

**DELTA TAU DELTA
FRATERNITY**

**NORTHERN DIVISION
CONSTITUTION & BYLAWS**

Adopted by the Northern Division Conference on February 10, 2007

Amended by the Northern Division Conference on February 11, 2017

**DELTA TAU DELTA FRATERNITY
NORTHERN DIVISION
CONSTITUTION AND BYLAWS**

CONSTITUTION

Preamble: We, the chapters of the Northern Division of the Delta Tau Delta Fraternity, desiring to further the interests of the Fraternity and the chapters of this Division, hereby resolve that in our Division affairs we shall be governed by the following Constitution and Bylaws.

ARTICLE I

Organization – General

Section 1. The name of this organization shall be The Northern Division of Delta Tau Delta Fraternity. It shall be composed of all undergraduate and alumni chapters located geographically within this Division as prescribed in the international Fraternity's Constitution and as may be determined from time to time by the Arch Chapter.

Section 2. In the event that any provision of this Constitution or these Bylaws is inconsistent with any provision of the Constitution and Bylaws of the Fraternity, such provision herein shall be deemed modified to the extent necessary to be consistent with the Constitution and Bylaws of the Fraternity.

ARTICLE II

Organization – Regions

Section 1. The Division may be divided into regions as determined by the Division President for purposes of administration, appointment of Division Vice Presidents, and the conduct of Regional Leadership Conferences.

ARTICLE III

Government – Legislative

Section 1. The legislative power of the Division shall be vested in the Division Conference.

Section 2. The Conference shall be composed of delegates from each undergraduate and alumni chapter within the Division whose qualifications, election rights, privileges, and responsibilities are the same as defined for Karnea delegates in the international Fraternity's Constitution. The voting delegates to the Division Conference shall be composed of:

- a. Three accredited (3) undergraduate delegates from each undergraduate chapter in the Division, who shall be allowed one (1) vote each. An accredited undergraduate delegate shall be one who has been elected by a majority vote of his chapter and who is an active undergraduate member in good standing at the time of the Conference. The election of such delegates by their respective chapters shall take place at least twenty (20) days prior to the Conference, and notice of the election shall be given at the chapter meeting immediately preceding the meeting at which the election of delegates is to take place.
- b. The Chapter Advisor of each undergraduate chapter in the Division, who shall be allowed one (1) vote. If the Advisor is not present, an alumnus delegate designated by the Chapter he is to represent may vote in his place.
- c. One (1) delegate with one (1) vote from each chartered and operating alumni chapter in the Division. An accredited alumni chapter is one with at least ten (10) members, having had a minimum of two (2) meetings or functions in the preceding twelve (12) months, and having been properly chartered and recognized by the international Fraternity.

Delegates from a majority of all the undergraduate chapters within the Division shall constitute a quorum.

No voting may be performed by proxy, and no delegate may cast more than one (1) vote.

No delegate of any alumni or undergraduate chapter indebted to the Division for dues or assessments or to the Fraternity, shall be accredited until such dues or assessments are paid or that payment plans have been arranged and the chapter is current with the plan.

The form of credentials shall be the same as those adopted by the Karnea of the Fraternity.

The report of the election of the undergraduate, alumni, and alternate delegates shall be submitted to the President of the Division prior to the convening of the Conference, and said election report is to be certified by the Chapter Secretary and attested by the Chapter President.

Section 3. The President of the Division shall preside at each Conference. In the event of his inability to preside, he shall appoint a presiding officer. The President may make such appointments of other personnel as he deems advisable for the proper functioning of the Conference. In the absence of the President, and when he has made no appointment of a presiding officer as provided above, or when the incumbent President is running for reelection, the ranking officer of the Division present at the Conference shall act as its chairman. The

Presiding Officer shall relinquish the Chair to the President running for reelection for all business unrelated to the election. Seniority among the Vice Presidents shall be based on length of time in office, and where no single vice president has such seniority over all the other, then one shall be chosen by majority vote from among them. This officer shall perform the duties and functions of the presiding officer in the event that the Division President is absent and he has failed to appoint a presiding officer.

Section 4. The Conference shall determine the rules of its proceedings.

Section 5. The Conference shall keep a journal of its proceedings, which shall be published to the Division and the Central Office of the Fraternity within a reasonable time following the conclusion of the Conference.

Section 6. The President shall determine all questions of law arising under the Constitution and Bylaws of the Division, subject to review under Robert's Rules of Order.

Section 7. The Conference shall meet in regular session, biennially in odd numbered years. Each Conference shall recommend the time and place of the succeeding Conferences. The President shall have the power to select the Conference location in accordance with the best interests of the Division.

Section 8. The Division President shall have the power to call an extra session of the Conference upon no less than ninety days prior written notice to all chapters. A majority of the undergraduate chapters may issue a call for an extra session of the Conference through the Division President.

Section 9. The Conference shall have the power to levy assessment as to provide for the general welfare of the Division.

Section 10. The Conference shall have the power to make all laws pertaining to the administration of the Division.

Section 11. Authorized Expenditures

- a. Payment of expenses of attendees to attend conferences shall be determined by the Division President.
- b. The reasonable and necessary expenses of the Division President shall be paid by the Division treasury.
- c. None of the expenses of the delegates or officials in attendance at a Conference held in conjunction with the Karnea shall be paid by the Division treasury if they have been or will be paid by the international Fraternity's treasury.

Section 12.

- a. Each chapter and colony shall, at a minimum, send no fewer than five undergraduate members to each division conference, or if the chapter/colony has fewer than 25 active members as of Nov. 1 of the previous year, that number may be reduced to four, regardless of whether the division conference is designated as a legislative or leadership conference, with the president, the treasurer and such other officers and/or committee chairmen, as designated by each division president in consultation with the Arch Chapter, the Executive Vice President and Central Office staff, comprising those whose attendance is required.
- b. Any undergraduate chapter not being properly represented at two (2) successive Division Conferences, and not having submitted acceptable explanations to the Division President, shall be reported to the Arch Chapter. The Division President shall recommend disciplinary action he deems appropriate, up to and including consideration of suspending or withdrawing that chapter's charter.

ARTICLE IV

Government – Executive

Section 1. The executive power of the Division shall be vested in the Division President, Division Treasurer, and the Division Vice President(s).

Section 2. The President of the Division shall be elected by majority vote of accredited delegates biennially at the Division Conference and shall hold office as prescribed by the Constitution of the Fraternity. A candidate for Division President should reside within the geographic area of the Northern Division, as defined by Article I, Section 1 of this Constitution, at the time of his election.

Section 3. The Treasurer, and such number of Vice Presidents of the Division as the Division President determines shall be appointed by the Division President and shall serve at the pleasure of the Division President, with the consent of the Arch Chapter.

Section 4. No officer shall receive a salary from the Division treasury. No person shall be eligible for election to the same office for more than two terms in succession.

Section 5. Any vacancy in the office of the Division President for the unexpired portion of the term shall be filled by appointment by the President of the Fraternity.

Section 6. The duties of the President shall be as prescribed in the Constitution and Bylaws of the Fraternity. He shall be the authorized representative of the Division to the Arch Chapter. He shall exercise all reasonable care in the discharge of his duties and shall render an

account thereof to each Division Conference. The Division President shall decide all questions of interpretation of the Constitution and Bylaws of the Division; his orders and decisions shall be final, subject to review under Robert's Rules of Order. The President shall promptly appoint Undergraduate Council members for the Division. He shall appoint members of all committees unless otherwise provided for herein. He shall consider himself responsible for the good standing of the Division with the general Fraternity. He shall keep himself well informed concerning conditions in the chapters and colonies of the Division, using his power and influence to improve conditions that may need correcting. He shall pledge his support to all resolutions receiving a three-fourths (3/4) vote of the Division Conference when the subject is before the Arch Chapter. He shall render to each Division Conference a comprehensive and accurate report on the status of the Division.

Section 7. The Division Treasurer's duties shall be to keep and maintain accurate books and records of accounts with respect to the financial affairs of the Division, to prepare a quarterly written report to the Division President regarding the financial affairs of the division in the preceding quarter, and such other duties and responsibilities as deemed appropriate by the Division President.

Section 8. The Vice Presidents shall perform the essential duties as described in the Division Vice President Position Description, which has been developed under the supervision of the Arch Chapter. Said Position Description is hereby incorporated as if fully rewritten herein.

Section 9. The officers of the Division shall model the *Mission and Values* of the Fraternity, and shall be responsible for their acts, and for wholesome, just, and efficient government of the Division. They shall be subject to impeachment and removal from office by the Division Conference for cause by a two-thirds vote of the Conference.

ARTICLE V

Division Finances

Section 1. There shall be no separation of the moneys of the Division into separate funds.

Section 2. The funds of the Division shall include all assets however derived. All expenses necessary for the administration of the business of the Division shall be paid from these funds.

Section 3. At the discretion of the Division President and if he considers it essential to the welfare of the Division, he may financially aid the chapter or chapters attending a Division Conference. This aid shall be to the extent deemed appropriate by the Division President. An accounting from the chapter or chapters shall be made and in the event that there is a surplus, such surplus will be returned to the Division funds.

Section 4. There may be a Conference assessment for the Division and Leadership Conferences with such assessment being used to defray the expenses of said Conference. The amount of the Conference assessment shall be as deemed appropriate by the Division President and may, in his discretion, be assessed either on a per chapter or men undergraduate member basis.

Section 5. The Division President may disburse Division funds for expansion purposes within the Division when, in his judgment, such would benefit the Division as a whole.

Section 6. As a duty of his office, the Division Treasurer shall be required to submit, in writing to the undergraduate chapters of the Division, a detailed accounting of the financial operation of the Division, the same to be reviewed by an audit committee appointed at the Division Conference.

Section 7.

- a. All funds of the Division shall be deposited with the Central Office of the Fraternity within ten (10) days of receipt and expenditures made only on the written order of the President or the Treasurer of the Division.
- b. Expense reimbursement requests shall be submitted to the Division Treasurer no later than 60 days after the expense was incurred. Expenses submitted after 60 days will only be considered due to extenuating circumstances to be determined by the Division Treasurer in consultation with the Audit Committee of the Fraternity.

Section 8. The fiscal year of the Division shall be from July 1 to June 30 of each year. The Division Treasurer shall submit a final statement for the previous year ended to all chapters within the Division by October 1 of each year.

ARTICLE VI

Leadership Conferences

Section 1. In every even numbered year there shall be convened at the direction of the President of the Division, at times and places designated by him, one or more Leadership Conference(s) of the Northern Division as designated by the President.

Section 2. The President shall assign each undergraduate chapter within the Division to a regional Leadership Conference, such assignment being only for the year in which that particular Conference is held. Each chapter shall be required to send a minimum of three (3) executive officers to the Leadership Conference.

Section 3. The Leadership Conferences shall have no legislative or executive powers other than for purposes of internal organization and administration during sessions thereof; but they may make recommendations to the Division Conference.

Section 4. The purpose of the Leadership Conferences shall be to facilitate, through the inclusion therein of a small number of chapters, the freer interchange of ideas, practices, and plans among the participating chapters on all phases of chapter operations than is normally possible in Division Conferences.

Section 5. The regional Leadership Conference shall be, at the minimum, composed of:

- a. Each chapter and colony shall, at a minimum, send no fewer than five undergraduate members to each division conference, or if the chapter/colony has fewer than 25 active members as of Nov. 1 of the previous year, that number may be reduced to four, regardless of whether the division conference is designated as a legislative or leadership conference, with the president, the treasurer and such other officers and/or committee chairmen, as designated by each division president in consultation with the Arch Chapter, the Executive Vice President and Central Office staff, comprising those whose attendance is required.
- b. The Chapter Advisor of each undergraduate chapter in the Division. If the Advisor is not present, an alumnus delegate designated by the Chapter he is to represent may attend in his place.
- c. One (1) delegate from each alumni chapter located in the area in which the regional Leadership Conference is held or in which participating chapters are located.

Section 6. The President of the Division shall preside at each Leadership Conference. In the event of his inability to preside, he shall appoint a presiding officer. The President may make such additional appointments as he deems advisable for the proper functioning of the Leadership Conference.

Section 7. Reimbursement of undergraduate chapter delegates and Division officers for attendance at Leadership Conferences shall be in accordance with Division Conference provisions. If the expense is incurred by the Division President, the expense must be approved by the Division Treasurer and the most senior Division Vice President.

Section 8. The Division President may, in his discretion, require undergraduate chapters to submit reports to the Leadership Conference similar to those required for Division Conferences.

ARTICLE VII

Amendments

Section 1. This Constitution may be repealed, altered, or amended at any Division Conference by a two-thirds (2/3) vote of the accredited delegates.

Section 2. All amendments to this Constitution shall be submitted to the undergraduate chapters within thirty (30) days following the adjournment of the Division Conference. Each chapter shall certify its acceptance or rejection of the amendment not later than thirty (30) days after the amendments are submitted for consideration. Chapters not reporting by the specified date shall be recorded as accepting the amendment.

Section 3. Repeal, alterations, or amendments to this Constitution shall be deemed ratified and effective when accepted by two thirds (2/3) of the undergraduate chapters within the Division.

BYLAWS

ARTICLE I **Dues and Fees**

Section 1. Annual dues in an amount not to exceed \$26.00 shall be paid to the Division Treasurer by each chapter and colony within the Division for each active, pledge and affiliate member carried on its rolls as of November 15 of each calendar year. Such Division dues shall be paid on or before February 1. Any Division dues not paid by March 1 shall be subject to a penalty of ten percent (10%) for each month such Division dues are in arrears.

Section 2. Any other assessment determined to be necessary by the Division President for the administration and conduct of the business and affairs of the Division may, at any time, with the consent of a majority of the undergraduate chapters within the Division, be assessed on a per member basis against all the undergraduate chapters within the Division, payable within thirty (30) days of assessment.

ARTICLE II **Division Conference**

Section 1. All of the parliamentary privileges of delegates, save that of voting, shall be accorded to visiting members at each Division Conference.

Section 2. The standing committees of the Division Conference shall be:

- a. Committee on Credentials
- b. Committee on Nominations
- c. Committee on Constitution and Bylaws
- d. Committee on Financial Review
- e. Committee on Resolutions

Such Committees are to be appointed by the President or Presiding Officer at the first session of each Conference. The members of the Nominations shall be appointed by the President, except in the case where the President is seeking reelection. In that case, its members and chairman shall be appointed by the most recent past President of the Division who is neither a sitting member of the Arch Chapter, nor also currently running for Division President.

Section 3. The order of business of the Division Conference shall be:

- a. Call to Order
- b. Report of Committee on Credentials
- c. Roll Call of Chapters
- d. Appointment of Committees
- e. Report of the Division President
- f. Reports of Chapters
- g. Reports of Special Committees (if any)
- h. Old or Unfinished Business
- i. New Business
- j. Reports of Standing Committees
 1. Constitution and Bylaws
 2. Financial Review
 3. Resolutions
 4. Nominations
- k. Discussion for the Good of the Division
- l. Adjournment

Section 4. The Division President may in his discretion require reports by each chapter to be presented orally at the Division Conference.

ARTICLE III **Nominations**

Section 1. No later than ninety (90) days prior to the convening of the Division Conference, the Division President shall appoint a chairman of the Nominations Committee for the Division Conference. Such chairman, no later than seventy five (75) days prior to the convening of the Division Conference, shall call for nominations for the office of Division President in writing, directed to all undergraduate and alumni chapters, all chapter advisors, assistant advisors, Division Vice Presidents, the Division Treasurer, and all house corporations within the Division. Such notice shall direct that any nominations shall be made no later than forty five (45) days prior to the convening of the Division Conference, with the consent of the nominee and a biographical description of the candidate.

Section 2. No later than thirty (30) days prior to the convening of the Division Conference, the chairman of the Nominations Committee shall report in writing to all undergraduate and alumni chapters, all chapter advisors, assistant advisors, Division Vice Presidents, the Division Treasurer, and all house corporations within the Division the nominees for the office of Division President, along with the biographical descriptions of the candidates.

Section 3. At the Division Conference, the Division President shall open the floor for additional suggestions for nominations for the office of Division President prior to the Nominations Committee convening. The Nominations Committee shall conduct interviews of all suggested candidates during core business hours of the Division Conference, such interviews being open to any member of the Fraternity in good standing. In the event that the Nominations Committee has no candidates suggested for nomination pursuant to Sections 1 and 2 of this Article, the Nominations Committee may receive nominations for suggested candidates during any core business hours of the Division Conference. Such candidates shall then be treated by the Nominations committee as if they had been received under the provisions of Sections 1 and 2 of this Article.

Section 4. At the final business meeting of the Division Conference, the Nominations Committee shall report its recommendation as to who should be elected Division President, if any. That man's name shall be thereupon placed in nomination. The Presiding Officer of the conference shall then open the floor for additional nominations.

Section 5. In the event of a competitive election, any speeches and debate shall be governed by the rules of the proceedings established by the body at the beginning of the conference. If no rules have been adopted, then each candidate may have five minutes to speak to the body and answer questions. The candidates shall leave the room and debate will alternate in three minute increments for each candidate for up to three rounds. Additional rounds of debate may be approved by majority vote of the body. Candidates shall be voted on by order of nomination until a candidate has received a majority of the votes of the delegates. Present.

ARTICLE IV

Reports

Section 1. Each undergraduate chapter shall promptly deliver to the Division President a copy of such reports as are required for compliance with the laws of the international Fraternity, the Northern Division, and for the information of the President.

ARTICLE IV

Fines

Section 1. A fine of ten percent (10%) per month shall be imposed upon all undergraduate chapters for any indebtedness to the Division treasury not paid within thirty (30) days after it becomes due, the first fine to be imposed thirty (30) days after the due date of such indebtedness.

Section 2. The Division President shall in his discretion impose suitable fines or other penalties for failure to render any prescribed report, delinquency or neglect in the

performance of any official duty, and violation of any of the provisions of the Constitution or Bylaws of the Division.

ARTICLE V
Amendments

Section 1. These Bylaws may be repealed, altered, or amended at any Division Conference by a majority vote of the accredited delegates.