. Hazing. Hazing of associate members shall not be permitted at any time on or off fraternity or school premises. Hazing is defined as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Punishment for such an offense will be determined by the Executive Committee.

ARTICLE X: FINANCES

Section 1. Dues. The structure of payment is as follows:

- (a) Each member, associated and initiated, is required to pay an amount decided by the High Zeta per semester, fall and spring. Dues shall be paid, or a payment plan will be established, by the first of September in the fall semester and the first of February in the spring semester. Payment plans will be set up on an individual basis through the High Tau with Executive Committee approval. A member shall be fined \$30 if his check is returned to Pi Lambda Zeta for any reason.
- (b) Any active or associate member who has not paid his chapter bill after 30 calendar days shall be brought up for expulsion.

Section 2. Budget.

- (a) The budget of Pi Lambda Zeta shall be prepared by the High Zeta and proposed to the active chapter during the first Chapter meeting of any semester, and the budget shall be approved by the next Chapter meeting. Associate Members' dues shall not be included in the planning any budget.
- (b) The Chapter will always operate under a budget in the black.

Section 3. Reserve Fund. The amount of \$2.50 per man per month shall be added to the Reserve Fund, which shall be used only for purposes specified in Code VII-22 of the *Statutory Code*.

Section 4. Association and Initiation fee. The Association fee and Initiation fee shall be equal to the amount listed in Codes VII-3 and VII-4 of the *Statutory Code*.

Section 5. Procedure for disbursement of funds.

- (a) All amounts expended must be within the approved budget, and approved by the officer under whose budget the amount is to be applied prior to use of the funds.
- (b) Failure by any officer to follow proper procedures regarding expenditures may result in that officer having to pay for such expenditures.
- (c) Reimbursements greater than or equal to \$500 must be approved by a Chapter advisor.

Section 6. Financial Accountability.

- (a) The High Tau shall present at every chapter business meeting a written or verbal financial report regarding the weekly expenditure of all funds as well as the status of Chapter accounts.
- (b) Only the High Alpha, High Tau, and Hi Pi shall have the authority to endorse checks.
- (c) It is the responsibility of incoming and outgoing officers to ensure that updated financial records and signatures are kept.

ARTICLE XI: DISCIPLINE OF THE INDIVIDUAL MEMBER

Section 1. Offenses defined. Each member of Pi Lambda Zeta shall abide by the laws of the Fraternity as defined in Article I, Section 3 of the *Constitution*, the by-laws of this chapter, acts of this chapter, and acts of this chapter's Executive Committee and Officers as provided for by said by-laws. A member in violation of any of these laws is subject to disciplinary procedures and penalties assigned by the Executive Committee within reason as defined in Code X in the *Statutory Code*.

- (a) Restrictions: Any member on financial probation or suspension will not be permitted to purchase t-shirts, party favors, or other fraternity social items.

**ARTICLE XII: CONFLICTS WITH THE
CONSTITUTION AND/OR STATUTORY CODE**

Section 1. Adjusting conflicts with the *Constitution* and/or *Statutory Code*. All bylaws that are in conflict with the *Constitution*, the *Statutory Code* or orders of the Grand High Zeta are automatically deemed null and void. Any by-laws not addressed or clearly stated shall be deferred to the *Constitution*, the *Statutory Code*, or orders of the Grand High Zeta.

ARTICLE XIII: AMENDMENTS

Section 1. Amendments to the by-laws.

- (a) A revision to the by-laws may be proposed by any active or associate member. The revision must lay on the table for one week. A two-thirds vote of members in good standing in attendance shall be required for the proposed revision to be entered into the chapter by-laws.

- (b) A by-law review shall be held every two years with a quorum of the chapter in attendance. The High Kappa shall be in charge of running this session and presenting the revisions to the chapter at the next regular business meeting. These revisions shall be treated in the manner of Article XIII Section 1(a).

Certification:

Approved by the active chapter on _____.

These bylaws shall be in affect upon approval of the Grand High Pi.

Signed,

High Alpha _____ on _____

High Beta _____ on _____

High Pi _____ on _____